

## Submitting Student Writing Samples in Educator Portal

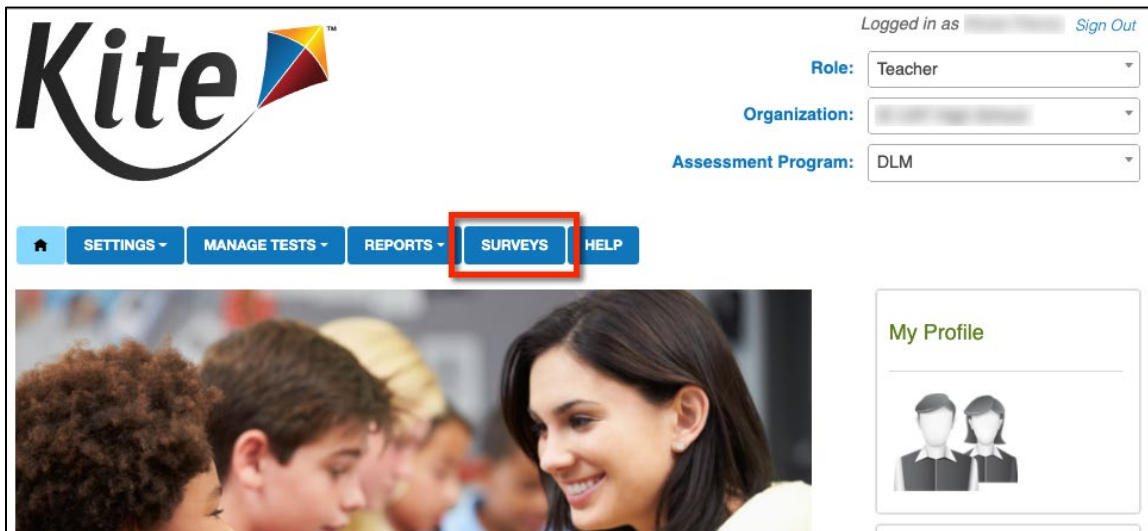
This document describes the process for submitting student writing samples in Educator Portal.

### Definition

Educator Portal allows for secure upload of student writing samples that can be directly linked to each student. Samples are used for validity evidence and research purposes; uploading a writing sample does not impact scoring.

### Process

1. Select the **SURVEYS** tab.



Logged in as [User] [Sign Out](#)

Role: Teacher

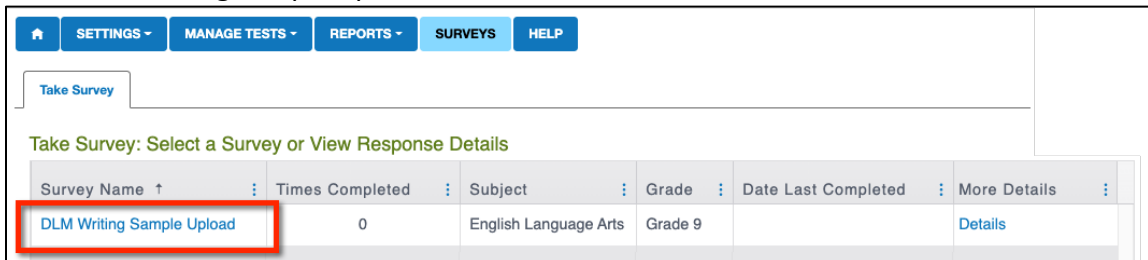
Organization: [Organization]

Assessment Program: DLM

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2. Select the writing sample upload link in the table.



Take Survey

Take Survey: Select a Survey or View Response Details

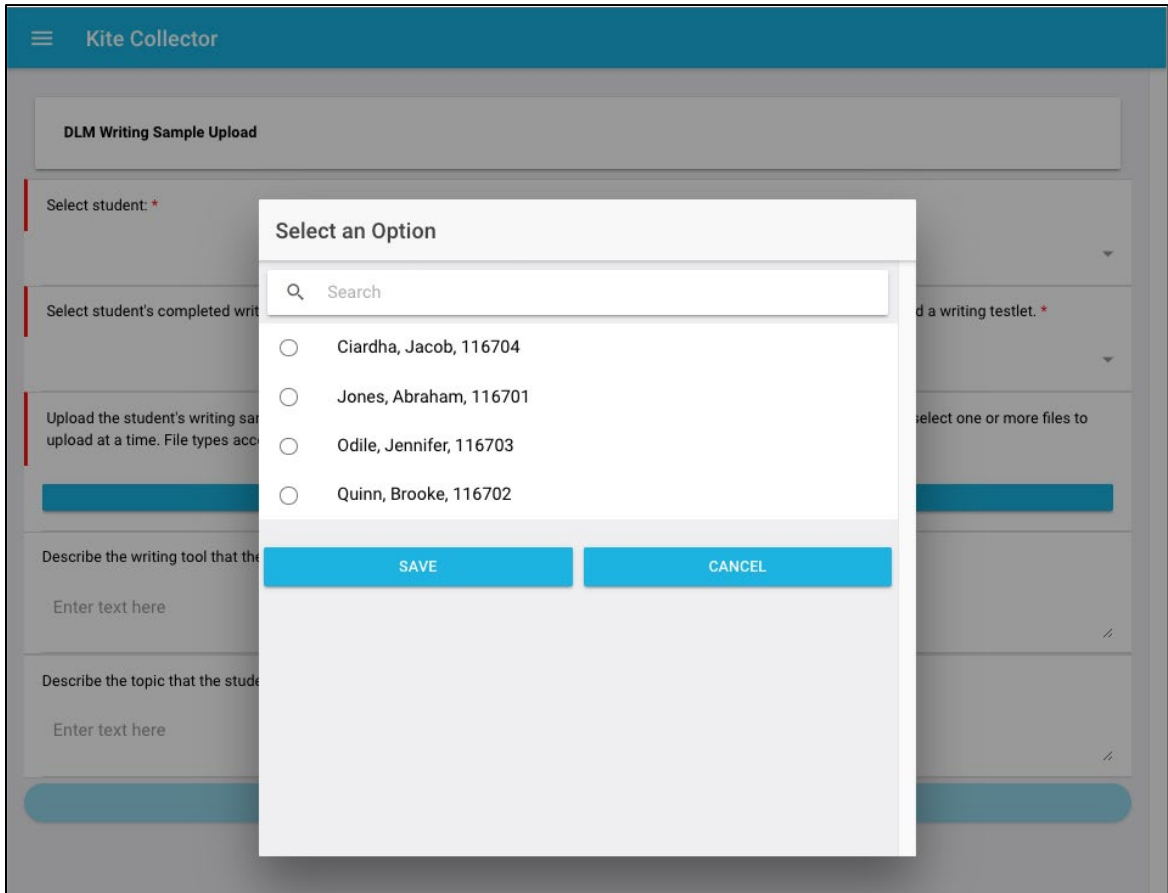
Survey Name ↑	Times Completed	Subject	Grade	Date Last Completed	More Details
<a href="#">DLM Writing Sample Upload</a>	0	English Language Arts	Grade 9		<a href="#">Details</a>

3. The system will open the writing sample upload form.

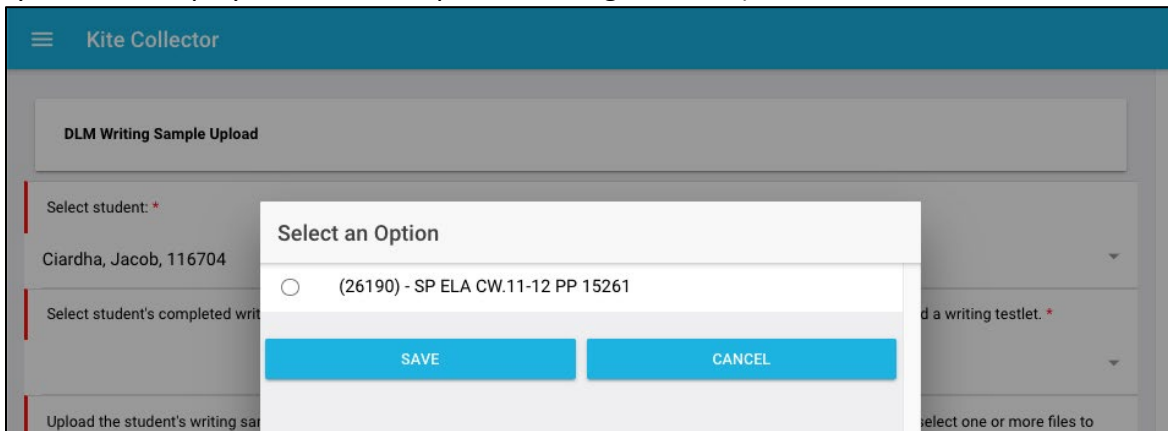
The screenshot shows the 'DLM Writing Sample Upload' form within the 'Kite Collector' interface. The form is contained within a light gray box and includes the following elements:

- Header:** A blue bar at the top left with a hamburger menu icon and the text 'Kite Collector'.
- Title:** 'DLM Writing Sample Upload' in a white box at the top of the form.
- Student Selection:** A dropdown menu labeled 'Select student: \*'.
- Testlet Selection:** A dropdown menu labeled 'Select student's completed writing testlet. NOTE: You will not be able to submit a writing sample until your student has completed a writing testlet. \*'.
- File Upload:** A text area with instructions: 'Upload the student's writing sample created during the writing testlet assigned during the current assessment window. You can select one or more files to upload at a time. File types accepted: PDF, JPG, PNG, DOCX \*'. Below this is a blue button labeled 'CHOOSE FILE'.
- Writing Tool Description:** A text area labeled 'Describe the writing tool that the student used to produce this writing sample:' with a placeholder 'Enter text here' and a double-slash icon on the right.
- Topic Description:** A text area labeled 'Describe the topic that the student wrote about (if applicable):' with a placeholder 'Enter text here' and a double-slash icon on the right.
- Submit Button:** A large, rounded blue button labeled 'SUBMIT'.
- Footer:** A blue bar at the bottom with a 'QUIT' button and a trash icon, and a 'Progress Meter' label above a horizontal line.

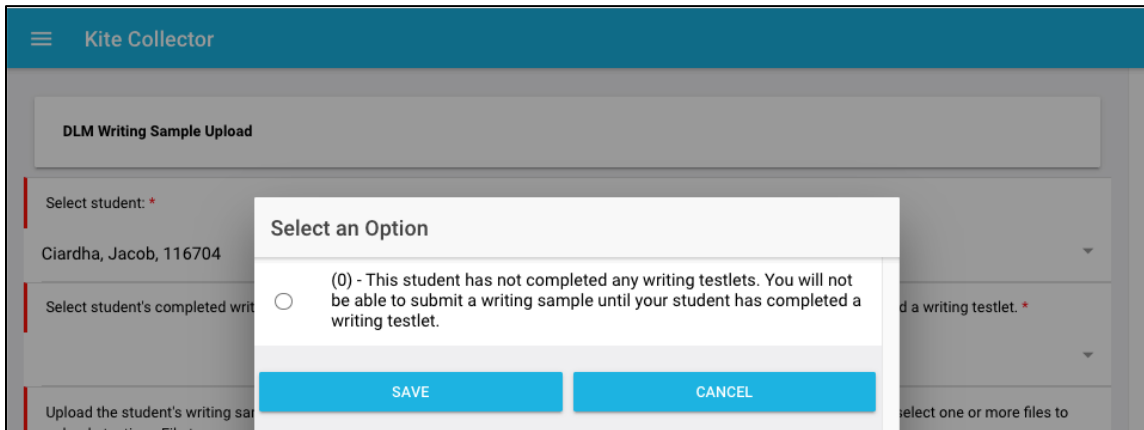
4. Select student (the system will display all students rostered to the teacher).



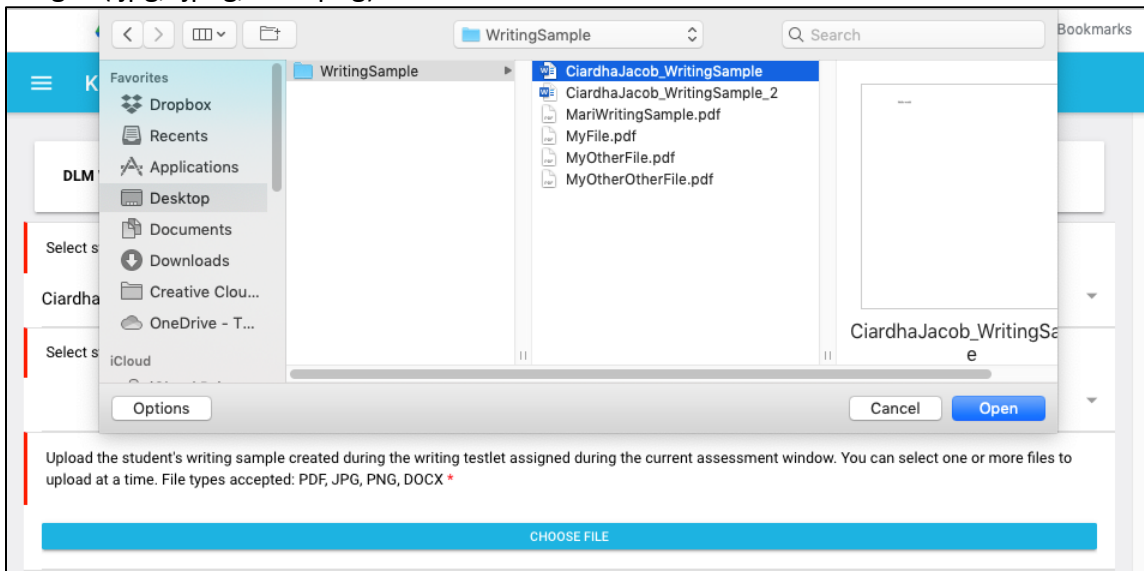
5. Select the student's completed writing testlet the writing sample goes along with (the system will display student's completed writing testlet[s]).



NOTE: Teachers will not be able to submit a writing sample for a student if the student has not completed a writing testlet.



6. Select **Choose File** and locate the writing sample file(s) to upload. Accepted file types include Microsoft Word documents (.docx), Portable Document Format (PDF), and images (.jpg, .jpeg, and .png).

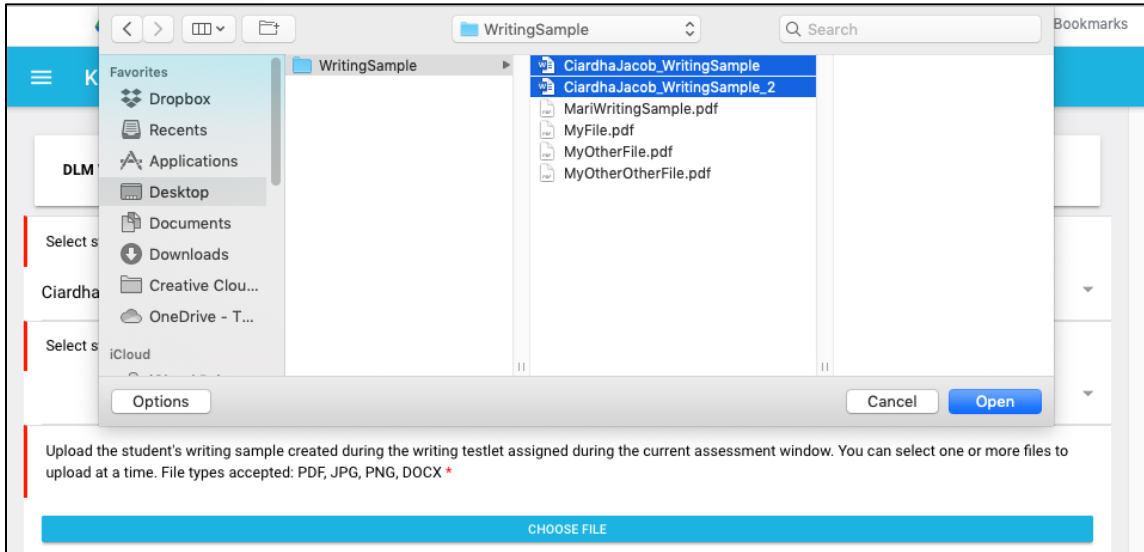


**IMPORTANT:** Remember to abide by your state's regulations regarding protecting student personally identifiable information (PII). Try to avoid uploading copies of samples that include information like student full name (first name is okay), state student ID, student address, etc. Make sure PII of other students is not included in the sample materials either.

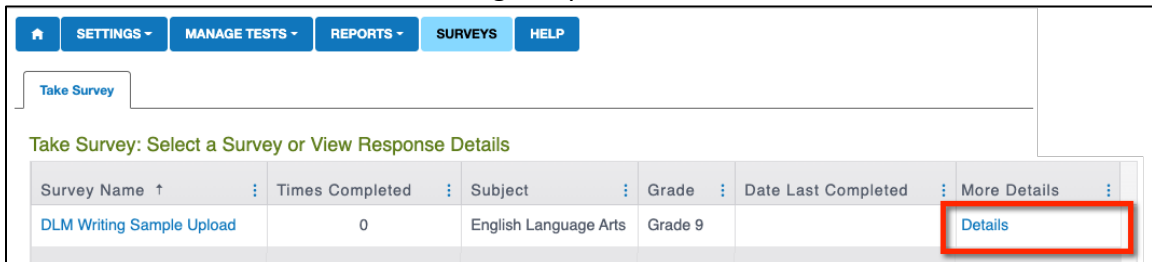
Never upload images of a student, only images of the sample itself are allowed.

7. To upload more than one file, select multiple files. If uploading more than one file, make sure all files are a product of the same student and testlet.

If you have samples from multiple students/testlets, upload them separately so that they can be properly linked to each individual student/testlet in the system (i.e., if you have two students who each took a writing testlet, you should perform two uploads, one for each student).



8. Select the **Submit** button.
9. To download, review, or delete writing sample files, select the **Details** link.



10. Select the response link to download/view the uploaded file(s).

View Response Details: Select Response

First Name	Last Name	SSID	Date Taken	Responses
Jacob	Ciardha	116704	12/16/2020	<a href="#">Response_1</a> <a href="#">Response_2</a>
Abraham	Jones	116701	12/16/2020	<a href="#">Response_1</a> <a href="#">Response_2</a> <a href="#">Response_3</a> <a href="#">Response_4</a> <a href="#">Response_5</a>
Abraham	Jones	116701	12/16/2020	No files submitted with this response
Abraham	Jones	116701	12/21/2020	<a href="#">Response_1</a> <a href="#">Response_2</a> <a href="#">Response_3</a> <a href="#">Response_4</a> <a href="#">Response_5</a>

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11. If needed, select the trash can icon to delete an uploaded file.