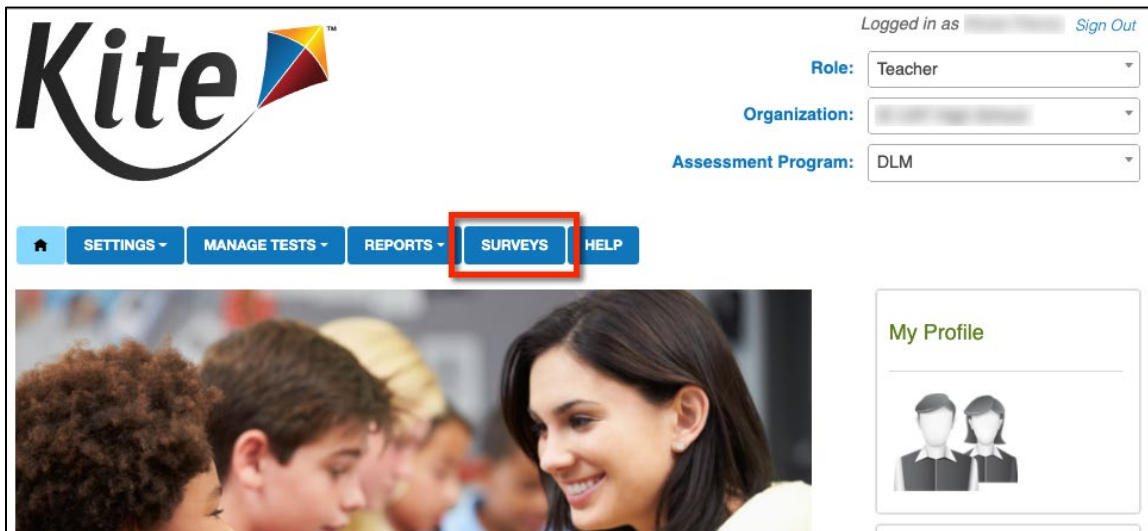# Submitting Student Writing Samples in Educator Portal

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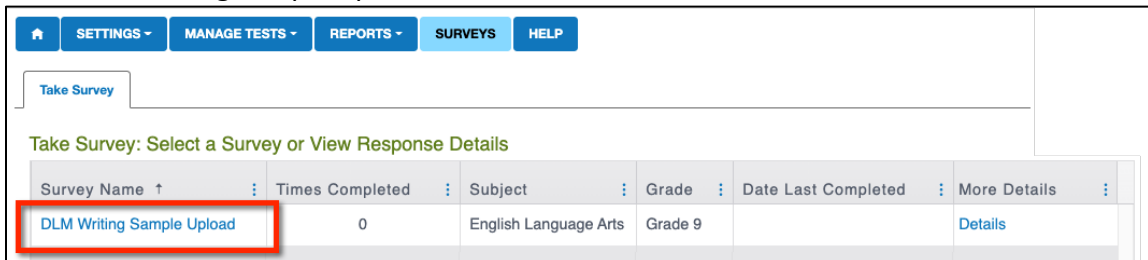
2. Select the writing sample upload link in the table.

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

Kite Collector

DLM Writing Sample Upload

Select student: *

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. *

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 *

CHOOSE FILE

Describe the writing tool that the student used to produce this writing sample:

Enter text here

Describe the topic that the student wrote about (if applicable):

Enter text here

SUBMIT

QUIT 🗑

Progress Meter

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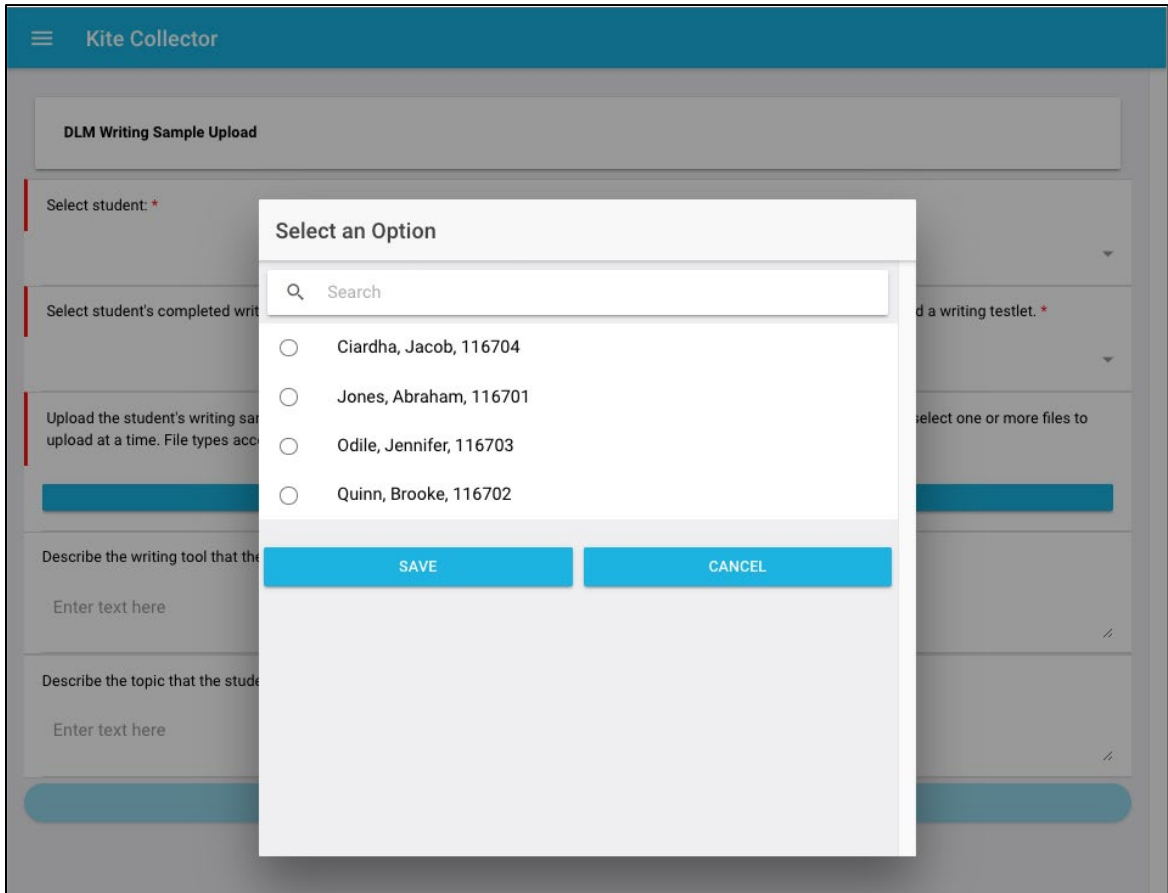

5. Select the student's completed writing testlet the writing sample goes along with (the system will display student's completed writing testlet[s]).
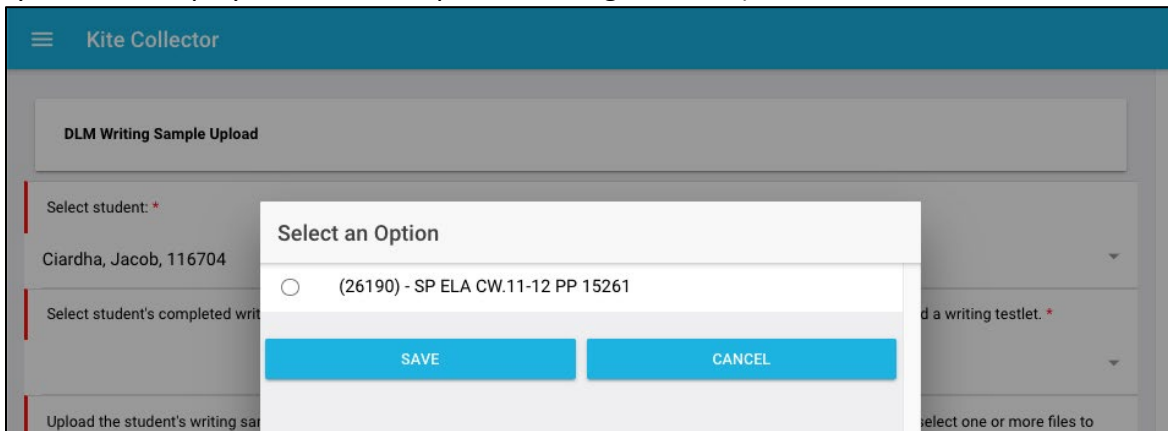
NOTE: Teachers will not be able to submit a writing sample for a student if the student has not completed a writing testlet.
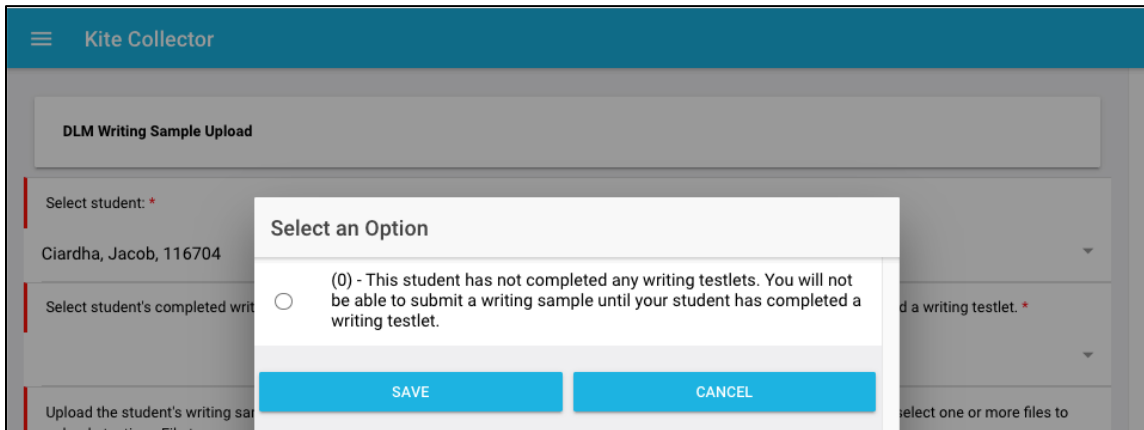
6. Select **Choose File** and locate the writing sample file(s) to upload. Accepted file types include Microsoft Word documents (.docx), Portable Document Format (PDF), and images (.jpg, .jpeg, and .png).
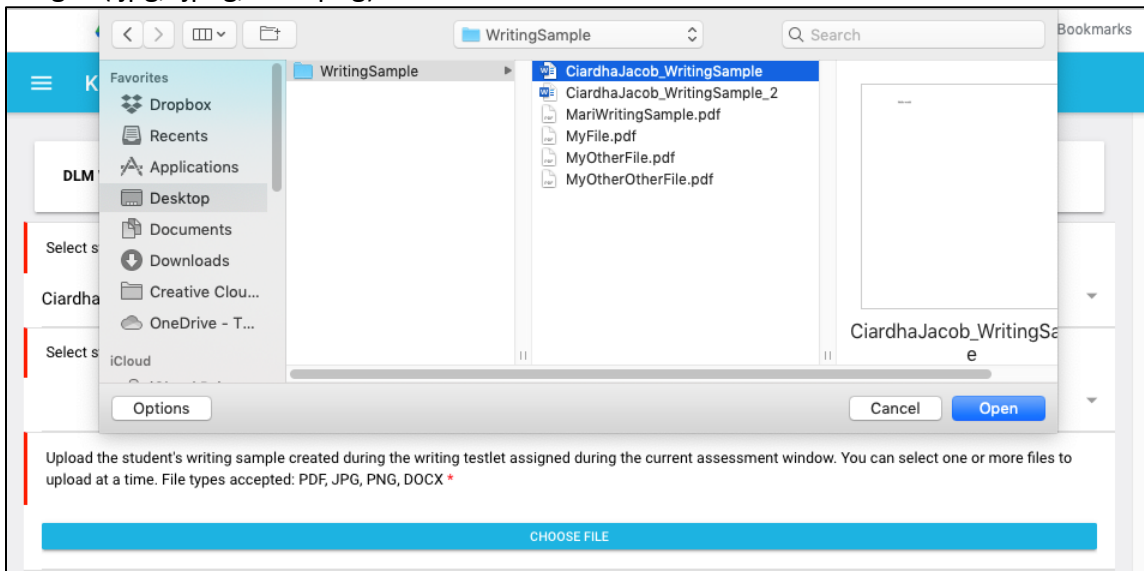

IMPORTANT: Remember to abide by your state's regulations regarding protecting student personally identifiable information (PII). Try to avoid uploading copies of samples that include information like student full name (first name is okay), state student ID, student address, etc. Make sure PII of other 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).
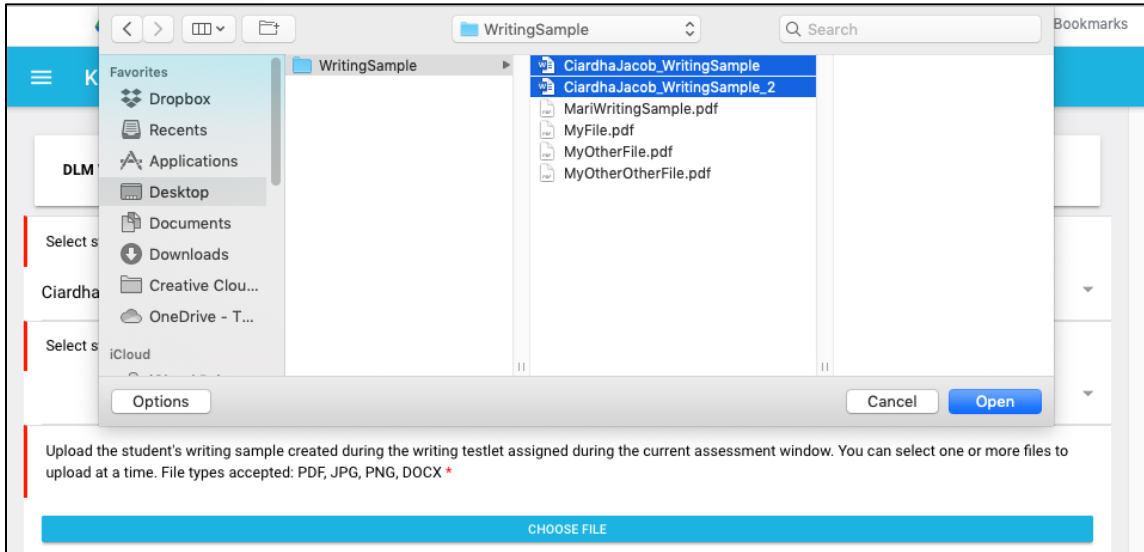
8. Select the **Submit** button.

9. To download, review, or delete writing sample files, select the **Details** link.
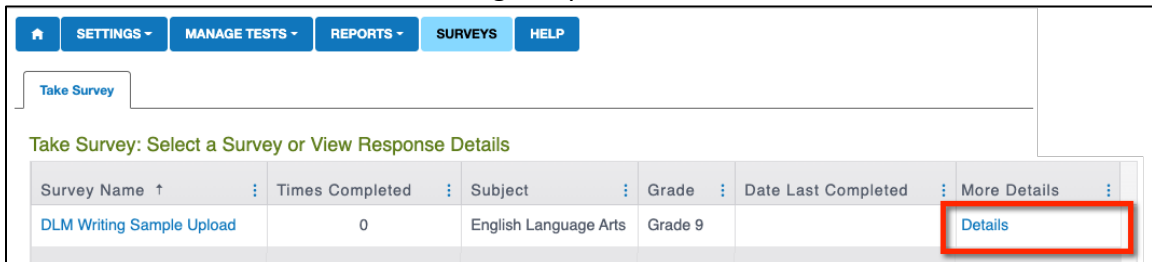
10. Select the response link to download/view the uploaded file(s).

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