

# How to add a submission portal in eCampus for your final exam or paper: a very unofficial guide by Kirsha.

Login to your eCampus course page.

The screenshot displays the eCampus web application interface. The browser address bar shows the URL: `ecampus.wvu.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=1_1`. The page features a navigation bar with the eCampus logo and user information for Kirsha Trytts. The main content area is divided into several sections:

- Campus Announcements:** Includes "Regularly Scheduled Sunday Maintenance" and "System Maintenance - Access Denied".
- Student Expectations:** Contains "Academic Integrity" and "Classroom Expectations" sections.
- My Announcements:** Lists course-specific announcements for 202001-LAW-727-001 and 202008-LAW-664-001.
- My Messages:** Shows a message from the system dated Tuesday, April 21, 2020.
- Download Blackboard's Student App Today:** Promotes the mobile app for iOS and Android.
- My Discussions:** Lists discussion items for courses 202001-LAW-667-001 and LAW-680-ICE908-1006.
- Course Catalog:** Provides a link to view the course catalog.
- My Courses:** A central section with a gear icon and a dropdown menu. It lists courses where the user is an instructor, including 202008-LAW-664-001 (available May 12, 2020) and 202001-LAW-667-001. A large orange arrow points to the gear icon.

The Windows taskbar at the bottom shows the system clock as 12:57 PM on 4/21/2020.

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Create a submission link.

- Hover on the grey colored “+” sign directly above the course title near the top left of the screen
- Select “Content Area”
- Give the link a name, like “Final Exam” or “Submit Paper”

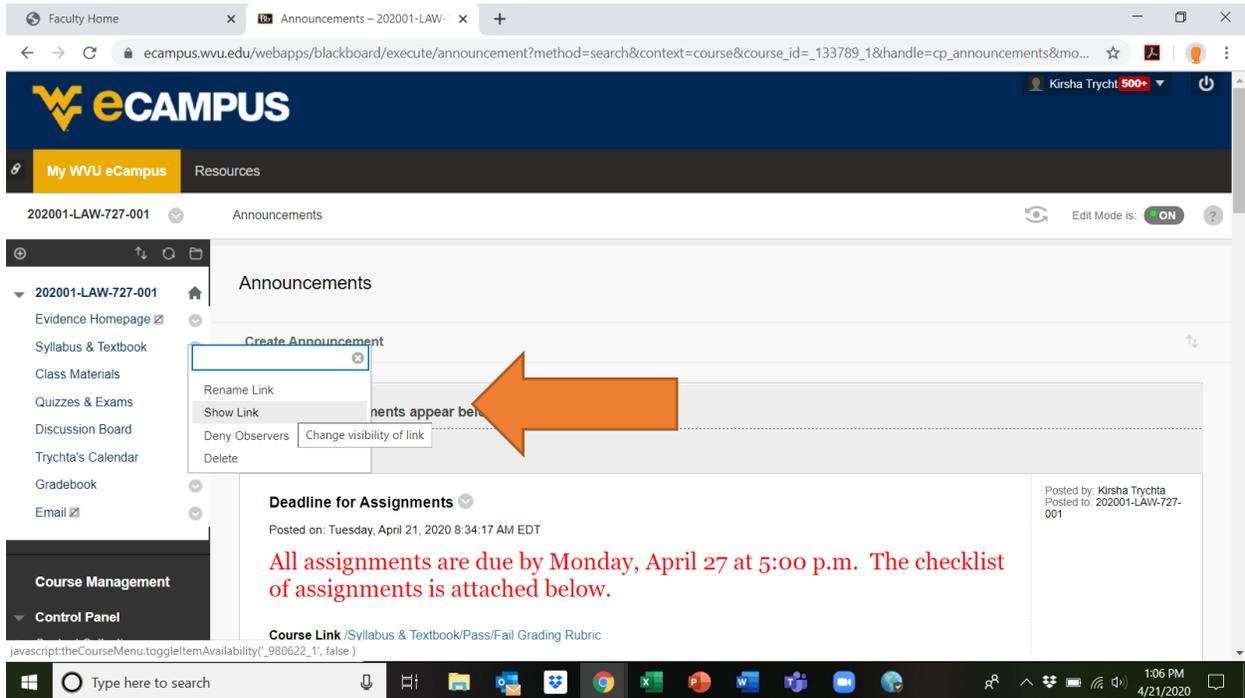
The screenshot shows the eCampus interface for course 202001-LAW-727-001. The left sidebar contains a list of course resources, with a '+' sign above the course title. An orange arrow points to this '+' sign. The main content area displays an announcement titled "Deadline for Assignments" with the text: "All assignments are due by Monday, April 27 at 5:00 p.m. The checklist of assignments is attached below." The announcement is posted by Kirsha Trychta on Tuesday, April 21, 2020 at 8:34:17 AM EDT. The course link is "/Syllabus & Textbook/Pass/Fail Grading Rubric".

The screenshot shows the eCampus interface for course 202001-LAW-727-001. The left sidebar is open, showing the "Content Area" menu. An orange arrow points to the "Content Area" option. The main content area displays the same announcement as the previous screenshot: "Deadline for Assignments" with the text: "All assignments are due by Monday, April 27 at 5:00 p.m. The checklist of assignments is attached below." The announcement is posted by Kirsha Trychta on Tuesday, April 21, 2020 at 8:34:17 AM EDT. The course link is "/Syllabus & Textbook/Pass/Fail Grading Rubric".

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Make the link available to students.

- Once the link is created, click on the chevron next to the name and select “show link” so that students can see the newly created link. The little “no” square next to the name should disappear, meaning the link is now active.

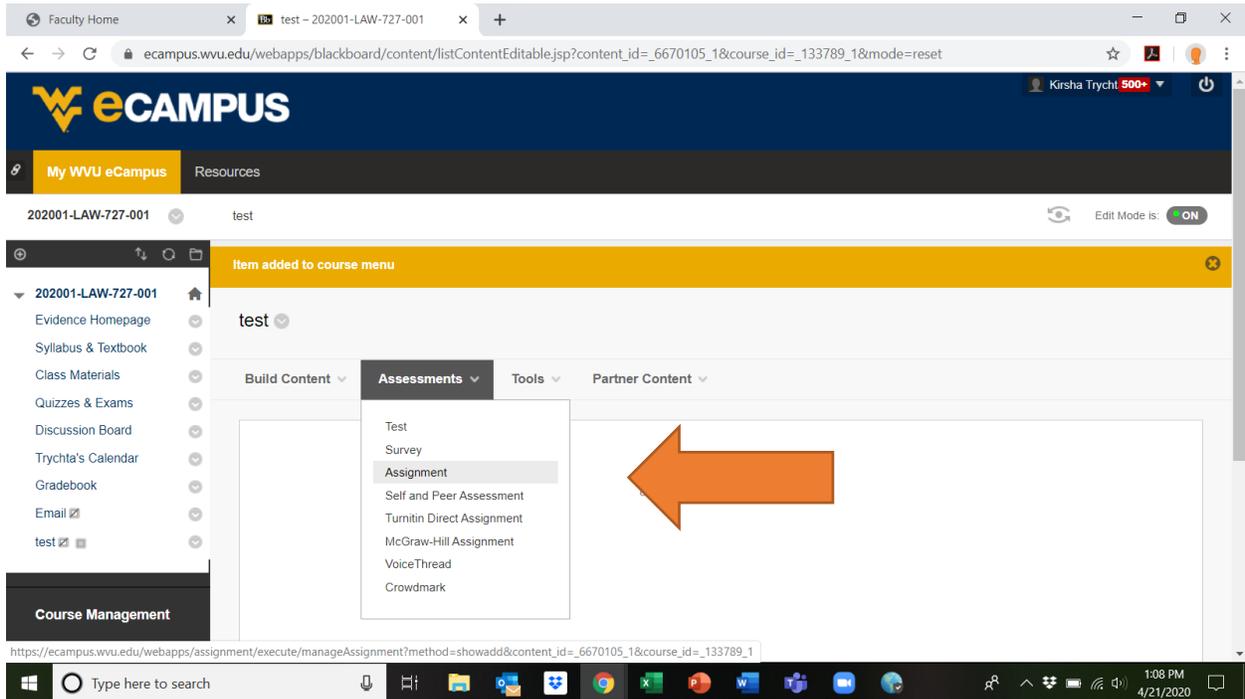


The screenshot displays the eCampus interface for course 202001-LAW-727-001. The main content area shows an announcement titled "Deadline for Assignments" posted on Tuesday, April 21, 2020 at 8:34:17 AM EDT. The announcement text reads: "All assignments are due by Monday, April 27 at 5:00 p.m. The checklist of assignments is attached below." Below the text is a "Course Link" for "Syllabus & Textbook/Pass/Fail Grading Rubric". A context menu is open over the announcement, with the "Show Link" option highlighted by a large orange arrow. The menu also includes options for "Rename Link", "Deny Observers", "Change visibility of link", and "Delete". The interface includes a navigation sidebar on the left with options like "Evidence Homepage", "Syllabus & Textbook", "Class Materials", "Quizzes & Exams", "Discussion Board", "Trychta's Calendar", "Gradebook", and "Email". The top navigation bar shows "My WVU eCampus" and "Resources". The bottom of the screenshot shows the Windows taskbar with the time 1:06 PM on 4/21/2020.

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Open the assignment window.

- Click on the newly created submission link
- A new window should appear
- Hover over the “Assessments” tab near the top and select “Assignment”
- A new window should appear



The screenshot shows the eCampus interface for a course titled '202001-LAW-727-001'. The user is logged in as Kirsha Trycht. The interface includes a navigation menu on the left with options like 'Evidence Homepage', 'Syllabus & Textbook', and 'Class Materials'. The main content area shows a 'test' item with a dropdown menu open under the 'Assessments' tab. The dropdown menu lists several assessment types: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', 'Turnitin Direct Assignment', 'McGraw-Hill Assignment', 'VoiceThread', and 'Crowdmark'. An orange arrow points to the 'Assignment' option in the dropdown menu. The URL in the address bar is [https://ecampus.wvu.edu/webapps/assignment/execute/manageAssignment?method=showadd&content\\_id=\\_6670105\\_1&course\\_id=\\_133789\\_1](https://ecampus.wvu.edu/webapps/assignment/execute/manageAssignment?method=showadd&content_id=_6670105_1&course_id=_133789_1). The system tray at the bottom shows the time as 1:08 PM on 4/21/2020.

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Set the features for the assignment.

- Name the assignment, again something like “Final Exam” or “Paper Submission” will work
- You may add instructions in the instructions window, or simply say “instructions attached” or leave the window blank
- Scroll down and attach the assignment instructions or actual exam packet using the “attach files” feature, which is set off by the dashed line box
- Select a due date (note: eCampus will allow students to upload after the due date but will automatically stamp the assignment with a red “late” banner)
- Assign a point total, if desired, or just simply put 1-point as a placeholder for “passes”
- Click on “Submission Details” for more features. Select if you want students to be able to upload multiple times in the submission window or just one time.
- Click on “Grading Options” for more features. Here is where you enable anonymous grading, if desired.
- Click on “Display of Grades” for more features. You should uncheck “show to my students.”
- Scroll down to “Availability.” You can make the exam automatically appear or disappear from student view during a window of time, if desired.
- Click Submit.

The screenshot shows the 'Create Assignment' interface in eCampus. The browser address bar displays the URL: `ecampus.wvu.edu/webapps/assignment/execute/manageAssignment?method=showadd&content_id=_6670105_1&course_id=_133789_1`. The page title is 'Create Assignment'. The interface includes a sidebar with navigation options like '202001-LAW-727-401' and 'Course Management'. The main content area has sections for 'ASSIGNMENT INFORMATION', 'ASSIGNMENT FILES', 'DUE DATES', and 'GRADING'. The 'ASSIGNMENT FILES' section has a dashed box for attaching files. The 'DUE DATES' section has a date picker. The 'GRADING' section has a 'Points Possible' field. A 'Submit' button is at the bottom right.

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You are now all setup. Now wait for students to submit assignments. Here is what the student will see when they go to take the exam:

The screenshot shows a web browser window displaying the eCampus assignment submission interface. The URL is [ecampus.wvu.edu/webapps/assignment/uploadAssignment?content\\_id=\\_6644077\\_1&course\\_id=\\_133789\\_1&group\\_id=&mode=cpview](https://ecampus.wvu.edu/webapps/assignment/uploadAssignment?content_id=_6644077_1&course_id=_133789_1&group_id=&mode=cpview). The page is titled "ASSIGNMENT INFORMATION" and contains the following details:

- Due Date:** Monday, April 27, 2020, 5:00 PM
- Points Possible:** 1
- Anonymous Grading:** Anonymous grading is currently turned on for this assignment. To remain anonymous, do not include your name or other identifying information in your assignment submission.

Below the information, there is a text box with instructions: "You have up to 24 hours to complete this exam, although the essays should only take a few hours to complete. Sometime before 5:00 p.m. on Monday, April 27, 2020, upload your completed response, in either a Word document or PDF, to eCampus. Please include your anonymous final exam number—not your name—on your submission. All good faith efforts will earn a 'pass.' You may take this exam open-book or closed-book, timed or untimed, depending on your personal learning goals for the course. I will provide feedback, consistent with your stated objectives. You may not plagiarize an answer, consult another person for assistance, or ask another person to complete this exam for you. I will 'fail' any student caught breaking these rules. The exam is pass/fail; just try your best and don't cheat!"

The "ASSIGNMENT SUBMISSION" section includes a "Text Submission" area with a "Write Submission" button and an "Attach Files" area with buttons for "Browse My Computer", "Browse Content Collection", and "Browse Cloud Storage". At the bottom right, there are "Cancel", "Save Draft", and "Submit" buttons.

You can view submissions under the "Grade Center – Needs Grading" tab on the far left, inside the black box. Submissions will appear listed here for you to view, download, and/or score directly in eCampus. This is what you will see when the student submits their assignment:

The screenshot shows the eCampus grade assignment review interface. The URL is [ecampus.wvu.edu/webapps/assignment/gradeAssignmentRedirector?outcomeDefinitionId=\\_1848553\\_1&currentAttemptIndex=1&numAttempts=1&anony...](https://ecampus.wvu.edu/webapps/assignment/gradeAssignmentRedirector?outcomeDefinitionId=_1848553_1&currentAttemptIndex=1&numAttempts=1&anony...). The page displays a student's submission for a "Movie Review" assignment.

The submission text is as follows:

Jacob Gooden

**Extra Credit: Somn Review**

For the extra credit movie review assignment, I chose to watch "Somn". While "A Lawyer Walks into a Bar" was admittedly my first choice, "Somn" was available for free through my Hulu subscription.

To my surprise, I was able to make an almost immediate connection between the film and the study of law and bar prep. That is, how wine, like law, has been around for such an extensive amount of time and impacts such a vast amount of people, yet only a few professionals are really able to adequately understand and interpret the complexities of it. Like Ian states several times throughout the documentary, studying for the bar will require numerous sacrifices and require that I put the law first so that I can adequately prepare for the exam and be in a position to pass it.

Another similarity I identified is how the movie suggests that in order to pass the wine exam, it is important to surround yourself by people that support you in your endeavor and that will help you succeed. I think this will be absolutely essential to my success this summer as I prepare for the bar. I must surround myself with a supportive cast of individuals, not only of those that are hopefully knowledgeable in the law, but also with people that will help me study to the best of

The right-hand side of the page shows the grading information:

- GRADE HIGHEST GRADE:** 15.00 /15
- ATTEMPT 4/21/20 12:58 AM:** 15.00 /15

Below the grade information, there is a "Feedback to Learner" section with a text box containing the following feedback: "I'm glad to see that you found value in the exercise. I think the wine exam and the bar exam have a lot in common. It's clear from your reflection that you also lots of similarities." There are "Add Notes", "Cancel", "Save Draft", and "Submit" buttons.

At the bottom, there is a "Submission" section showing a file named "Extra Credit Movie Review.docx" and a "Comments" section with a comment from Jacob Gooden dated 4/21/20 12:58 AM: "Prior to starting the film, I was unsure of how I was possibly going to write 250 words on what I learned from a documentary on a 'wine exam.'" However, I found myself