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.
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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”

All assignments are due by Monday, April 27 at 5:00 p.m. The checklist of assignments is attached below.
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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.
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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
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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 unclick “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.
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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:

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: