

## BCOE Foun 3708 Instructions on Uploading Writing Samples to the YSU Repository of Assessment Documents - Overview

You have been asked to upload a sample of your writing to help assess whether the University has been effective in teaching students how to use writing to communicate effectively. Evaluations of student writing will only be reported for groups of students; information about individual students will not be released. Please follow the instructions below to upload your document.

1. Prepare the writing sample
  - a. Remove any information that would identify you or your instructor.
  - b. Insert the following description of your assignment at the top of the first page of the document: Sonia Nieto has indicated that characteristics of the concept of "culture" include its being dynamic, multifaceted, learned, and dialectical (see *The Light in Their Eyes*; Chapter 3). Your task is to define and discuss, in essay format, three of these four characteristics as they relate to one's, that is, anyone's, culture. Then you are to apply each of the three concepts by using appropriate illustrated examples relevant to your current and future work with students in your licensure area.**
  - c. Your file must be saved as either a Microsoft Word document (a doc or docx file) or an Adobe Acrobat document (a pdf file).
2. Upload the writing sample
  - a. Go to <https://my.yosu.edu> and log into MyYSU.
  - b. Click on the link **Access My Student Information**.
  - c. Click on the link **Writing Repository**.
  - d. Select the term the assignment was given (typically the current term), then click on the **Submit** button.
  - e. Select the class in which the assignment was given. Leave **No** checked or check the No box if it is unchecked. Click the **Select Course** button.
  - f. Click on the **Browse** button. A dialog box will appear that will allow you to identify the file to upload. Select the file and click on the **Open** button. After the dialog box closes click on the **Submit** button.
  - g. You will receive a message indicating that the file was uploaded.

Notes: The menu options for uploading papers only show up in student accounts. If a faculty member (your course instructor, for example) goes into Banner the links needed to upload documents are not visible.

Access to the uploaded documents is restricted and is only allowed on a need-to-know basis.

On the pages that follow the same instructions are repeated but example screen shots are included.

## BCOE Foun 3708 Instructions on Uploading Writing Samples to the YSU Repository of Assessment Documents – With Example Screen Shots

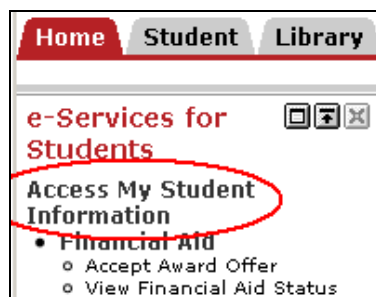
You have been asked to upload a sample of your writing to help assess whether the University has been effective in teaching students how to use writing to communicate effectively. Evaluations of student writing will only be reported for groups of students; information about individual students will not be released. Please follow the instructions below to upload your document.

### 1. Prepare the writing sample

- a. Remove any information that would identify you or your instructor.
- h. Insert the following description of your assignment into the first page of the document: *Sonia Nieto has indicated that characteristics of the concept of "culture" include its being dynamic, multifaceted, learned, and dialectical (see The Light in Their Eyes; Chapter 3). Your task is to define and discuss, in essay format, three of these four characteristics as they relate to one's, that is, anyone's, culture. Then you are to apply each of the three concepts by using appropriate illustrated examples relevant to your current and future work with students in your licensure area.***
- b. Your file must be saved as either a Microsoft Word document (a doc or docx file) or an Adobe Acrobat document (a pdf file).

### 2. Upload the writing sample

- a. Go to <https://my.ysu.edu> and log into MyYSU.
- b. Click on the link **Access My Student Information**



- c. Click on the link **Writing Repository**.

## Student and Financial Aid

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[Class Schedule](#)  
Class Schedule Display. Please note that all future terms are tentative schedules.

[Registration](#)  
Check your registration status, schedule and add or drop classes

[Student Records](#)  
View your holds, grades, transcripts, and enrollment verification

[Financial Aid](#)  
View and accept awards, review requirements and display financial aid summary

[Student Account](#)  
View account statement, make payment (including parking permit) or enroll in payment plan

[Title IV Authorization](#)  
Authorize distribution of Federal financial aid funds

[Admissions](#)  
Apply for Admission or Review Existing Applications

[Writing Repository](#)  
Upload writing sample

- d. Select the term the assignment was given (typically the current term), then click on the **Submit** button.

**Personal Information** **Alumni and Friends** **Student** **Financial Aid**

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## Registration Term

Select a Term:

- e. Select the class in which the assignment was given. Leave **No** checked or check the No box if it is unchecked. Click the **Select Course** button.

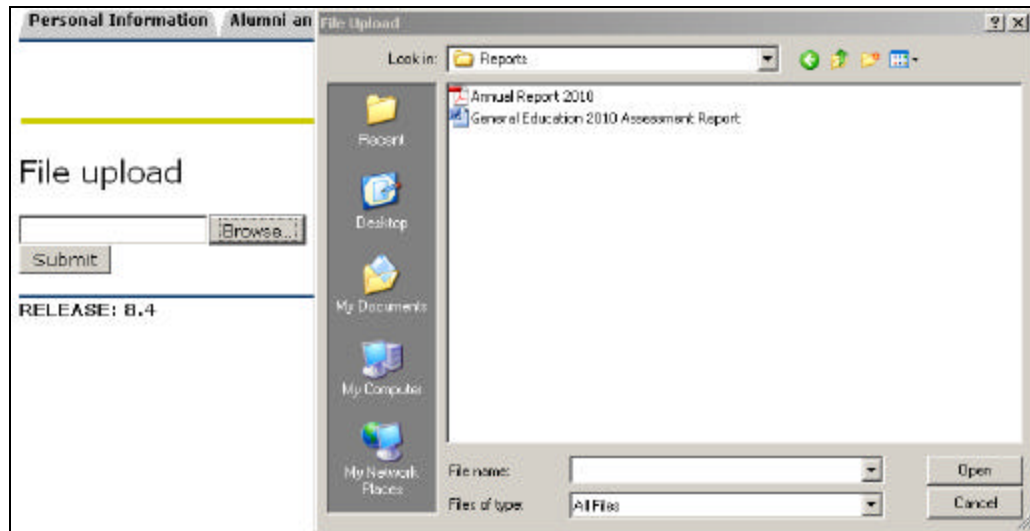
Thank you for contributing your writing sample to the YSU Repository of Assessment Documents. The documents in the repository are used to evaluate whether the university is achieving its goal of teaching students how to write effectively. Only summarized findings for groups of students will be reported; evaluation results for individual students will be kept confidential. Please remove any information that could be used to identify you or your instructor from the writing sample to ensure anonymity.

Check	Course_Reference	Course_Code	Course_Number	Course_Description
<input type="radio"/>	22395	GEOG	2630	Geography
<input type="radio"/>	21725	ENGL	1590	English

This document is being uploaded just for assessment of the major (only check "Yes" if your instructor has asked you to)

Yes  
 No

- f. Click on the **Browse** button. A dialog box will appear that will allow you to identify the file to upload. Select the file and click on the **Open** button. After the dialog box closes click on the **Submit** button.



- g. You will receive a message indicating that the file was uploaded.