

Overview

If, after trying to follow the paper instructions, you need help in order to proceed, please do not hesitate to raise your hand to ask the instructor or an Academic Peer Advisor (APA) for assistance. We LIKE you and want to help you. There are two required papers for GEN 099. If your papers are not yet written, you need to sit right there and write them—then upload them and submit them for assessment.

- **Honor Code:** Reflection Paper
- **Career Beam:** Reflection Paper **and** CareerBeam Quick Profile .pdf

You will also log in to Desire2Learn (D2L) and complete two quizzes and a survey:

- **Plagiarism Quiz**
- **Habitudes Quiz**
- **College Student Inventory (FRESHMEN ONLY)**

Setting up your ePortfolio

IMPORTANT NOTE: The instructions on this page will help you set up your ePortfolio the first time you access it. You will only need to do the steps on this first page once.

General Education ePortfolio

1. Open your Internet browser, and go to <http://eportfolio.oru.edu>.
2. Click on the "LOG-IN" link on the sidebar.
3. Type your user id (**Z-number**, including the "Z") and password ("**neptune**" until you change it), then click on the "ENTER" button.
4. If this is your first time to log in, you will need to acknowledge your acceptance of the terms of use before you can proceed.
5. Click on "WORK," then select "MY PORTFOLIOS."
6. Click on the "MAKE THIS MY HOMEPAGE" button.
7. Click the button to "CREATE NEW PORTFOLIO."
8. In the "NAME" box, type your name.
9. Under the TABLE OF CONTENTS drop-down menu, select "GENERAL EDUCATION," then "GENERAL EDUCATION OUTCOMES." (If you don't see an option for "GENERAL EDUCATION OUTCOMES," click on the "CAN'T FIND YOUR TABLE OF CONTENTS?" link, choose "GENERAL EDUCATION" as your department, and then choose "GENERAL EDUCATION OUTCOMES" as your Table of Contents.)
10. Click on the "CREATE" button.
11. Click on the link to "RETURN TO MY PORTFOLIOS."

CONGRATULATIONS! You have successfully set up your General Education ePortfolio. **If you already know your major, please proceed to the next section. If not, please skip ahead to "Instructions for Submitting the Honor Code Reflection Paper."**

Major ePortfolio

1. Make sure that you are on the "MY PORTFOLIOS" page.
2. Click the button to "CREATE NEW PORTFOLIO."
3. In the "NAME" box, type your name.
4. Under the TABLE OF CONTENTS drop-down menu, select your major department. (If you don't see an option for your major department, click on the "CAN'T FIND YOUR TABLE OF CONTENTS?" link, choose the appropriate academic department from the list, and then choose the Table of Contents that matches that department.)
5. Click on the "CREATE" button.
6. Click on the link to "RETURN TO MY PORTFOLIOS."

CONGRATULATIONS! You have successfully set up your Major ePortfolio. To begin the process of uploading artifacts, see the "Instructions for Submitting the Honor Code Reflection Paper" below.

Instructions for Submitting the Honor Code Reflection Paper

BEFORE YOU BEGIN: Make sure that your Honor Code Reflection Paper has been saved and is open on your computer. The instructions below describe how to upload the Honor Code Reflection Paper (Entry Level) artifact into your General Education ePortfolio. This is a required artifact for all incoming undergraduate students.

When you upload other artifacts in the future, pay careful attention to where the artifact belongs. For example, the Honor Code Reflection Paper (Entry Level) is listed under the outcome of "Spiritually Alive" and the proficiency of "Ethical Behavior." The sections and subsections of the General Education ePortfolio correspond to ORU's outcomes and proficiencies.

Submitting the Document through your ePortfolio

1. **(If you are still logged into your ePortfolio from the "Setting up Your Portfolio" exercise, you may skip to step #5.)** If you are not already logged into your ePortfolio, open an Internet browser and go to <http://eportfolio.oru.edu>.
2. Click on the "LOG-IN" link on the sidebar.
3. Type your user id (**Z-number**, including the "Z") and password ("**neptune**" until you change it), then click on the "ENTER" button.
4. Click on "WORK," then "MY PORTFOLIOS."
5. Click on the link for your GENERAL EDUCATION portfolio.
6. Find "SPIRITUALLY ALIVE."
7. Under "SPIRITUALLY ALIVE," find "ETHICAL BEHAVIOR."

8. Under "ETHICAL BEHAVIOR," find **and click on** "HONOR CODE REFLECTION PAPER (ENTRY LEVEL) (GEN 099)" (the **first** Honor Code link).
9. Scroll to the top of the page, and click "ADD TEXT."
10. Leave your ePortfolio open, but go to where you have your Honor Code Reflection Paper open on the computer.
11. Highlight the entire paper, then COPY.
12. Go back to your ePortfolio. Click in the box in the "ADD TEXT" area and PASTE.
13. Click on the "SAVE" button. When it finishes, click "CLOSE."
14. **Make sure that the text of your paper appears on the ePortfolio page.**
15. Click on the "SUBMIT" button to submit this page to the assessor.
16. If prompted, complete the DEMOGRAPHIC SURVEY.
17. You should now be on the SUBMIT page. In the box, start typing the name of the person who will assess this assignment. **If you are male, this will be "MEN, DEAN_OF." If you are female, this will be "WOMEN, DEAN_OF." This will send your paper to be assessed by staff in either the Dean of Men's office or the Dean of Women's office.**
18. When "MEN, DEAN_OF" or "WOMEN, DEAN_OF" appears, click on it.
19. Click the "SUBMIT" button.
20. You should see a message verifying that your artifact was submitted.
21. Click the "RETURN" button.

CONGRATULATIONS! You have successfully submitted your Honor Code Reflection Paper (Entry Level). Please proceed to "Instructions for Submitting the CareerBeam Analysis Paper" on the next page.

Instructions for Submitting the CareerBeam Analysis Paper

BEFORE YOU BEGIN: Before writing this paper, you should have taken your online career assessment. A Quick Profile (PDF) was generated as part of your results. Make sure that your CareerBeam Analysis Paper has been saved and is open on your computer and that your Quick Profile has been saved on your computer or flash drive as a **PDF**. The instructions below describe how to upload the CareerBeam Analysis Paper and Quick Profile PDF into your General Education ePortfolio. These items together are a required artifact for all incoming undergraduate students.

The CareerBeam Analysis Paper will only be considered complete when both the paper and the Quick Profile PDF are viewable.

When you upload other artifacts in the future, pay careful attention to where the artifact belongs. For example, the CareerBeam Analysis Paper is listed under the outcome of "Spiritually Alive" and the proficiency of "Sensitivity to the Holy Spirit." The sections and subsections of the General Education ePortfolio correspond to ORU's outcomes and proficiencies.

Submitting the Documents through your ePortfolio

1. **(If you are still logged into your ePortfolio from the "Instructions for Submitting the Honor Code Reflection Paper" exercise, you may skip to step #6.)** If you are not already logged into your ePortfolio, open an Internet browser, and go to <http://eportfolio.oru.edu>.
2. Click on the "LOG-IN" link on the sidebar.
3. Type your user id (**Z-number**, including the "Z") and password ("**neptune**" until you change it), then click on the "ENTER" button.
4. Click on "WORK," then "MY PORTFOLIOS."
5. Click on the link for your GENERAL EDUCATION portfolio.
6. Find "SPIRITUALLY ALIVE."
7. Under "SPIRITUALLY ALIVE," find "SENSITIVITY TO THE HOLY SPIRIT."
8. Under "SENSITIVITY TO THE HOLY SPIRIT," find **and click on** "CAREERBEAM ANALYSIS PAPER (GEN 099)."
9. Scroll to the top of the page, and click "ADD TEXT."
10. Leave your ePortfolio open, but go to where you have your CareerBeam Analysis Paper open on the computer.
11. Highlight the entire paper, then COPY.
12. Go back to your ePortfolio. Click in the box in the "ADD TEXT" area and PASTE.
13. Click on the "SAVE" button. When it finishes, click "CLOSE."
14. Now click on the "UPLOAD NEW ARTIFACT" button.

15. Ignore the "NAME" box, and click on "UPLOAD FILE."
16. Click on the "BROWSE" button ("CHOOSE FILE" in Safari/Chrome). A dialog box will open. Find your Quick Profile PDF and select it by double-clicking on it or by clicking on it once and choosing OPEN in the dialog box.
17. Your PDF will load and save automatically. When it finishes, click "CLOSE."
18. **Make sure that both the text of your paper and the link for your PDF appear on the ePortfolio page.**
19. Click on the "SUBMIT" button to submit this page to the assessor.
20. If prompted, complete the DEMOGRAPHIC SURVEY.
21. You should now be on the SUBMIT page. **Start typing "CAREER SERVICES." This will send your paper to be assessed by staff in the Career Services office.**
22. When the appropriate name appears, click on it.
23. Click the "SUBMIT" button.
24. You should see a message verifying that your artifact was submitted.
25. Now, click on "WORK," then "MY RESULTS," at the top of the page. This page will list all artifacts that you have submitted through your ePortfolio. Once your artifact has been assessed, the assessment score and comments will also appear on this screen.
26. **Keep your "MY RESULTS" page open.** Raise your hand so that an instructor or APA can come check your submissions.
27. Once the instructor or APA has signed you out, you may click on your name at the top of the page and then select "LOG OUT."

CONGRATULATIONS! You have successfully submitted your CareerBeam Analysis Paper and Quick Profile PDF.

Instructions for Taking the Quizzes in D2L

This course has two D2L quizzes that must be completed: one over plagiarism and one over the Habitudes textbook. You are welcome to take these quizzes anytime before your WPA Lab, but you may also elect to wait and take them during your WPA Lab. You will need to have viewed the information on plagiarism from the links in the D2L course website, and you will need to have read the Habitudes book by Tim Elmore before you can complete these quizzes.

1. Go to <https://d2l.oru.edu>.
2. Enter your D2L user id and password, then click "LOGIN." (Your user id is your Z-number with a capital Z; your password started out as your 6-digit birth date. If you need assistance with logging into D2L, please let us know.)
3. Under the "MY COURSES" area, click on the link for "GEN 099 Whole Person Assessment (Fall 2013, Swartwood)."

4. About an inch from the top of the screen, click on the "CONTENT" link.
5. You will see a link to the Plagiarism Quiz under the "Plagiarism" heading and a link to the Habitudes Quiz under the "Habitudes" heading. Remember to SAVE and SUBMIT your answers.
6. **When you have completed both quizzes, click on the "Quizzes" link inside the D2L course.** Raise your hand so that an instructor or APA can come verify that you completed at least one attempt on each quiz.
7. Once the instructor or APA has signed you out, you may click on your name at the top of the page and then select "LOGOUT."

Instructions for Taking the College Student Inventory

When you have finished uploading your papers and taking your quizzes, FIRST-SEMESTER FRESHMEN and TRANSFER STUDENTS WITH 15 OR FEWER CREDITS ONLY should complete the College Student Inventory.

1. Go to <https://studentsurvey.noellevitz.com/OralRobertsUniversity/SRPFall2013>. (This link is also available in D2L.)
2. Complete the survey as directed.

Once your instructor/APA has verified that your ePortfolio submissions were successful, your D2L quizzes have been completed, and your College Student Inventory Survey has been submitted (if applicable), you are free to leave!

Information for the Future

If you are missing any handouts from GEN 099/WPA Lecture, you may go to the D2L website for the course (<https://d2l.oru.edu>) and download whatever you need. If you have any questions about ePortfolio or the GEN 099 course in the future, please contact the ePortfolio Help Line at (918) 495-7356 or eportfolio@oru.edu.

Have a happy day!