

West Virginia Writing Project Young Writers Contest

Directions to Upload Six County Winning Entries onto *Blackboard*

Please note that Dr. Lisa Heaton, MUGC, has written excellent online directions for using Blackboard at www.marshall.edu/supersaturday/logindirections.htm

Young Writers Coordinators are required to upload their six county winners to Marshall University's *Blackboard*.

Although winning entries still must be sent for judging as we have always done, adding the entries to Blackboard will accomplish two important things:

First, both the county coordinator and we will be able to see if your county's entries are online. Second, the work of each **state** winner must be submitted to the anti-plagiarism site, Turnitin.com. Having the writings already online will enable us to check the originality of the winning stories quickly.

First, each winning entry must be *word-processed* in **MICROSOFT WORD**. It can then be sent to you as an attachment (but NOT in the body of an e-mail). We prefer Arial or Times New Roman, font size 12. **Please add the name of the story and the student's name to the top of his or her paper for the electronic copy only, and save it to your computer.**

Second, each paper must be saved to your computer that is connected to the Internet. Use the name of the entry to save the paper, such as, My Grandma's Cooking.

Then, use your computer to go to:
<http://vista.marshall.edu/muonline>

Type in your MU ID and your PIN

*Your MU ID is: county name_wv, such as: Kanawha_wv

*Your PIN is: password

Click on Young Writers Contest 2009

Click on Grade Level 1-2

Type your county name in the rectangle submission box

Click on "Add Attachments"

Then click on the My Computer icon

Browse in your computer and find the grade 1-2 winning entry, such as *My Grandma's Cooking*. Select the entry.

Click "open"

The entry name will appear above the Attachment button

Click "Submit"

Click "OK"

Repeat this process for each of the next grade levels.

E-mail Barbara Holmes holmes26@marshall.edu if you should need help in this process.