

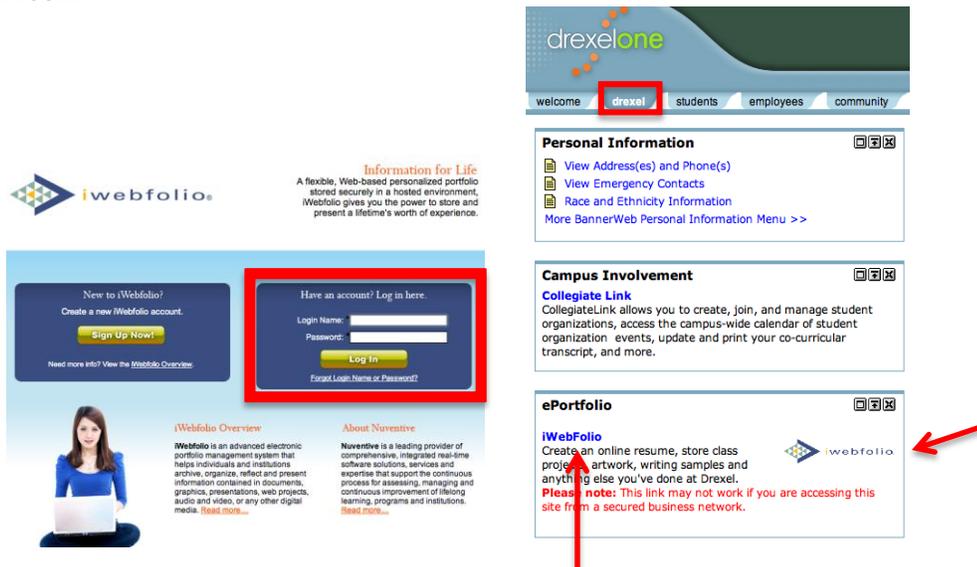
How to Create a Portfolio Using iWebfolio

First, here are some things you should know:

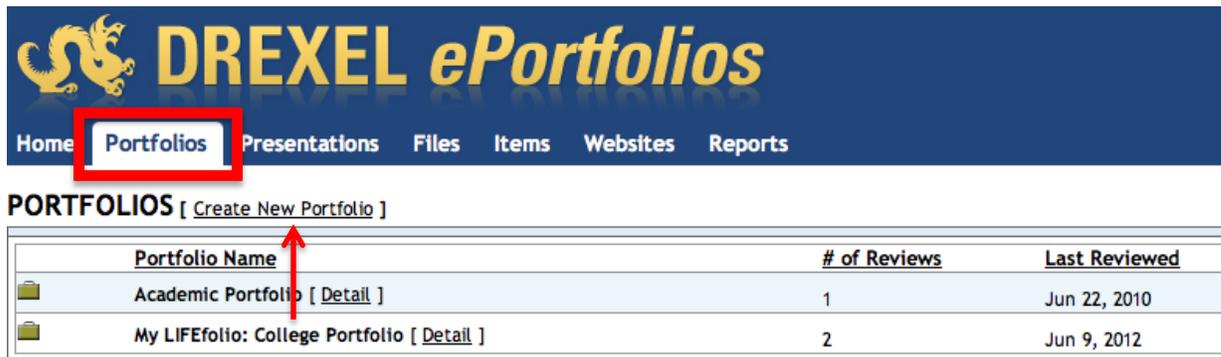
- If you are creating a portfolio for a class then you will be selecting a template (templates provide an outline for creating a portfolio), which was designed by Drexel faculty. Your instructor will give you the name of the template.
- You may also create a portfolio which is not based on a template, but this type should be used for personal reasons.

Now onto creating a portfolio:

1. Go to <http://www.iwebfolio.com> and log in, or access iWebfolio by logging into DrexelOne, clicking on the Drexel tab, then clicking on the iWebfolio link or icon.



2. Once you are logged in, click on the Portfolios tab at the top left corner. Then, click on Create New Portfolio.



3. Select a template for your portfolio. Choose yes in the dropdown if you would like to base your portfolio on a template. Choose no if you do not want this. For this example, we will use a template found in the English and Philosophy folder. We are choosing yes in the dropdown and clicking on the English and Philosophy folder to your left. Then click on Select to the right of the template you would like to use.

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CREATE NEW PORTFOLIO

Would you like to base this Portfolio on a Template? Yes No

Select the template below:

Folder	Template Name	Creator	
English and Philosophy	Drexel Writing Portfolio (2011-12) Template	Driscoll, Daniel	Select View
	Writing Center Peer Reading Portfolio Template [Detail]	Driscoll, Daniel	Select View

Cancel

4. Next will appear a list of reviewers. What are reviewers? Reviewers can be faculty members, TA's, or advisors assigned to check your portfolio. You may remove any reviewer by clicking on Remove at the right hand side. Click next when finished.

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CREATE NEW PORTFOLIO

Template selected: Writing Center Peer Reading Portfolio Template

Current Default Permissions (4) [View Permissions Disclaimer](#)

Name	Title	Node	
Driscoll, Daniel		English & Philosophy	Remove
Warnock, Scott	Dr.	English & Philosophy	Remove
Wenrick, Rachel		English & Philosophy	Remove
Pfluger, Janel		English & Philosophy	Remove

Back Next Cancel

5. Name your portfolio. The name may be locked for editing depending on the template used. The portfolio description area is optional. Click on Save to proceed.

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CREATE NEW PORTFOLIO

First Name: * Frances

Last Name: * Sun

Portfolio Name: * Writing Center Peer Reading Por

Portfolio Description:

Back Save Cancel

6. Lastly, check with your instructor. Since each portfolio may be configured uniquely depending on the template design, check with your instructor or see if there are any instructions attached to a category. The categories are listed on the left hand side. You will notice an instructions link if there are any instructions attached.

Questions? Send us an email at eportfolio@drexel.edu