

Getting Started with iWebfolio

- Go to DrexelOne (<http://one.drexel.edu>) to activate your iWebfolio account.
 - A link should be found under the Drexel tab.
- After you have activated your account, you may start uploading your documents and create your portfolio(s).
- To upload your documents click on the Files tab then click on Add New File.



- To create a portfolio, click on the Portfolios tab and then click on the link that says Create New Portfolio.



You can choose whether or not to base your portfolio on a template.

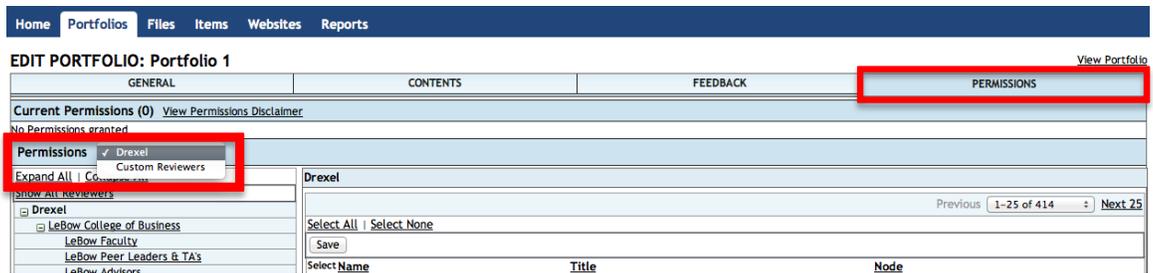
- Items are different from files, as they do not need to be downloaded by the viewer. To create an item. Click on the Items tab then Add New Item.



In the toolbar, you can also choose to Copy and Paste your Item from Word or Import it directly from Word.

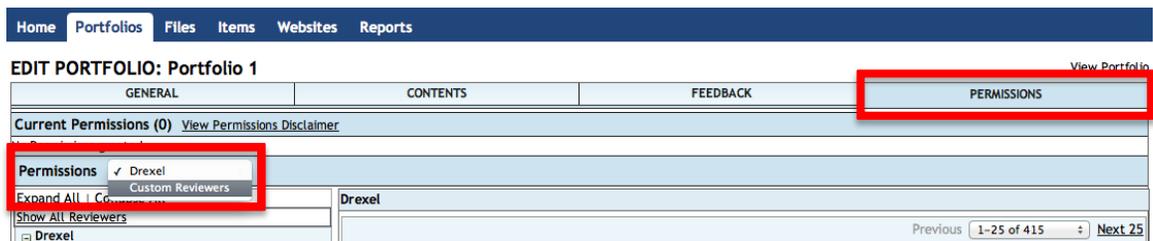


- To share your portfolio with your instructor click on the Portfolios tab, then Edit next to the portfolio you would like to share. Next click on the Permissions tab at the top right. In the Permissions drop down, make sure Drexel is checked.

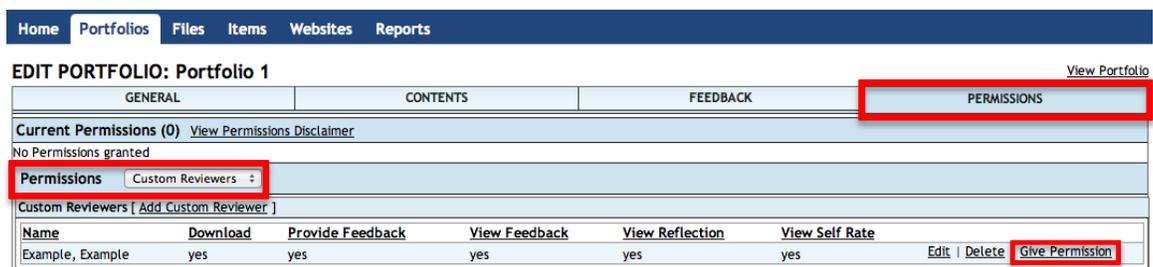


Select the appropriate college or department on the left and mark the checkbox (es) next to each reviewer you wish to grant permission then click on the Save button at the top.

- To add a custom reviewer, go back to the Permissions tab, and in the Permissions drop down check Custom Reviewers.



Next, click on Add Customer Reviewer. A pop-up screen appears with prompts for information about the Custom Reviewer. Provide the required information and then click on Save. To grant this person permission, go back to the Permissions tab and click the Give Permission link to the right of the reviewer to whom you wish to grant permissions.



A pop-up screen appears with prompts for information about the reviewer access. Click on Send E-mail when finished.

- For more detailed instructions on all of the topics covered above, please go to <http://www.drexel.edu/irt/iwebfolio>
- Questions or problems?
Contact IRT via email: eportfolio@drexel.edu

