

How to Create Items

What is an “Item”?

- Items are created directly within iWebfolio
- Creating an item is similar to creating a document in a word processing program. You can choose the font, color, style, layout, and size of text. You may also insert photos or graphic.
- Items are viewable within a portfolio

Why use an “Item”?

- Unlike files, items do not need to be downloaded by the viewer
- Items are reusable in multiple portfolios, just like files

Now onto creating an item:

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.



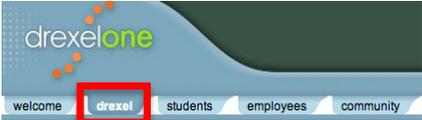
Information for Life
A flexible, Web-based personalized portfolio stored securely in a hosted environment. iWebfolio gives you the power to store and present a lifetime's worth of experience.

New to iWebfolio?
Create a new iWebfolio account.
Sign Up Now!
Need more info? View the [iWebfolio Overview](#).

Have an account? Log in here.
Login Name:
Password:
Log In
[Forgot Login Name or Password?](#)

iWebfolio Overview
iWebfolio is an advanced electronic portfolio management system that helps individuals and institutions archive, organize, reflect and present information contained in documents, graphics, presentations, web projects, audio and video, or any other digital media. [Read more...](#)

About Nuventive
Nuventive is a leading provider of comprehensive, integrated real-time software solutions, services and expertise that support the continuous process for assessing, managing and continuous improvement of lifelong learning, programs and institutions. [Read more...](#)



welcome **drexel** students employees community

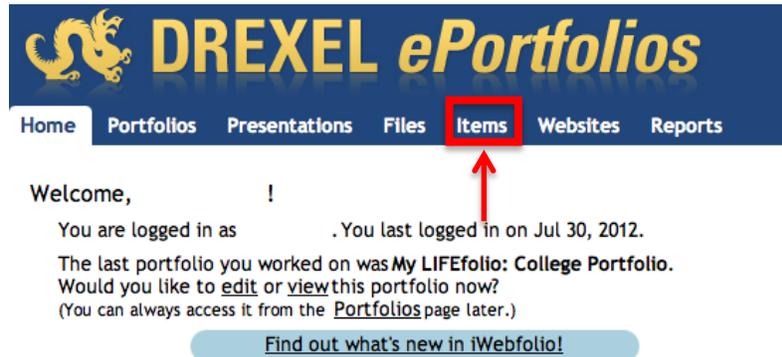
Personal Information   
[View Address\(es\) and Phone\(s\)](#)
[View Emergency Contacts](#)
[Race and Ethnicity Information](#)
[More BannerWeb Personal Information Menu >>](#)

Campus Involvement   
Collegiate Link
CollegiateLink allows you to create, join, and manage student organizations, access the campus-wide calendar of student organization events, update and print your co-curricular transcript, and more.

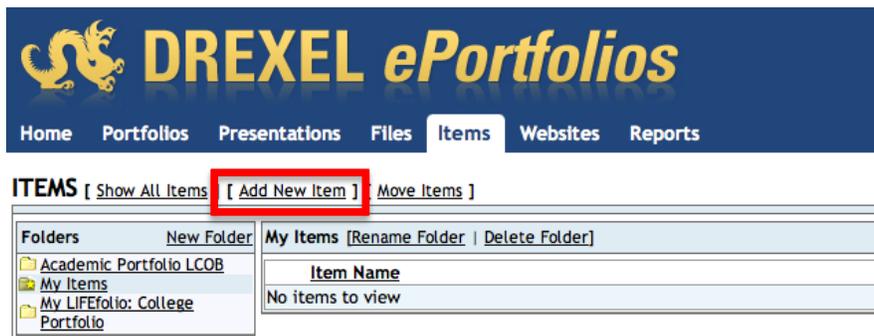
ePortfolio   
iWebFolio
Create an online resume, store class projects, artwork, writing samples and anything else you've done at Drexel.
Please note: This link may not work if you are accessing this site from a secured business network.



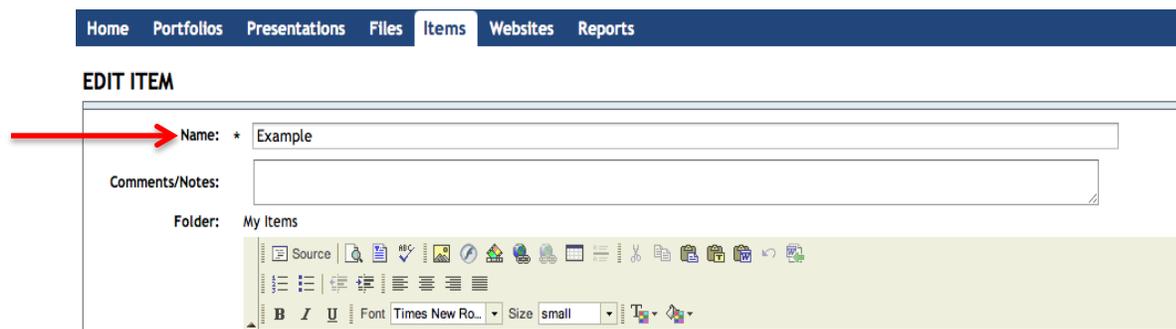
2. Once in iWebfolio, click on the Items tab at the top.



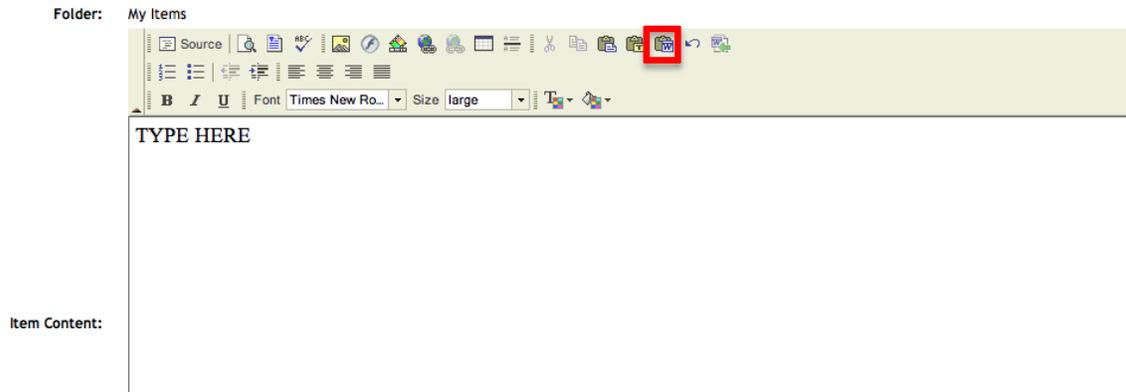
3. Click on Add New Item.



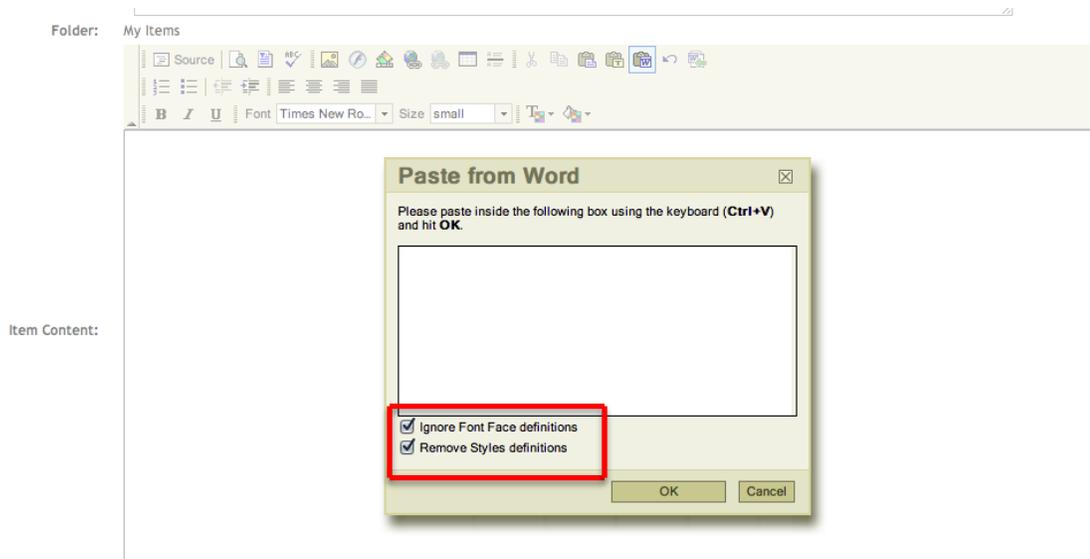
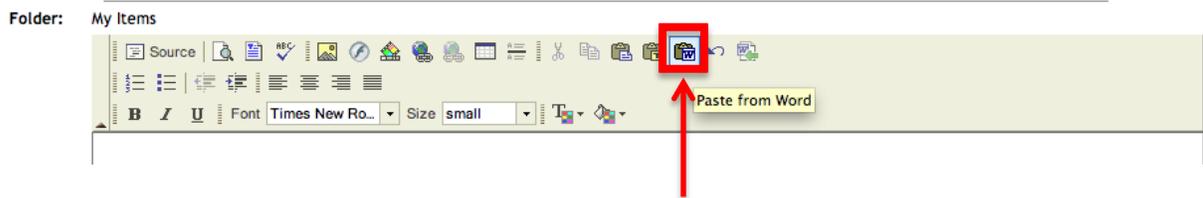
4. Type a title in the Name field.



5. Click inside the Item Content window and use the HTML (WYSIWYG) editor to add content.



You may also click on the icon at the top right that says Paste From Word. You can choose to copy your content from Word and paste it in the window that appears. Make sure the two boxes at the bottom are checked.



****New Feature in iWebfolio v. 4.8**

Now you can import an entire word document without copying and pasting by clicking at the icon at the top right called Import Word.



A new window will appear. Click on Choose File and locate the Word file saved on your computer. Click OK once you have selected the file.



6. Once you see your item in the box and are happy with how it appears, click on Save & Return down at the very bottom.



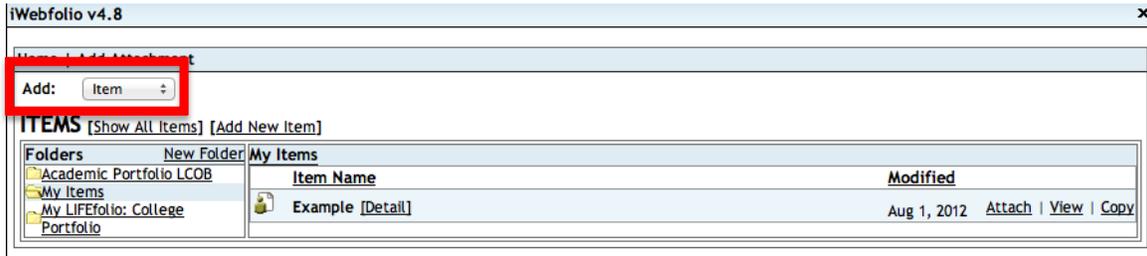
- Your item has now been created and added to your list of items. You can always Edit, View, Copy, or Delete the item by clicking on the respective links located at the far right.

- To attach this item to your portfolio, first click on the Portfolios tab at the top.

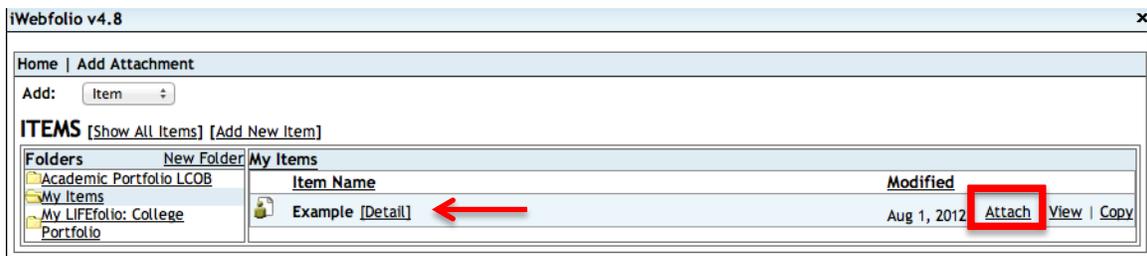
- Click Edit to the right of the portfolio you would like to attach your item to.

- Click on the link that says Add Attachment

11. Change the dropdown at the top to Item.



12. You will see a list of your items. Find the one you want and then click on Attach.



When you view your portfolio, you will notice the difference between an item and a file. If you click on a file link you then have to download the file by clicking on the file name. You have the choice to open it, save it, or cancel. If you click on an item, the item appears in the category.

Questions? Please send an email to eportfolio@drexel.edu