

How to Upload Your Files

First, here are some things you should know:

- You can upload all types of files in iWebfolio- Word, PowerPoint, Excel, Picture (.JPG, GIF), etc.
- Since video files tend to be very large, you may want to store them on alternative sources like YouTube.com
- Files linked to a portfolio must first be downloaded by the viewer
- Your account has 200 MB of storage

Now onto uploading your files:

1. Log in to iWebfolio. Go to <http://www.iwebfolio.com>, or access via DrexelOne- <http://one.drexel.edu>. Click on the Drexel tab at the top then the iWebfolio link or icon.

The image shows two screenshots. The left screenshot is the iWebfolio login page. It features a navigation bar with 'welcome', 'drexel' (highlighted with a red box), 'students', 'employees', and 'community'. Below the navigation bar are sections for 'Personal Information' (with links for address, emergency contacts, and ethnicity), 'Campus Involvement' (with a link for Collegiate Link), and 'ePortfolio' (with an iWebfolio icon and a red arrow pointing to it). The right screenshot is the iWebfolio login page. It has a header with the iwebfolio logo and the text 'Information for Life: A flexible, Web-based personalized portfolio stored securely in a hosted environment...'. Below the header are two main sections: 'New to iWebfolio?' with a 'Sign Up Now!' button, and 'Have an account? Log in here.' with a 'Log In' button. The 'Log In' button and its surrounding area are highlighted with a red box. Below these sections are links for 'iWebfolio Overview' and 'About Nuventive'.

2. Once you are in iWebfolio, click on the Files tab at the top.

The image shows a screenshot of the Drexel ePortfolios interface. The top navigation bar includes 'Account | tutorial | help | logout'. Below the navigation bar is a menu with 'Home', 'Portfolios', 'Presentations', 'Files' (highlighted with a red box), 'Items', 'Websites', and 'Reports'. Below the menu is a section for 'FILES' with links for 'Show All Files', 'Add New File', 'Refresh Files', and 'Move Files'. The 'Space Used: 0.27MB(0%)' is displayed. Below this is a table with columns for 'Folders', 'File Name', 'File Type', 'Size', and 'Modified'. The table shows a folder named 'My Files' and a row for 'My Files' with columns for 'File Name', 'File Type', 'Size', and 'Modified'.

3. Click on Add New File.

The screenshot shows the Drexel ePortfolios interface. At the top, there is a navigation bar with 'Home', 'Portfolios', 'Presentations', 'Files', 'Items', 'Websites', and 'Reports'. The 'Files' tab is active. Below the navigation bar, there is a header for 'FILES' with links for 'Show All Files', 'Add New File' (highlighted with a red box), 'Refresh Files', and 'Move Files'. On the right, it says 'Space Used: 0.27MB(0%)'. Below this is a table with columns for 'File Name', 'File Type', 'Size', and 'Modified'. The table lists several files, including 'AnnualReport.docx', 'Feasibility Analysis Project- Financials', 'Feasibility Analysis Project', 'Lessons Learned', 'PharmaSim Business Simulation Exercise', and 'Reflective Analysis'. Each file has a 'Detail' link, and some have 'Edit', 'View', and 'Delete' links.

4. Click on Choose File. A separate window will appear for you to select the file from wherever you have it saved. One you have located and selected the file, click on Choose.

The screenshot shows a file selection dialog box. On the left, there are fields for 'Folder' (My Files), 'File Path' (Choose File), 'Display Name', and 'Description'. The 'File Path' field has a red box around the 'Choose File' button. In the center, there is a list of folders and files. The 'EXAMPLE' file is selected. On the right, there is a preview of the selected file, showing its name, kind, size, and creation/modification dates. At the bottom right, there are 'Cancel' and 'Choose' buttons, with the 'Choose' button highlighted with a red box.

5. After you have selected your file(s) give it a name and description (optional), then click on Save File(s).

The screenshot shows the 'BASIC FILE UPLOAD' form. At the top, there is a navigation bar with 'Home', 'Portfolios', 'Presentations', 'Files', 'Items', 'Websites', and 'Reports'. The 'Files' tab is active. Below the navigation bar, there is a header for 'BASIC FILE UPLOAD' with links for 'Advanced File Upload' and 'Image Upload'. On the right, it says 'Space Used: 0.27MB(0%)'. Below this is a form with fields for 'Folder' (My Files), 'File Path' (Choose File), 'Display Name' (Example), 'Description', and 'File Path' (Choose File). At the bottom right, there are 'Save File(s)' and 'Cancel' buttons, with the 'Save File(s)' button highlighted with a red box.

- You will now see the file added to your list of files. You can always Edit, View, or Delete it by clicking on the respective link to the right.

DREXEL ePortfolios Account | tutorial | help | logout

Home Portfolios Presentations **Files** Items Websites Reports

FILES [Show All Files] [Add New File] [Refresh Files] [Move Files] Space Used: 0.29MB(0%)

File Name	File Type	Size	Modified	
AnnualReport.docx [Detail]	MS Word Document	20k	Jun 9, 2010	Edit View Delete
Example [Detail]	MS Word Document	21k	Aug 6, 2012	Edit View Delete
Feasibility Analysis Project- Financials [Detail]	MS Excel Document	19k	Jun 6, 2012	Edit View Delete
Feasibility Analysis Project [Detail]	MS Word Document	121k	Jun 6, 2012	Edit View Delete
Lessons Learned [Detail]	MS Word Document	26k	Aug 26, 2011	Edit View Delete
PharmaSim Business Simulation Exercise [Detail]	MS Word Document	42k	Aug 23, 2011	Edit View Delete
Reflective Analysis [Detail]	MS Word Document	41k	Jun 6, 2012	Edit View Delete

Note: You may create folders to organize your files by clicking on the New Folder button on the left side.

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

Home **Portfolios** Files Items Websites Reports

PORTFOLIOS [Create New Portfolio]

Portfolio Name	# of Reviews	Last Reviewed	Modified	
Academic Portfolio [Detail]	1	Jun 22, 2010	Aug 15, 2011	Edit View Copy Delete
My LIFEfolio: College Portfolio [Detail]	2	Jun 9, 2012	Jun 6, 2012	Edit View Copy Delete
Portfolio 1	0		Aug 13, 2012	Edit View Copy Delete

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

Home **Portfolios** Files Items Websites Reports

PORTFOLIOS [Create New Portfolio]

Portfolio Name	# of Reviews	Last Reviewed	Modified	
Academic Portfolio [Detail]	1	Jun 22, 2010	Aug 15, 2011	Edit View Copy Delete
My LIFEfolio: College Portfolio [Detail]	2	Jun 9, 2012	Jun 6, 2012	Edit View Copy Delete
Portfolio 1	0		Aug 13, 2012	Edit View Copy Delete

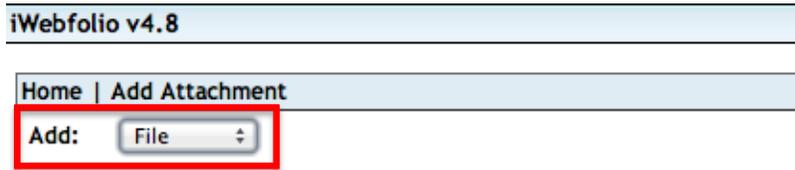
- Click on the link that says Add Attachment

Home **Portfolios** Files Items Websites Reports

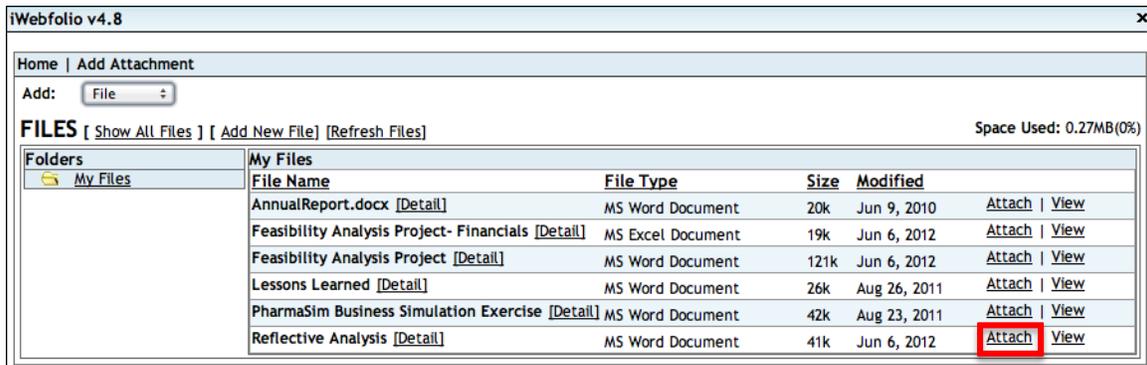
EDIT PORTFOLIO: Portfolio 1 View Portfolio

GENERAL	CONTENTS	FEEDBACK	PERMISSIONS
Add New Category <input type="checkbox"/> Home	Home Attachments Reflections You currently have no attachments		Edit Delete Add Attachment

10. Change the dropdown at the top to File.



11. You will then see a list of all of the files you have uploaded. Choose the one you want to attach to your portfolio and click on Attach at the right.



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