

## How to Add a Custom Reviewer to Your Portfolio

- A custom reviewer is usually someone outside of your institution with whom you wish to share a portfolio
- Remember that you select reviewers for each portfolio
- You control who has access to each portfolio in your iWebfolio account
- Custom reviewers can include family members, friends, potential employers, etc.
- Anyone who has an email address can be added as a Custom Reviewer

### Instructions:

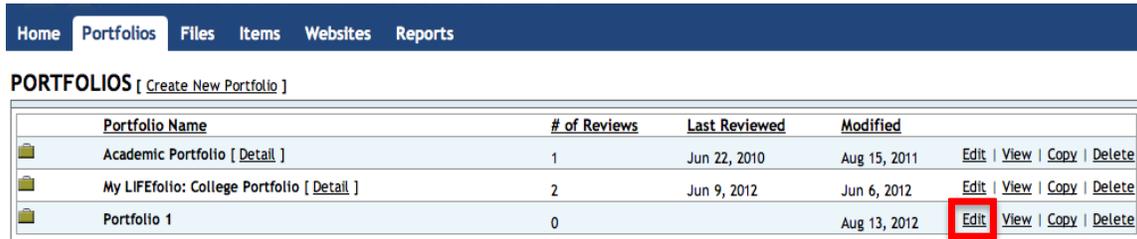
1. Go to <http://www.iwebfolio.com> and log in, or access iWebfolio by logging into DrexelOne, clicking on the Drexel tab, then clicking on the iWebfolio link or icon.

The screenshot shows the iWebfolio website interface. At the top, the 'drexelone' logo is visible, and the 'drexel' tab in the navigation bar is highlighted with a red box. Below the navigation bar, there are sections for 'Personal Information', 'Campus Involvement', and 'ePortfolio'. The 'ePortfolio' section contains a link to 'iWebFolio' which is highlighted with a red arrow. The login form on the left has a 'Log In' button highlighted with a red box. A red arrow also points to the 'iWebFolio' link in the 'ePortfolio' section.

2. Click the Portfolios tab in the top navigation bar.

The screenshot shows the Drexel ePortfolios website. The 'DREXEL ePortfolios' logo is at the top. Below the logo, the navigation bar includes 'Home', 'Portfolios', 'Presentations', 'Files', 'Items', 'Websites', and 'Reports'. The 'Portfolios' tab is highlighted with a red box. Below the navigation bar, there is a welcome message and a button that says 'Find out what's new in iWebfolio!'.

3. Click the Edit link to the right of the portfolio name you wish to change.

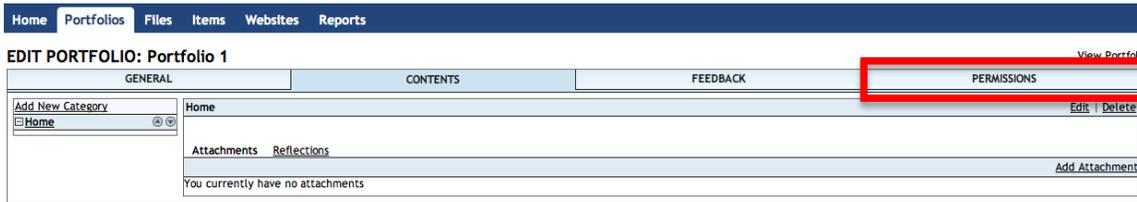


Home Portfolios Files Items Websites Reports

PORTFOLIOS [ Create New Portfolio ]

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

4. Click the Permissions tab from the upper part of the screen.



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EDIT PORTFOLIO: Portfolio 1 [View Portfolio](#)

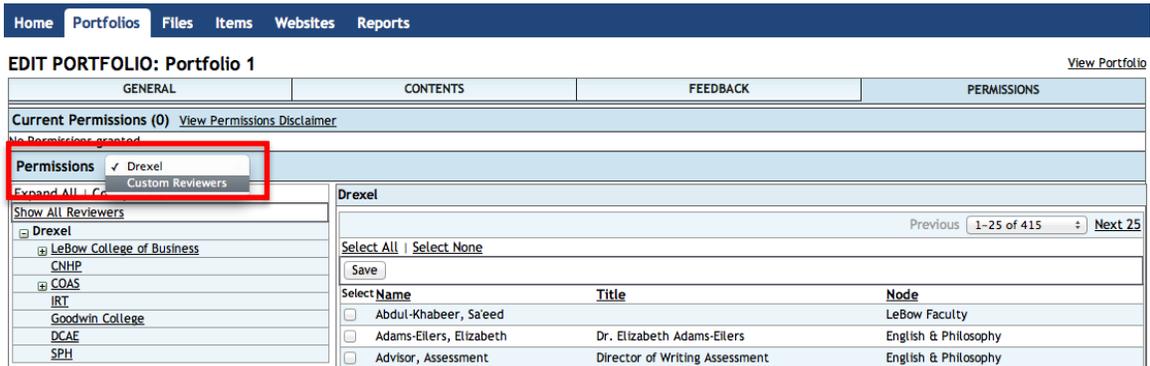
GENERAL CONTENTS FEEDBACK **PERMISSIONS**

Add New Category Home [Edit](#) | [Delete](#)

Attachments Reflections [Add Attachment](#)

You currently have no attachments

5. In the Permissions section of the screen, select Custom Reviewers from the dropdown menu.



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EDIT PORTFOLIO: Portfolio 1 [View Portfolio](#)

GENERAL CONTENTS FEEDBACK PERMISSIONS

Current Permissions (0) [View Permissions Disclaimer](#)

No Permissions granted

Permissions  Drexel  Custom Reviewers

Expand All | Collapse All

Show All Reviewers

Drexel

- LeBow College of Business
  - CNHP
  - COAS
  - IRT
- Goodwin College
  - DCAE
  - SPH

Drexel

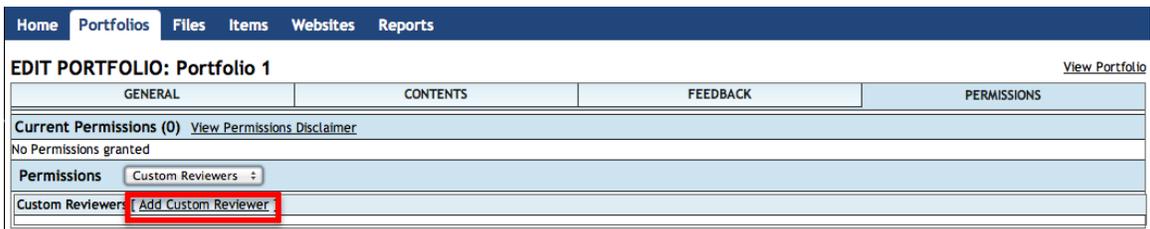
Previous 1-25 of 415 Next 25

Select All | Select None

Save

Select	Name	Title	Node
<input type="checkbox"/>	Abdul-Khabeer, Sa'eed		LeBow Faculty
<input type="checkbox"/>	Adams-Ellers, Elizabeth	Dr. Elizabeth Adams-Ellers	English & Philosophy
<input type="checkbox"/>	Advisor, Assessment	Director of Writing Assessment	English & Philosophy

6. Click the Add Custom Reviewer link.



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EDIT PORTFOLIO: Portfolio 1 [View Portfolio](#)

GENERAL CONTENTS FEEDBACK PERMISSIONS

Current Permissions (0) [View Permissions Disclaimer](#)

No Permissions granted

Permissions  Custom Reviewers

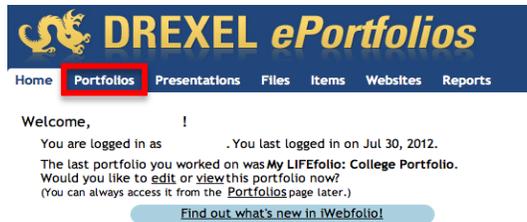
Custom Reviewers [Add Custom Reviewer](#)

7. A pop-up screen appears with prompts for information about the Custom Reviewer. Provide the reviewer's First Name, Last Name, and Email Address, as well as a Subject For Email sent to this reviewer. You may optionally provide a description for the reviewer and message text for email sent to this reviewer. You may also select the checkboxes you choose, to allow the reviewer to download your portfolio, provide feedback, etc.

Note: These steps will add an individual to your list of Custom Reviewers; however it does NOT grant them with permission to view your portfolio

### **Granting Permission to a Custom Reviewer:**

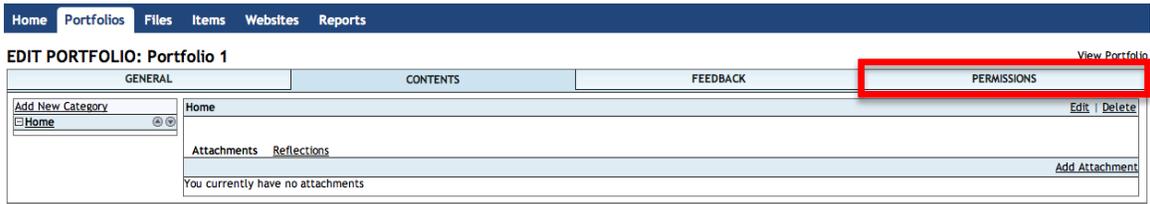
1. Click the Portfolios tab in the top navigation bar.



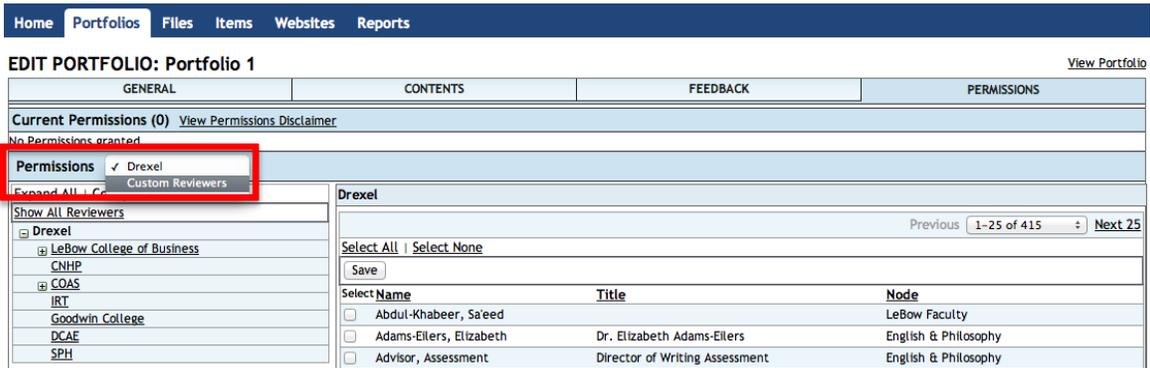
2. Click the Edit link to the right of the portfolio name you wish to change.

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

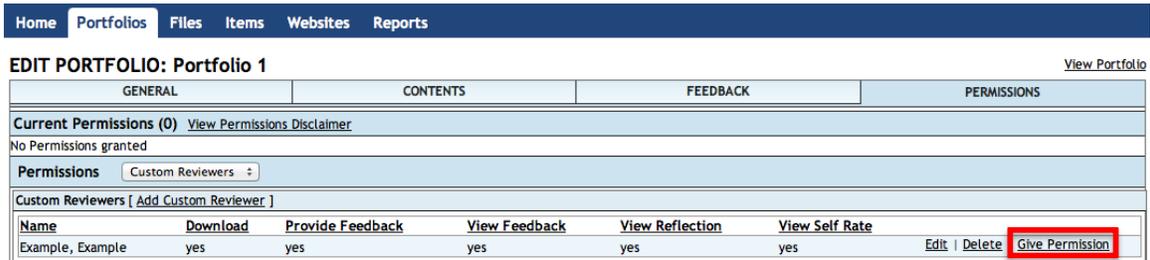
3. Click the Permissions tab in the upper part of the screen.



4. In the Permissions section of the screen, select Custom Reviewers from the dropdown menu.



5. Click the Give Permission link to the right of the reviewer to whom you wish to grant permissions.



6. A pop-up screen appears with prompts for information about the reviewer access. You may set the reviewer's access to expire on a specific date, limit the reviewer to a specific number of accesses, or both by providing values at the specified prompts. Also required is the Email subject and message.

iWebfolio v4.8

Edit Portfolio > Permissions > Give Permission

Expiration Date:

Number of Accesses Allowed: \*

E-Mail Subject: \*

E-Mail Message: \*

7. Click the Preview Email button to view the message, Send Email to send the message to your reviewer, or Cancel to cancel the message.



**Note:** The email will contain a link to your portfolio.

**Also Note:** If you remove permission for the Custom Reviewer, the link in the email will become invalid and the custom reviewer will no longer be able to view the portfolio. In order to grant the reviewer access again, you must send another email to them by clicking the Give Permission link.

Questions? Send us an email at [eportfolio@drexel.edu](mailto:eportfolio@drexel.edu)