How to Share Your Portfolio (with affiliated viewers)

First, here are some things you should know:

- If you created your portfolio based on a Drexel template then reviewers may have been automatically assigned.

- Each portfolio can be shared with a different set of reviewers. There are two types of reviewers: Affiliated Reviewers and Custom Reviewers

- Affiliated Reviewers are reviewers associated with your institution (e.g. faculty members). Affiliated Reviewers will be listed for you in the permission tree.

- Custom Reviewers are reviewers outside of your institution (e.g. potential employers).

Granting permission to an affiliated reviewer
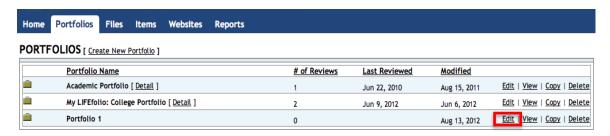These are the steps we will follow:

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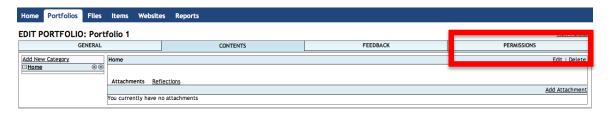
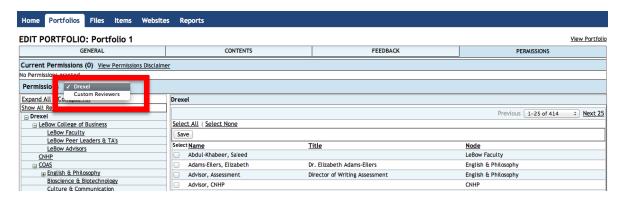2. Click the Portfolios tab in the top navigation bar.

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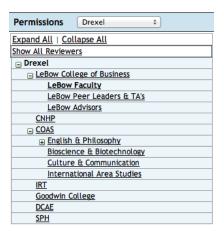

4. Click the Permissions tab at the upper part of the screen.

5. In the Permissions section of the screen, select your institution from the dropdown menu.
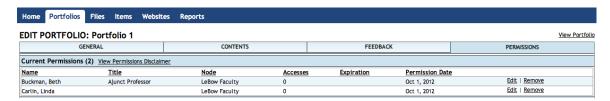
6. Navigate through the list of nodes (departments) on the left to locate the node containing the reviewer you wish to grant permissions. Click on the node name to display the list of reviewers within that node on the right.

7. Mark the checkbox next to the name of each reviewer you wish to grant permissions then click on the Save button at the top.

8. The screen will display the reviewers in the Current Permissions section as having access to your portfolio.

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