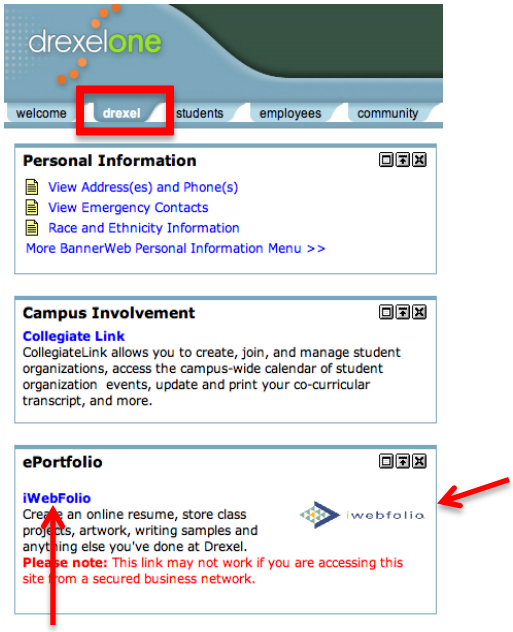
What is an iWebfolio Template?

First, here are some things you should know:

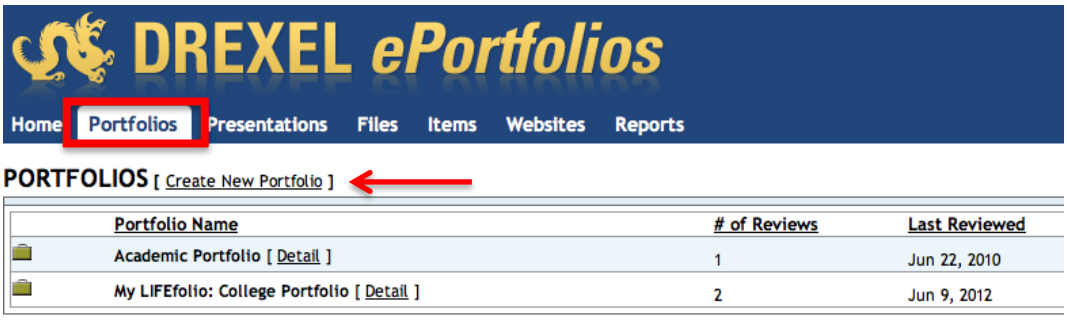
- Templates provide an outline for creating a portfolio.
- Developed only by those reviewers granted to do so by the institution.
- Often, groups of faculty members will develop a template based on the program's intended student outcome. The template is then included within the institution's list of templates, under the appropriate folder.
- For example, a template may contain:
    - Department or Program Objectives
    - Portfolio instructions
    - Professional standards
- When the portfolio owner creates a portfolio based on the template, the information on the template is automatically inserted into the portfolio.

How to create a portfolio based on a template:

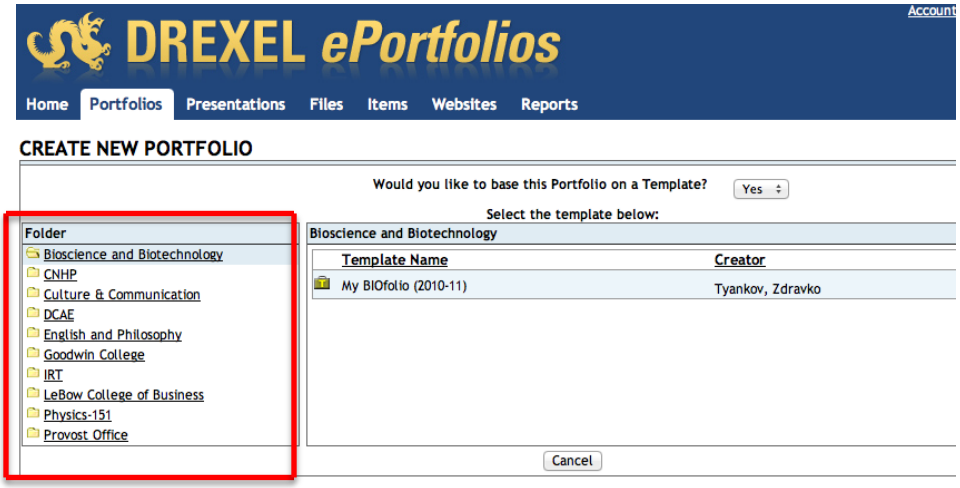
1. Go to http://www.iwebfolio.com and log in, or access iWebfolio by logging into DrexelOne, clicking on the Drexel tab, then clicking on the iWebfolio link or icon.



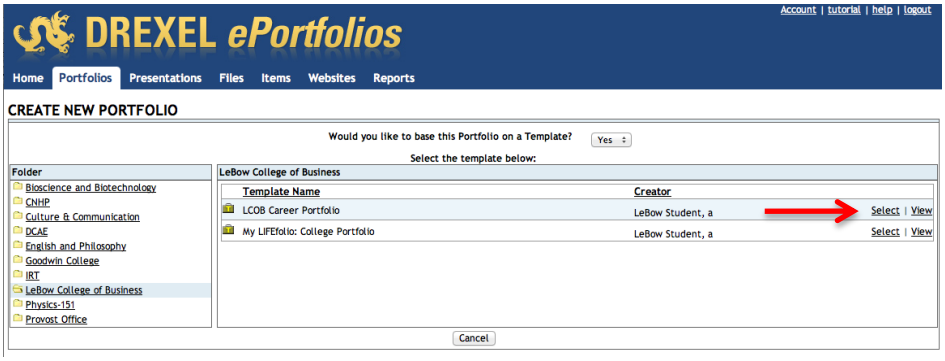
2. Click on the Portfolios tab at the top. Then click on the Create New Portfolio link.



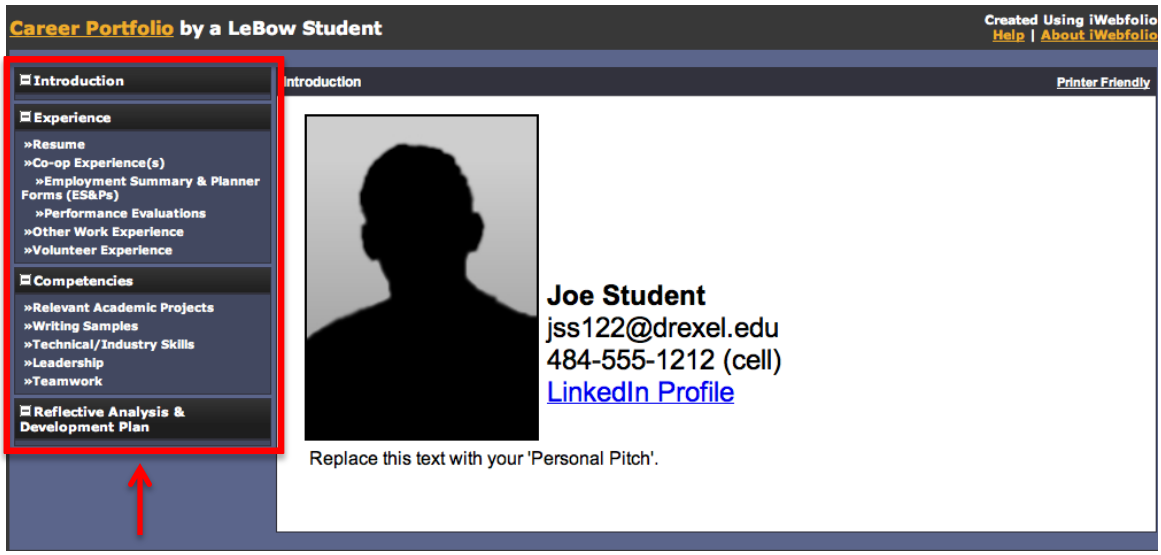
3. You will notice on the left hand side the list of departments or colleges. Click on the specific department you want to base your portfolio on. For this example, we are going to click on LeBow College of Business.



4. You will then see a list of templates. Choose the one you want by clicking on Select at the right hand side.



5. You can also preview the template first by clicking on view. Below is a preview of the LCOB Career Portfolio template. On the left-hand side are subcategories. Usually these subcategories will contain instructions.



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