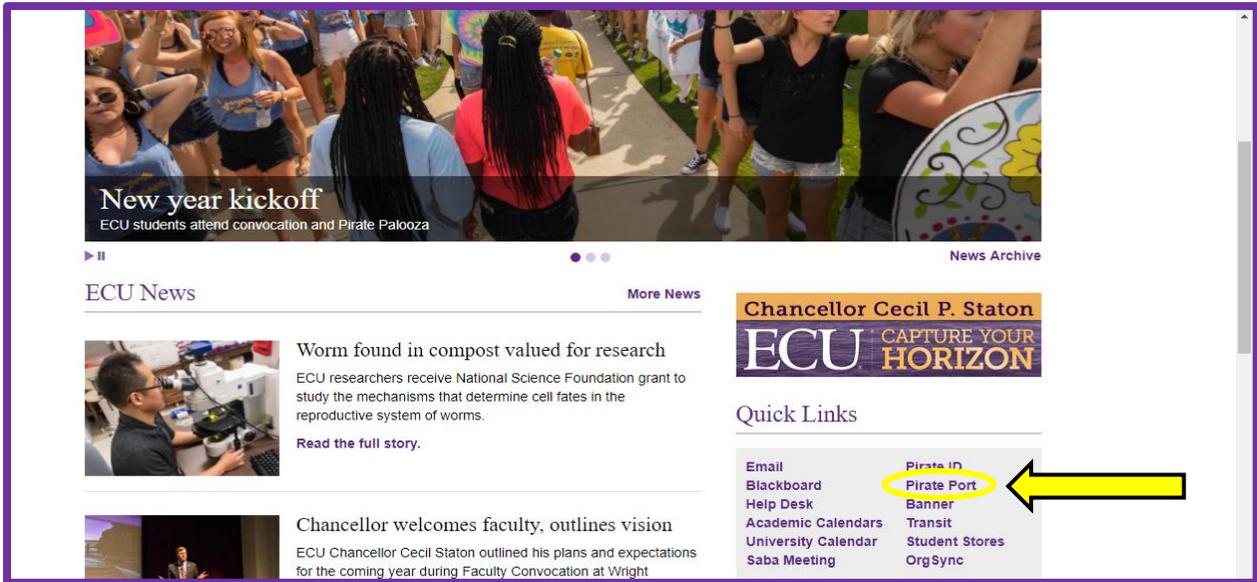


# How to Access iWebfolio and Check the List of Student Portfolios

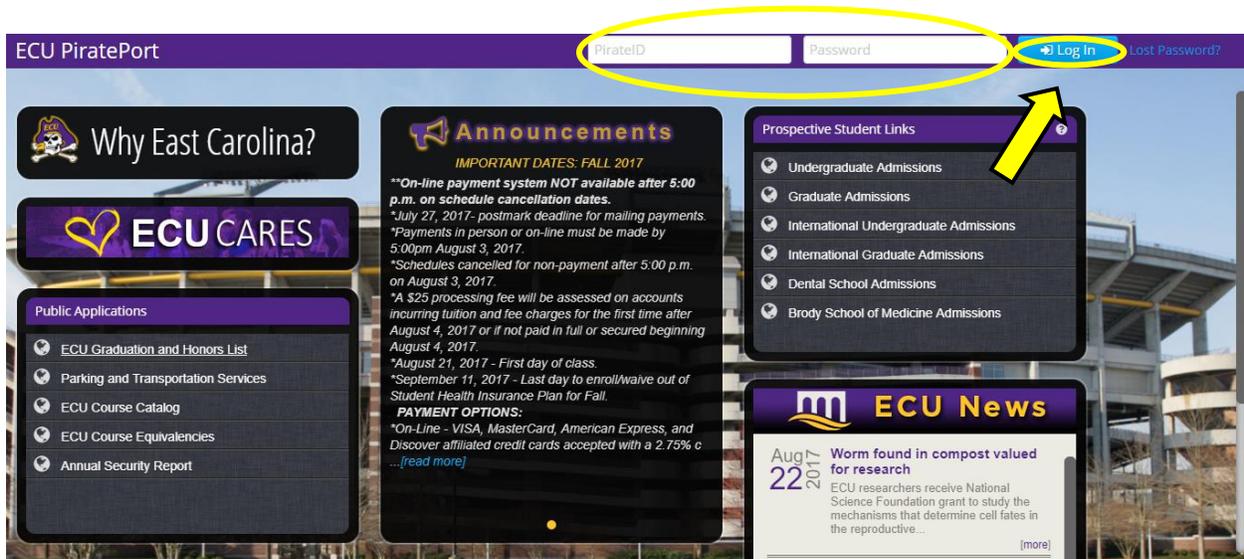
**\*\*Please note that iWebfolio is not compatible with Internet Explorer; be sure you are using another browser (such as Firefox, Chrome, Safari etc.).**

## ACCESSING THROUGH PIRATE PORT

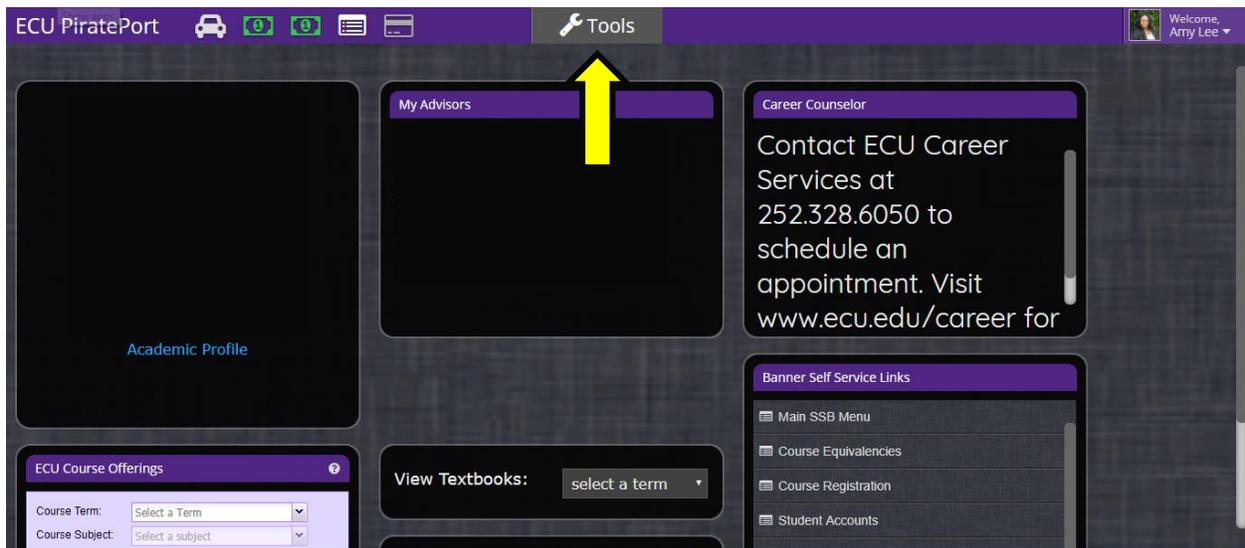
- 1) Go to [www.ecu.edu](http://www.ecu.edu) and scroll down to the “Quick Links” section which will be on the right. Click on the link for “Pirate Port”



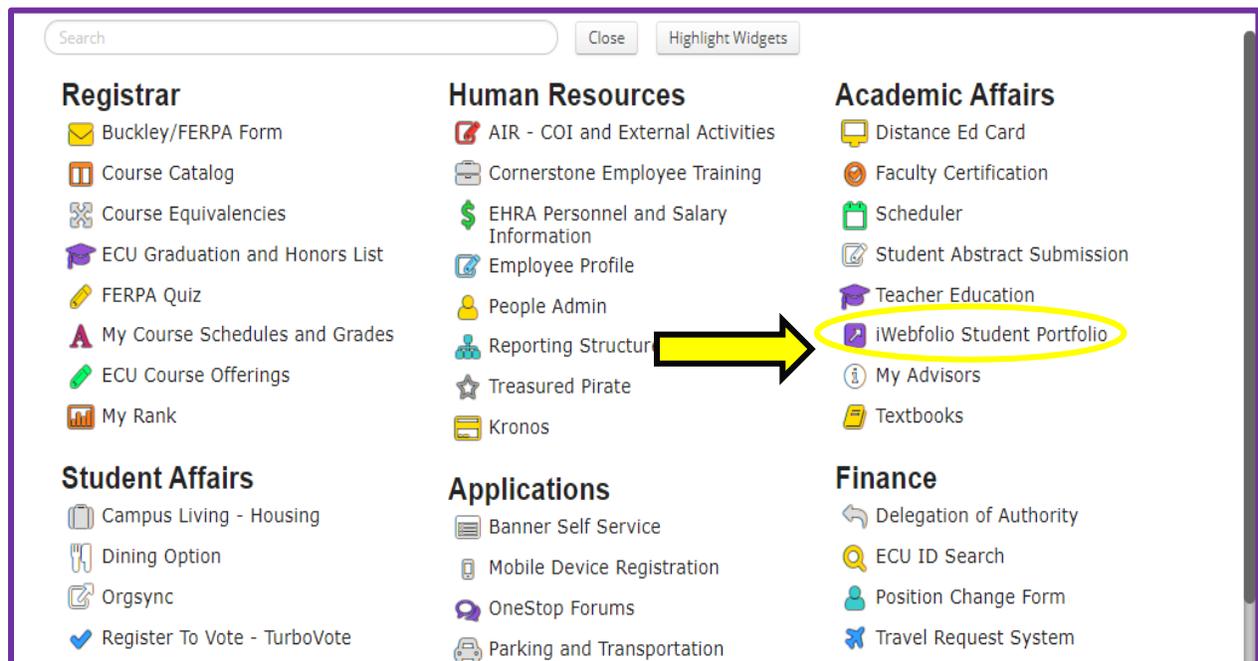
- 2) Fill in your Pirate ID and Password and click on the “Log In” button in the upper right corner.



3) You will then see your Pirate Port main page. Click on the “Tools” button at the top of the screen.



4) Click on the “Student Portfolio” link beneath the “Academic Affairs” heading. Note that your list of tools may look different than this one based on your university status (faculty, undergraduate student, graduate student, etc.). There should, however, be a link like the one below to “student portfolio.”



5) The following page will appear. Click on the “Continue to iWebfolio” button.



Welcome to iWebFolio @ ECU

iWebfolio is an advanced e-portfolio management system. Students are directed by their instructors when to use iWebfolio for e-portfolios. Each college has certain requirements and templates which are customized to the department.

For additional support and information on using iWebfolio, please visit: <http://www.ecu.edu/itcs/iwebfolio/>. iWebFolio is available to all current ECU students.

Please do not upload or post copyrighted, sensitive, or HIPAA protected information anywhere in your e-portfolio. This is against university policy. The below links provide information to those policies:  
<http://www.ecu.edu/cs-itcs/policies/copyright.cfm>  
<http://libguides.ecu.edu/copyright>

You can access iWebFolio through PiratePort until your departure from ECU. If you encounter any problems, please submit a help desk ticket at: <https://ithelp.ecu.edu/> or call 252-328-9866.

If this is your first time logging into iWebfolio, you will be taken to a one-time account creation page, where you will complete your sign up for an iWebFolio account. Please use your ECU email for this account.



6) If this is your first time using iWebfolio, you will be asked to fill in some basic account information, then you will be redirected to your iWebfolio main page (see below)

7) If you have already registered with iWebfolio, you will be directed to your iWebfolio main page (see below).

## CHECKING THE LIST OF STUDENT PORTFOLIOS

1) Once you have reached your iWebfolio main page, click on the “Portfolios for Review” tab to view the list of student portfolios you currently have access to.

Portfolio Owner	Portfolio Name	Modified	Owner Account Expiration	Status	Renew
Morris, Jasmine	University Writing Portfolio	Jan 24, 2014	Oct 15, 2014	New	Renew

- You will now see a list of the student portfolios that you have been granted access to. The “Default Folder” lists **all** students in alphabetical order by last name. For QEP assessment purposes, you only need to check to ensure that all students’ names appear on the list.

The screenshot shows the iWebfolio! interface. At the top, there is a purple header with "East Carolina University" and "iWebfolio!". Below the header is a navigation menu with options: Home, Portfolios for Review, Templates, Measures, Template Items, Files, Websites, Export, Reports. Below the navigation menu is a search bar and a "Search" button. The main content area is titled "PORTFOLIOS FOR REVIEW (Manage Portfolios)". It features a table with columns: Portfolio Owner, Portfolio Name, Modified, Owner Account Expiration, Date Locked, and Bookmarked. The table lists several portfolios, including those owned by Allen, Nicole; Builder, Qep; Corbett, Brooklyn; Cox, Michael; and Huerta, Whitli. Each row has a "Review" link in the "Bookmarked" column.

\*If you teach multiple writing intensive classes, the list will show ALL portfolios, as they are not separated by course or section number. If you **want to view students separated by course or section**, you will have to organize the folders manually - please refer to “How to Create Folders and Organize Portfolios” **tutorial** which is available on [www.ecu.edu/qep](http://www.ecu.edu/qep)

- If students’ names are missing from the list, please refer them to the QEP website ([www.ecu.edu/qep](http://www.ecu.edu/qep)) for instructions or to the University Writing Center for assistance from one of the consultants.

## VIEWING ITEMS WITHIN PORTFOLIOS (optional)

If you wish to review the individual items within a student's portfolio, you are welcome to do so, although it is not required for QEP purposes. **Below is one example for checking files for a student in ENGL 1100.** For further information about how to check files, see the tutorials for "Checking Items in the UWPort" available on the QEP website.

- In the list of portfolios for review, click on the “Review” link next to the student’s name whose work you wish to view.

The screenshot shows the iWebfolio! interface. At the top, there is a purple header with "East Carolina University" and "iWebfolio!". Below the header is a navigation menu with options: Home, Portfolios for Review, Templates, Measures, Template Items, Files, Websites, Export, Reports. Below the navigation menu is a search bar and a "Search" button. The main content area is titled "PORTFOLIOS FOR REVIEW (Manage Portfolios)". It features a table with columns: Portfolio Owner, Portfolio Name, Modified, Owner Account Expiration, Date Locked, and Bookmarked. The table lists several portfolios, including those owned by Allen, Nicole; Builder, Qep; Corbett, Brooklyn; Cox, Michael; and Huerta, Whitli. Each row has a "Review" link in the "Bookmarked" column. A yellow arrow points to the "Review" link for the portfolio owned by Builder, Qep.

- 2) Once the student's portfolio opens, click on the tab for the appropriate course, in this example “3000 level WI Courses.”

Created Using iWebfolio Help | About iWebfolio

## University Writing Portfolio

by Qep Builder

Home ENGL 1100 ENGL 1200/2201 1000 & 2000-level WI Courses **3000-level WI Courses** 4000-level WI Courses 5000-level WI Courses

Home Printer Friendly

Welcome to Your University Writing Portfolio!

As part of its efforts to ensure that ECU graduates are prepared for the writing situations that they will face after graduation, the University Writing Program has designed this portfolio so that we can gather samples of work done by students in Writing Intensive courses across the curriculum. Each year, representatives of the University Writing Program will randomly select writing samples from students' portfolios in order to assess how effectively ECU's writing programs meet the needs of ECU students. The assessment work of the University Writing Program has no bearing on your grades; only your instructors can determine your grades. Results of University Writing Program assessments will only be used to improve instruction for future students and will never be reported in any way that connects them to individual students.

More detailed instructions for what to upload are included within the different areas (ENGL 1100, ENGL 1200/2201, 1000 & 2000-level WI Courses, etc.) of the portfolio. Click on the tabs above to open these areas.

**\*\*IMPORTANT. BE SURE TO GRANT YOUR WRITING INTENSIVE COURSE INSTRUCTOR PERMISSION TO REVIEW YOUR PORTFOLIO.** If you need assistance with this process, please see the resources below.

- 3) Once inside the course area, the student's uploaded projects will show under each category on the left menu.

Created Using iWebfolio

## University Writing Portfolio

by Qep Builder

Home ENGL 1100 ENGL 1200/2201 1000 & 2000-level WI Courses **3000-level WI Courses** 4000-level WI Courses

**3000-level WI Courses** 3000-level WI Courses

- » COURSE 1 Major Project
- » ENGL 3777 Major Project
- » COURSE 1 Assignment Description
- » ENGL 3777
- » COURSE 1 Writing Self-analysis
- » English 3777 writing self analysis
- » COURSE 2 Major Project
- » COURSE 2 Assignment Description
- » COURSE 2 Writing Self-analysis
- » COURSE 3 Major Project
- » COURSE 3 Assignment Description
- » COURSE 3 Writing Self-analysis
- » COURSE 4 Major Project
- » COURSE 4 Assignment Description
- » COURSE 4 Writing Self-analysis

**REMEMBER TO SAVE CHANGES before exiting your po**

(To save, click  in the menu)

Welcome to the **3000-level WI Course** section of your University Writing Portfolio!

For each 3000-level writing-intensive course that you take, please upload the following items to this section of your portfolio:

1. A final draft of one major writing project.
2. A description of the assignment for which the project was written. Your instructor may provide this for you to upload.

4) Click on the project you wish to view, and then click the file link on the right.

The screenshot shows a website titled "University Writing Portfolio by Qep Builder". The navigation bar includes "Home", "ENGL 1100", "ENGL 1200/2201", "1000 & 2000-level WI Courses", and "3000-level WI Courses". The "3000-level WI Courses" tab is active, displaying a list of items: "» COURSE 1 Major Project", "» ENGL 3777 Major Project", "» COURSE 1 Assignment Description", "» ENGL 3777", "» COURSE 1 Writing Self-analysis", and "» English 3777 writing self analysis". A yellow arrow points from a purple callout box "Click the file you wish to view." to the "ENGL 3777 Major Project" link. To the right, a sidebar shows "WI Courses : COURSE 1 Major Project : ENGL 3777" with details: "File Name: ENGL 3777 Major Project", "File Type: MS Word Document", "Size: 22k", and "Description:". A second yellow arrow points from a purple callout box "Then click the link to download the file." to the "ENGL 3777 Major Project" link in the sidebar.

5) The file will download or open in the appropriate program on your computer.