

How to Organize Student Portfolios by Course Section

1. From your home page, select the “Portfolios for Review” tab. All the student portfolios for which you have access will be automatically placed in your “Default Folder”. Select the “New Folder” to create folders for each section.

Home **Portfolios for Review** Export Reports

PORTFOLIOS FOR REVIEW [Manage Portfolios] Search [Advanced Search]

Folders **New Folder** default Folder_Tutorial [Edit Folder | Delete Folder]

Portfolio Owner	Portfolio Name	Modified	Owner Account	Date Expiration	Date Locked	Bookmarked
Builder, QEP	University Writing Portfolio 2014	Mar 3,	Jul 17, 2017			<input type="checkbox"/> Unlock Remove Access Review
Harris, Jasmine	University Writing Portfolio 2014	Feb 17,	Oct 15, 2014			<input type="checkbox"/> Unlock Remove Access Review
Morris, Abigail	University Writing Portfolio 2014	Feb 3,	Oct 15, 2014			<input type="checkbox"/> Unlock Remove Access Review
Westerman, Sabrina	University Writing Portfolio 2014	Feb 26,	Oct 15, 2014			<input type="checkbox"/> Unlock Remove Access Review

2. iWebfolio will prompt you to name your new folder. After you give your new folder a name, click “Add Folder.” Repeat step 1 and 2 for all of your sections.

iWebfolio v5.0

Folder Name: *

3. Next, select “Manage Portfolios” to organize the student portfolios.

Home **Portfolios for Review** Export Reports

PORTFOLIOS FOR REVIEW [Manage Portfolios] Search [Advanced Search]

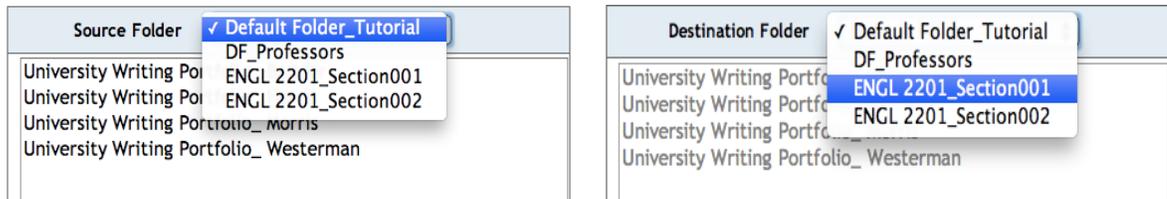
Folders **New Folder** ENGL 2201_Section002 [Edit Folder | Delete Folder]

No new portfolios to review

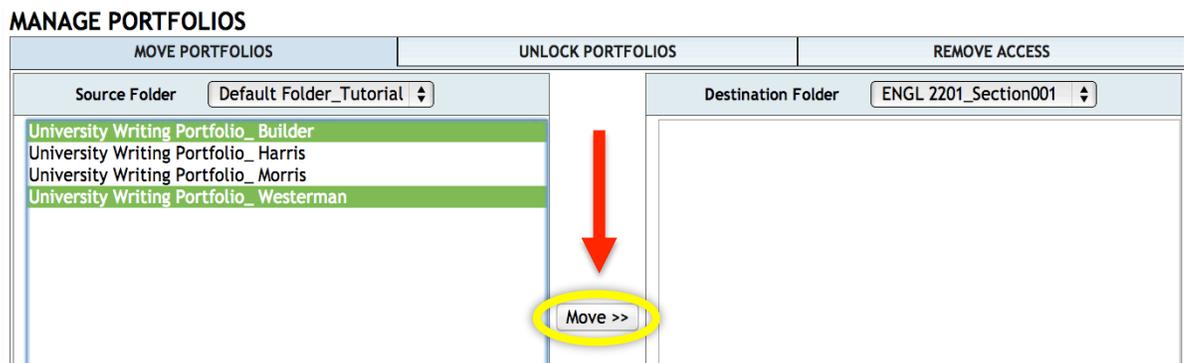
4. From the “Manage Portfolios” page, make sure the “Move Portfolios” tab is selected.

MANAGE PORTFOLIOS

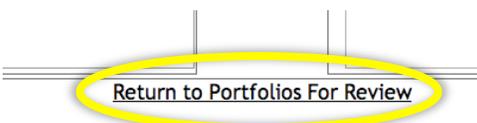
- iWebfolio will automatically choose your Default Folder as the Source Folder (on the right) and Destination Folder (on the left). To change the either, click on the black triangles and select the appropriate folder from the drop down list.



- Next, select the student portfolios you would like to move. To move multiple portfolios, hold down the “Command” or “Control” key and click the student portfolios. When you have selected all the student portfolios to move to their appropriate course section, click “Move”.

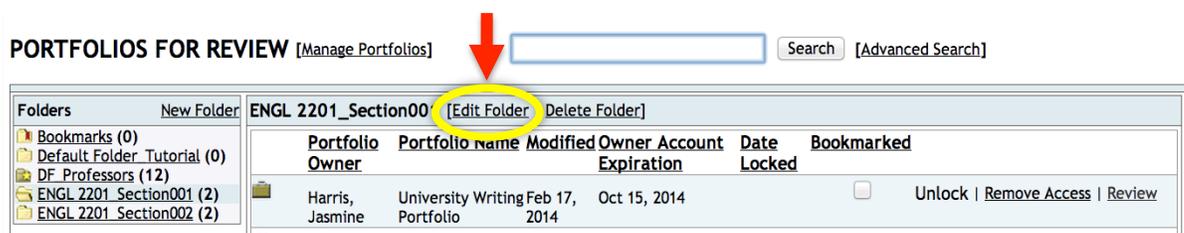


- After you have organized the student portfolios, click the “Return to Portfolios for Review” link at the bottom, center of the page.



TIP#1. When returning to view portfolios, you may see incorrect numbers next to your folders (i.e. your default folder still has portfolios that you have already moved). iWebfolio will update these folders once you log out. Before making any further changes, we recommend you log out and then log back in.

TIP#2. To change the name of a folder, select the folder from the folders list on the left and then click the “Edit Folder” link.



When in edit mode, you may type the new name of the folder in the highlighted box.
When you are finished changing the folder name, click save.

Folder Name: *