

Instructor's Guide to iWebfolio

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How to Log In to iWebfolio & Check for Access to Student Portfolios

iWebfolio is not compatible with Internet Explorer so please be sure you are using another browser (such as Firefox, Chrome, Safari etc.).

1. Find OneStop on the main www.ecu.edu webpage and click on the link.

Quick Links



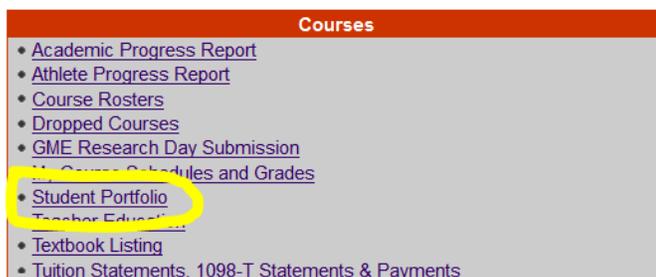
2. Log into OneStop using your Pirate ID and password.



3. Once you have logged in, click on "Tools" in the top menu. (your menu may appear differently)



4. Click on "Student Portfolio" under the section entitled Courses.



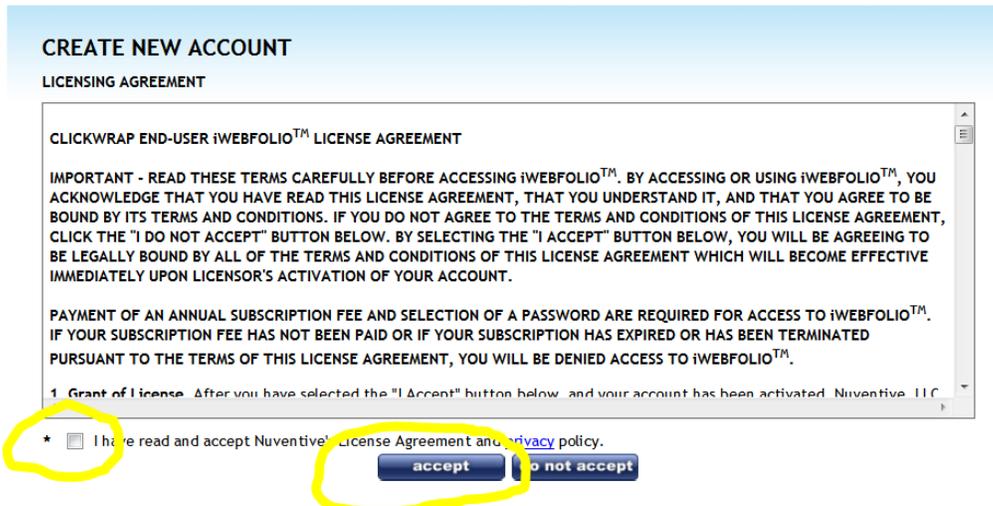
5. On the next page, click "Continue to iWebfolio."



- a. If you have already logged into iWebfolio, then this will take you directly to your iWebfolio main page. If you have not logged in before, then clicking on this link will take you to the iWebfolio registration page. Follow the steps below to register for iWebfolio.
6. Next, iWebfolio will ask you to check the box on the right to confirm that you have read the licensing agreement. Read the agreement, then check the box, and click "Accept."



Information for Life
 A flexible, Web-based personalized portfolio stored securely in a hosted environment, iWebfolio gives you the power to store and present a lifetime's worth of experience.



7. Next, you will need to verify your email address and set a security question.
 - a. Once you have done this, you should be able to access iWebfolio anytime via OneStop by using steps 1-5 above.
8. After setting your security question, it should redirect your browser to your iWebfolio home page. You can check if students have given you access to their portfolios by selecting the "Portfolios for Review" tab.



- Students who have given you access to review their portfolios will be sent to your "Default Folder" and will be listed in alphabetical order. You can change how the portfolios are displayed by clicking a column title. For example, click "Modified" to arrange the portfolios by the date they were last opened.

East Carolina University iWebfolio! Account | help | logout

Home **Portfolios for Review** Export Reports

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

Portfolio Owner	Portfolio Name	Modified	Owner Account Expiration	Date Locked	Bookmarked	
Harris, Jasmine	University Writing Portfolio	Jan 24, 2014	Oct 15, 2014		<input type="checkbox"/>	Unlock Remove Access Review

** iWebfolio does not organize students by section automatically. However, you may choose to create folders to organize students by course section (see instructions: "How to Organize Student Portfolios by Course Section").

How to Organize Student Portfolios by Course Section

- 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]

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

- 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

Home **Portfolios for Review** Export Reports

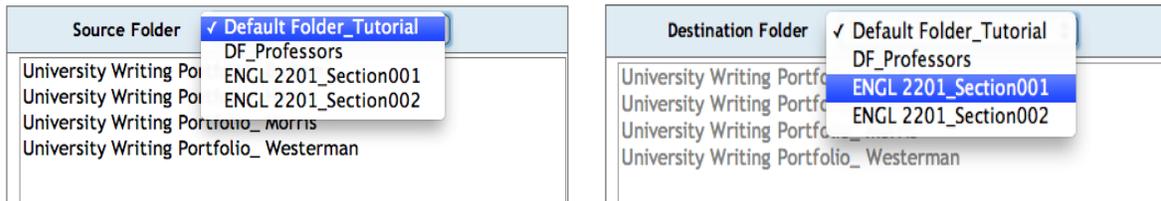
PORTFOLIOS FOR REVIEW [Manage Portfolios] Search [Advanced Search]

Portfolio Owner	Portfolio Name	Modified	Owner Account Expiration	Date Locked	Bookmarked	
No new portfolios to review						

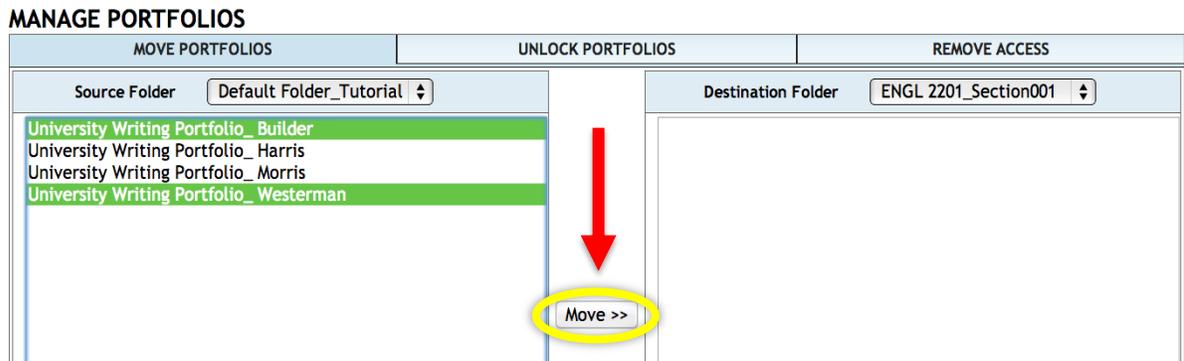
- Next, select "Manage Portfolios" to organize the student portfolios.
- From the "Manage Portfolios" page, make sure the "Move Portfolios" tab is selected.



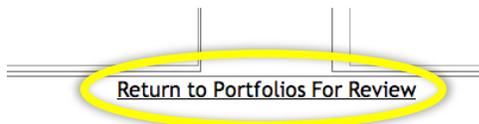
- iWebfolio will automatically choose your Default Folder as the Source Folder (on the right) and Destination Folder (on the left). To change the either, click on the black triangles and select the appropriate folder from the drop down list.



- 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.

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

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

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: *

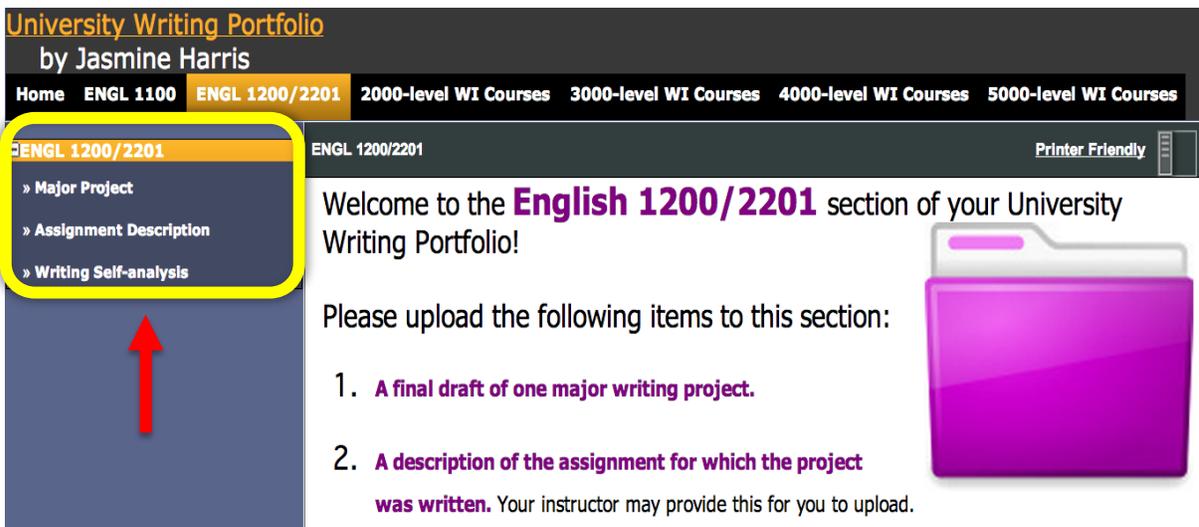
How to Check & View Uploaded Materials in the University Writing Portfolio

1. First, log into your iWebfolio account through OneStop then select the tab "Portfolios for Review" to see the student portfolios to which you have access. Find the student's portfolio you wish to view and then click "Review."



TIP#1: If you would like to give students feedback, iWebfolio has a feedback tool. Please see the "How to Provide Feedback" section on Page 8.

2. Next, select the tab that corresponds to your course. The page will appear similar to the image below, depending on the course tab you select. If the student has not uploaded any materials, then only the default folders will display in the **course menu** to the left of the page. See image below.



If the student has uploaded materials to course sections, then the files' display names will appear in the course menu. The University Writing Portfolio provides areas for students to upload materials to multiple courses within the same level (i.e. the sections for 2000, 3000, 4000, & 5000 level courses can store materials for up to 5 classes the student has taken. See example below.

The screenshot shows a navigation bar with 'Home', 'ENGL 1100', 'ENGL 1200/2201', and '2000-level WI Courses'. Below the navigation bar, a sidebar menu lists '2000-level WI Courses' with sub-items like 'COURSE 1 Major Project', 'ENGL 2000 Major Project', 'COURSE 1 Assignment Description', 'ENGL 2000 Assignment Description', 'COURSE 1 Writing Self-analysis', 'ENGL 2000 Self Analysis', 'COURSE 2 Major Project', 'ENGL 2200 Major Project', 'COURSE 2 Assignment Description', 'ENGL 2200 Assignment Description', 'COURSE 2 Writing Self-analysis', 'ENGL 2200 Self Analysis', 'COURSE 3 Major Project', 'ENGL 2830 Major Project', 'COURSE 3 Writing Self-analysis', 'ENGL 2830 Self Analysis', and 'COURSE 3 Assignment Description'. The main content area displays a welcome message: 'Welcome to the 2000-level WI Cou' and 'For each 2000-level writing-intensive please upload the following items to t'. A list of requirements follows: '1. A final draft of one major w', '2. A description of the assignn instructor may provide this for', and '3. A writing self-analysis, of n to the following questions:'. Below this, a sub-list item reads '1. What aspects of'.

In the image above, the student has uploaded materials for ENGL 2000 and ENGL 2200 and labeled them accordingly. However, some students may not follow the recommendation provided in their instructions to label and upload their materials according to course number/successive order. If you are the instructor of a 2000-level course or higher, and the student has not labeled his materials by course number, the materials for your course may be located under Course 1, 2, or 3.

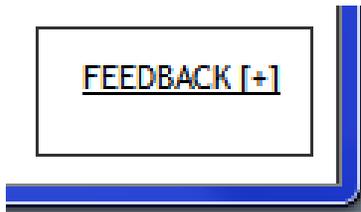
- To check if a student has uploaded the correct materials, select the document title (e.g. "ENGL 2000 Major Project"). File information will display to the right of the course menu. Depending on the operating system of your computer and the file type of the document, you can view or save the file by clicking the [blue file name](#).

The screenshot shows a navigation bar with 'Home', 'ENGL 1100', 'ENGL 1200/2201', '2000-level WI Courses', '3000-level WI Courses', and '4000-level WI Courses'. Below the navigation bar, a sidebar menu lists '2000-level WI Courses' with sub-items like 'COURSE 1 Major Project', 'ENGL 2000 Major Project', 'COURSE 1 Assignment Description', and 'ENGL 2000 Assignment'. The 'ENGL 2000 Major Project' item is highlighted with a yellow box. The main content area displays '2000-level WI Courses : COURSE 1 Major Project : ENGL 2000 Major Project'. Below this, file information is shown: 'File Name: ENGL 2000 Major Project', 'File Type: MS Word Document', 'Size: 21k', and 'Description:'. A red arrow points to the blue file name 'ENGL 2000 Major Project'.

How to Provide Feedback [+]

Unfortunately, iWebfolio does not currently allow a reviewer to upload student documents with comments/feedback to a student's portfolio. However, reviewers do have the option to use the built-in "Feedback [+]" tool. We ask that you refrain from using the feedback tool to provide grade information.

1. Select the document from the course menu for which you would like to provide feedback (see step 2 of "How to Check for Documents..."). Then click the "Feedback [+]" tool at the bottom right of the screen.



2. A QEP rubric is located at the top of the "Add Feedback" window. To use the QEP rubric, click the arrow next to the rating box and select a rating from the drop down box.

You are not required to use the QEP rubric. The University Writing Portfolio provides a comment box below the rubric where reviewers can leave feedback for their students. The QEP rubric is designed for QEP assessors to score randomly selected writing samples. The rubric cannot be altered as it is intended for QEP research. Reviewer feedback and ratings will be cleared prior to being used in the QEP assessment (i.e. your feedback will neither negatively nor positively affect the outcome of the QEP assessments).

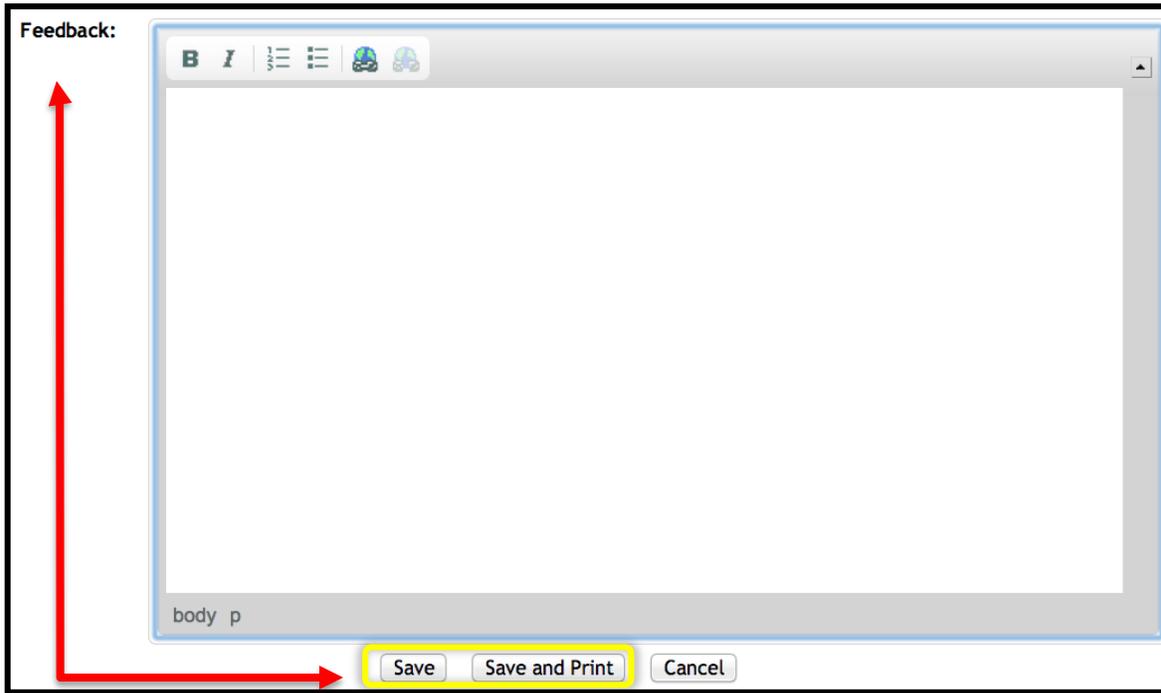
ADD FEEDBACK: ENGL 2000 Major Project

Release Date:

Feedback Type: * [What is This?](#)

Rating:	Excellent 4.0	Good 3.0	Adequate 2.0	Poor 1.0	
Inquiry & Source Use	The documents demonstrate the writer's ability to identify and fully engage significant questions relevant to the course and to use credible sources effectively to support his or her points.	The documents demonstrate the writer's ability to engage meaningful research questions and to use credible sources effectively to support his or her points, but with occasional lapses.	The documents demonstrate, in limited ways, the writer's ability to engage research questions and use credible sources effectively to support his or her points.	The documents largely fail to demonstrate a level of engagement with research questions or an ability to use credible sources that is adequate for the course.	<input type="text" value="Excellent"/> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> ✓ Excellent Good Adequate Poor </div>
Context, Purpose & Audience	Documents consistently demonstrate a	Documents demonstrate an awareness of	Documents demonstrate an uneven awareness	Documents largely fail to demonstrate an	<input type="text"/>

- To leave feedback in the comment box, click directly below the bold "B". When you are finished, click the "Save" or "Save and Print" button.



- When you are done reviewing and providing feedback to the student's portfolio, simply close the browser window.

What the feedback looks like to students

Students will have reviewer feedback notifications on their iWebfolio homepage when they next log in. By selecting "View", students can view the feedback left by the listed reviewer.

NEW FEEDBACK

Date	Reviewer	Portfolio name	
 Mar 16, 2014	Reviewer2, QEP	University Writing Portfolio	View

How to Remove Access to a Student's Portfolio

Once you have posted grades and the semester has concluded, you should remove your access to students' portfolios. If you do not, they will still show up next semester, mixed in with your new students' portfolios.

1. From your home screen, select the "Portfolios for Review" tab.

East Carolina University iWebfolio!

Home **Portfolios for Review** Export Reports

Welcome, QEP Reviewer2 !
 You are logged in as [qepreviewer2](#). You last logged in on Jan 23, 2014.
 There are 1 [portfolios for review](#).
[Find out what's new in iWebfolio!](#)

MESSAGES

Date	From
You have no messages	

2. You may remove access from an individual portfolio by selecting "Remove Access" on the far right, across from the student's name. However, if you would like to remove access from multiple student portfolios, select "Manage Portfolios".

East Carolina University iWebfolio!

Home **Portfolios for Review** Export Reports

PORTFOLIOS FOR REVIEW [\[Manage Portfolios\]](#) Search [\[Advanced Search\]](#)

Portfolio Owner	Portfolio Name	Modified	Owner Account Expiration
Harris, Jasmine	University Writing Portfolio	Jan 23, 2014	Oct 15, 2014

3. Next, select the "Remove Access" tab.

Home **Portfolios for Review** Export Reports

MANAGE PORTFOLIOS

MOVE PORTFOLIOS UNLOCK PORTFOLIOS **REMOVE ACCESS**

Select All | Select None

Select	Portfolio Owner	Portfolio Name	Modified
<input checked="" type="checkbox"/>	Harris, Jasmine	University Writing Portfolio	Jan 24, 2014

- From this page, you have the option to select individual, multiple, or all portfolios. To select all the student portfolios that you have access to review, click "Select All." Otherwise, just click the individual boxes in front of the portfolios you want to remove.

Home | **Portfolios for Review** | Export | Reports

MANAGE PORTFOLIOS

MOVE PORTFOLIOS		UNLOCK PORTFOLIOS	REMOVE ACCESS
Select All Select None		Remove Access	
Select	<u>Portfolio Owner</u>	<u>Portfolio Name</u>	<u>Modified</u>
<input checked="" type="checkbox"/>	Harris, Jasmine	University Writing Portfolio	Jan 24, 2014

TIP#1: To organize the portfolios alphabetically, click "Portfolio Owner".

- Once you have selected the portfolios, click the "Remove Access" button, which instantly removes the student's portfolio from your list.

TIP#2: iWebfolio does not have an "Are you sure..." prompt. Once, you select "Remove Access", the portfolio will be removed from your list. If you remove access to a portfolio by mistake, the student must grant you permission again.

Home | **Portfolios for Review** | Export | Reports

MANAGE PORTFOLIOS

MOVE PORTFOLIOS		UNLOCK PORTFOLIOS	REMOVE ACCESS
Select All Select None		Remove Access	
Select	<u>Portfolio Owner</u>	<u>Portfolio Name</u>	<u>Modified</u>
<input checked="" type="checkbox"/>	Harris, Jasmine	University Writing Portfolio	Jan 24, 2014

Frequently Asked Questions

1. How do I get my students to use the University Writing Portfolio?

Answer: When instructors made the University Writing Portfolio optional, few students complied. Some instructors have found the following incentives & consequences to be helpful in assuring compliance.

- a. Students were told if they did not upload the appropriate materials to the University Writing Portfolio, they would fail the course (100% compliance in trial).
- b. Syllabus stated 5 extra credit points would be added to their final writing project if they submitted the University Writing Portfolio UWP materials for the course (90% compliance in trial).
- c. Building the task of uploading University Writing Portfolio materials into the final writing project requirements (i.e. uploading the University Writing Portfolio is indicated on the syllabus as a requirement for completing the major writing assignment for the course).

2. Will I have to teach my students how to use iWebfolio?

Answer: No. We encourage instructors to direct their students to the online iWebfolio student resources (available soon) or inform students of the University Writing Center located in Joyner Library.

3. What should I do if my iWebfolio is not operating correctly?

Answer: In most cases, issues with iWebfolio occur when using Internet Explorer. We encourage using Mozilla Firefox, Google Chrome, or Safari.