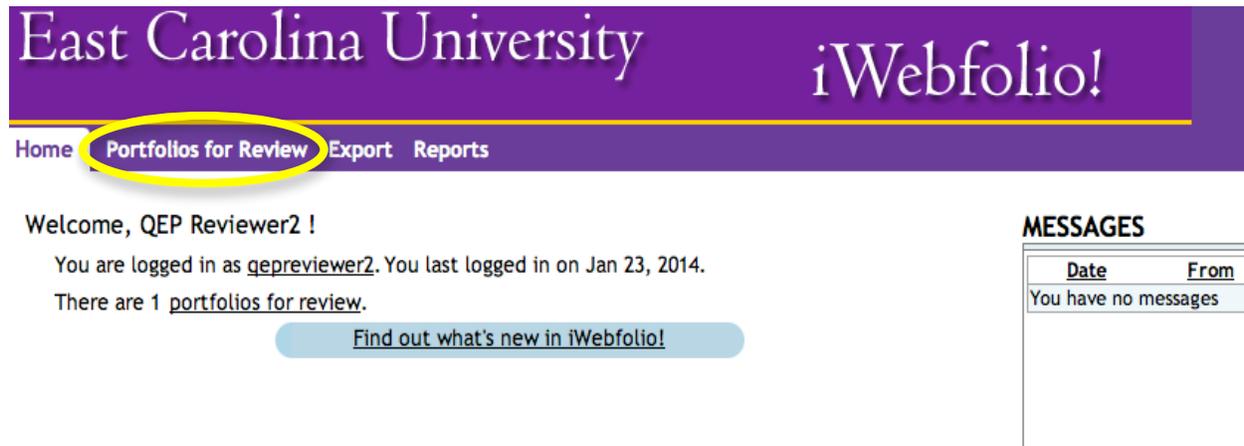


How to Remove Your Access to a Student's University Writing Portfolio

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.

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



East Carolina University iWebfolio!

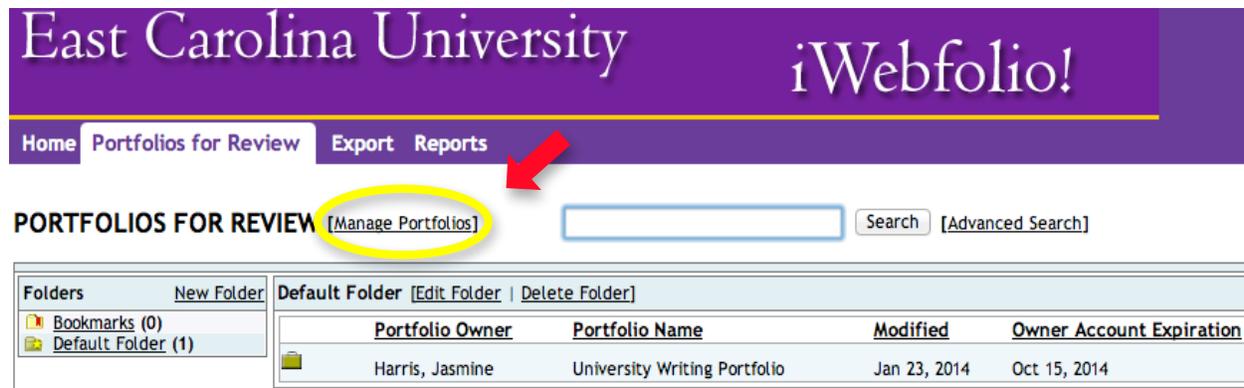
Home **Portfolios for Review** Export Reports

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	

To remove access for individual or multiple students at a time, select "Manage Portfolio".



East Carolina University iWebfolio!

Home **Portfolios for Review** Export Reports

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

Folders	New Folder	Default Folder	[Edit Folder]	[Delete Folder]
Bookmarks (0)				
Default Folder (1)				

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

Then, select the "Remove Access" tab.



East Carolina University iWebfolio! [Account](#) | [help](#) | [logout](#)

Home **Portfolios for Review** Export Reports

MANAGE PORTFOLIOS

MOVE PORTFOLIOS UNLOCK PORTFOLIOS **REMOVE ACCESS**

Source Folder Default Folder

Destination Folder Default Folder

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.

The screenshot shows the 'MANAGE PORTFOLIOS' interface. At the top, there is a navigation bar with 'Home', 'Portfolios for Review', 'Export', and 'Reports'. Below this, there are three buttons: 'MOVE PORTFOLIOS', 'UNLOCK PORTFOLIOS', and 'REMOVE ACCESS'. Underneath these buttons are two links: 'Select All' (circled in yellow) and 'Select None'. Below the links is a 'Remove Access' button. The main content is a table with columns: 'Select', 'Portfolio Owner', 'Portfolio Name', and 'Modified'. The first row in the table has a checked checkbox, 'Harris, Jasmine', 'University Writing Portfolio', and 'Jan 24, 2014'. A red arrow points to the checked checkbox.

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

Once you have selected the portfolios, click the “Remove Access” button, which instantly removes the student’s portfolio from your list.

This screenshot is identical to the previous one, but the 'Remove Access' button is circled in yellow, and a red arrow points to it. The 'Select All' button is no longer circled.

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

NOTE: There is no way to review portfolios once you have removed access. If you remove access to a portfolio by mistake, the student must re-grant you permission to review.