



iWebfolio Reviewer Reference Guide

This reference guide is intended for those iWebfolio users who will be reviewing portfolios. Primary functions of the reviewer are: creating folders to organize those portfolios which you have permission to review and reviewing portfolios.

Navigating Within iWebfolio

When navigating within iWebfolio you should **not** use the back button on your browser. Use the navigation buttons within the application. Using the back button on your browser will give unpredictable results.

The following browsers are supported by iWebfolio

- Apple MACs: Firefox and Netscape are supported. (Safari and Internet Explorer are not supported).
- Windows: Internet Explorer 5.x or greater, Netscape 7.x or greater and Firefox are supported

Creating Folders

Folders are collections of portfolios to which a reviewer has been granted access. Portfolio reviewers who have iWebfolio reviewer accounts may create folders to organize portfolios for review. Placing portfolios into folders allows the reviewer to organize the way in which portfolios are presented when reviewers log in to their reviewer accounts. Reviewers may choose, for example, to automatically place all portfolios created using a specific template into a specific folder. By default, all reviewers have a "Default Folder" for portfolios not placed into another folder.

How do I create a folder?

1. Under 'Home' in the left hand navigation bar click 'Portfolios for Review'
 2. Click the 'New Folder' link
 3. A popup window will appear prompting you for the folder name. Enter the folder name and click 'Add Folder'
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How do I have portfolios automatically placed in a particular folder?

Portfolios created from a template may be placed automatically into a particular folder by associating the template to a folder. When portfolios are created using the selected template and the owner grants permission to the reviewer, the portfolios will be placed into the chosen folder.

1. Under the “Home” category in the left hand navigation bar click “Portfolios for Review”
2. Select a folder or create a new folder (See “How do I create a folder?”)
3. Click the “Edit Folder” link
4. Click the “Templates” tab
5. A list of templates will be displayed
6. Click the “Add” link

How do I move portfolios from one folder to another folder?

1. Under the “Home” category in the left hand navigation bar click “Portfolios for Review”
2. Click the “Manage Folders” link
3. Select a source folder and a destination folder from the drop-down menus
4. Lists of portfolios currently located in the source folder and the destination folder will be displayed.
5. Select the portfolios you wish to move from the source folder. (Hint: by holding down the Ctrl key, you can select multiple portfolios)
6. Click the “move” button.

Reviewing Portfolios

How do I review a portfolio?

1. Under the “Home” category in the left hand navigation bar click “Portfolios for Review”
2. Click on the folder containing the portfolio you wish to review
3. Click on the “Review” link next to that portfolio

How do I provide feedback to the portfolio owner?

Feedback received from the reviewer helps the portfolio owner improve the portfolio and the artifacts it contains. Communication from the reviewer to the owner may also encourage the owner to reflect on the processes and products involved in creating a portfolio.

1. Under the “Home” category in the left hand navigation bar click “Portfolios for Review”
 2. Click on the folder containing the portfolio you wish to review
 3. Click on the “Review” link next to that portfolio
 4. As you navigate through the portfolio you will notice in the bottom right hand of the screen the link ‘Add Feedback’. Feedback may have been disabled for specific items via the template used to create the portfolio. You will see ‘Feedback not permitted here’ if feedback has been disabled for the item you are viewing. To provide feedback on the
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- entire portfolio, click the name of the portfolio at the top of the screen. To provide feedback on an entire category within the portfolio, click the category name. To provide feedback on a particular item or artifact, click on the name of the item or artifact.
5. Click 'Add Feedback' in the lower right hand of the screen.
 6. If a measure was associated with the portfolio, you will be able to complete the defined measure. Otherwise you can enter your own rating and narrative feedback. The 'Release Date' will determine the date the feedback is available to the owner of the portfolio. The 'Feedback Type' will determine who else can see the feedback you give to the portfolio owner. If you choose 'Public' anyone else with permissions to the portfolio can view your feedback. If you choose 'Private', only the owner of the portfolio will be able to view the feedback. If you choose 'Public Affiliated' other reviewers affiliated with your institution can view your feedback.

How do I remove my permissions to a portfolio so I no longer see it?

Sometimes reviewers will want to eliminate portfolios from the list they see when they log in to iWebfolio. Eliminating access to a portfolio may be necessary when a portfolio owner inadvertently assigns permission to view a portfolio to a reviewer, when a reviewer has completed the review and has no reason to view the portfolio again, or when a portfolio owner completes or leaves an academic program.

1. Under the "Home" category in the left hand navigation bar click "Portfolios for Review"
 2. Click on the folder containing the portfolio you wish to remove
 3. Click on the "Remove Access" link next to that portfolio
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