PFL - IWEBFOLIO QUICK TIPS

If you encounter any problems with iwebfolio, you can access the “tutorial” and “help” files located on the top right of the screen. If you still need assistance, contact PFL Coordinator Craig Morehead at crmorehe@uncg.edu

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Directions for creating a portfolio with PFL template:

- Click on the link to create/renew your iWebfolio account in the email you receive
- Use your full campus email address as your username
- Go to the “PORTFOLIOS” tab
- Click on "CREATE NEW PORTFOLIO"
- Click "SELECT" on the PFL template
- You'll see a list of current default permissions - click "NEXT"
- Make sure your name is correct
- Leave the default portfolio name as "PFL Portfolio"
- Click "SAVE"
- You now have a working portfolio.

Working in your portfolio:

- From the “HOME” screen, click on the portfolios tab
- Click on “EDIT”
- Click on the “CONTENTS” tab:
- On the “HOME” screen click edit and change the necessary information for your homescreen. Note this is also where you’ll attach your program checklist every semester by clicking on “ADD ATTACHMENT” and attaching your up-to-date checklist.
- Click on your track form the menu in the left sidebar. You’ll see the 12 folios you’ll need to complete for the program.
- Click on the folio number you are working on to edit and upload files:
- To upload attachments to the folio click “ADD ATTACHMENT”
- Click “ADD NEW FILE” to add files to your files folder – please label the file with the corresponding folio description as the “DISPLAY NAME” (for example, if you are uploading a workshop attendance form for a workshop you’ve attended, put the folio requirement the file is for in the “display name” – so, if you’re uploading a form for attendance at the time management workshop, TIME MANAGEMENT WORKSHOP FORM should be your display name. If you are uploading a workshop substitution form, please still use the PFL requirement you are substituting for as your display name – so, if you are substituting a workshop on creating a professional website that is called something different, still use the listed requirement of

"DEVELOPING A PROFESSIONAL WEBSITE/ONLINE PRESENCE WORKSHOP FORM" as your display name.) You can use the "DESCRIPTION" box to help you keep track of workshop titles, descriptions, or any other information for your own record keeping.

- Click "SAVE AND ATTACH FILES" to attach the file to the folio you have open. You'll see the file appear at the bottom of the folio under "ATTACHMENTS." You still have the ability to edit, remove, or view this file.
- You can manage your files by clicking on the "FILES" tab. You can create folders to help manage your files if you desire.

Managing and sharing your portfolio:

ACCESSING YOUR FEEDBACK

- To see your feedback on your portfolio go to the "FEEDBACK" tab or access "NEW FEEDBACK" from the home page. You will be able to print the feedback if you need to.

PERMISSIONS AND SHARING YOUR PORTFOLIO

- In the "PERMISSIONS" tab you will be able to manage who sees your portfolio (known as a "REVIEWER"):
- There will be default permissions for reviewers that you can't change: these are the Deans in the Graduate Schools as well as the PFL Coordinator and the Executive Assistant to UNCG's Associate Dean.
- You will also see a list of faculty from both UNCG and NC A&T provided to me through the mentor/mentee agreements you send in. You should find and select the mentors you want to be able to review your portfolios and click "SAVE".
- In the drop box menu that says "UNIVERSITY OF NORTH CAROLINA GREENSBORO" next to "PERMISSIONS" (in the middle of the page) you can also select an option for "CUSTOM REVIEWERS". Custom Reviewers are people you might want to share your portfolio with that aren't necessarily your mentors.
- After selecting "CUSTOM REVIEWERS" in the drop box menu you'll see an option to click "ADD CUSTOM REVIEWER." A popup box appears where you can enter the name and email address of the person who you want to share your portfolio with. In the options you should "ALLOW THE REVIEWER TO DOWNLOAD PORTFOLIO" only if you want them to be able to download and save <u>all</u> the contents of your portfolio. More than likely, you're using this to get feedback on a section of the portfolio, so you should check "ALLOW REVIEWER TO PROVIDE FEEDBACK" – this way you'll receive feedback that shows up in your portfolio just as you would with mentor feedback in the portfolio. If you want the custom reviewer to see what other feedback you've received you should click "ALLOW REVIEWER TO VIEW FEEDBACK," otherwise you can leave it unchecked. There is no need for the custom reviewer to "VIEW REFLECTION" or "VIEW SELF RATE" so leave those options unchecked as well. Once you've included the email message you want the custom reviewer to see (they will also get sent a link in the email you send that directs them to a copy of your online portfolio) click "SAVE."

THE OTHER MENU TABS

- The “ITEMS” tab is for building the portfolio templates, so you won’t need to work with this tab at all.
- The “WEBSITES” tab allows you to upload websites to the portfolio, but we currently don’t have any requirements involving this, so you won’t need to work with this tab.
- The “REPORTS” tab allows a quick view of the files and feedback you’ve received. This is used more for the Graduate School to track your progress in your portfolios, so more than likely, you won’t be using this tab.