How to Access iWebfolio and Check the List of Student Portfolios

**Please note that iWebfolio is not compatible with Internet Explorer; be sure you are using another browser (such as Firefox, Chrome, Safari etc.).**

ACCESSING THROUGH PIRATE PORT

1) Go to [www.ecu.edu](http://www.ecu.edu) and scroll down to the “Quick Links” section which will be on the right. Click on the link for “Pirate Port”

2) Fill in your Pirate ID and Password and click on the “Log In” button in the upper right corner.
3) You will then see your Pirate Port main page. Click on the “Tools” button at the top of the screen.

4) Click on the “Student Portfolio” link beneath the “Academic Affairs” heading. Note that your list of tools may look different than this one based on your university status (faculty, undergraduate student, graduate student, etc.). There should, however, be a link like the one below to “student portfolio.”
5) The following page will appear. Click on the “Continue to iWebfolio” button.

Welcome to iWebfolio @ ECU

Webfolio is an advanced e-portfolio management system. Students are directed by their instructors when to use Webfolio for e-portfolios. Each college has certain requirements and templates which are customized to the department.

For additional support and information on using Webfolio, please visit: http://www.ecu.edu/its/ci/webfolio/. Webfolio is available to all current ECU students.

Please do not upload or post copyrighted, sensitive, or HIPAA protected information anywhere in your e-portfolio. This is against university policy. The below links provide information to these policies:
http://www.ecu.edu/cs/ecs/policies/copyright.cfm
http://libguides.ecu.edu/copyright

You can access Webfolio through PiratePort until your departure from ECU. If you encounter any problems, please submit a help desk ticket at: https://ithelp.ecu.edu/ or call 252-328-9866.

If this is your first time logging into Webfolio, you will be taken to a one-time account creation page, where you will complete your sign up for an Web-Folio account. Please use your ECU email for this account.

6) If this is your first time using iWebfolio, you will be asked to fill in some basic account information, then you will be redirected to your iWebfolio main page (see below)

7) If you have already registered with iWebfolio, you will be directed to your iWebfolio main page (see below).

CHECKING THE LIST OF STUDENT PORTFOLIOS

1) Once you have reached your iWebfolio main page, click on the “Portfolios for Review” tab to view the list of student portfolios you currently have access to.
2) You will now see a list of the student portfolios that you have been granted access to. The “Default Folder” lists all students in alphabetical order by last name. For QEP assessment purposes, you only need to check to ensure that all students’ names appear on the list.

*If you teach multiple writing intensive classes, the list will show ALL portfolios, as they are not separated by course or section number. If you want to view students separated by course or section, you will have to organize the folders manually - please refer to “How to Create Folders and Organize Portfolios” tutorial which is available on www.ecu.edu/qep

3) If students’ names are missing from the list, please refer them to the QEP website (www.ecu.edu/qep) for instructions or to the University Writing Center for assistance from one of the consultants.

**VIEWING ITEMS WITHIN PORTFOLIOS (optional)**

If you wish to review the individual items within a student’s portfolio, you are welcome to do so, although it is not required for QEP purposes. **Below is one example for checking files for a student in ENGL 1100.** For further information about how to check files, see the tutorials for "Checking Items in the UWPort” available on the QEP website.

1) In the list of portfolios for review, click on the “Review” link next to the student’s name whose work you wish to view.
2) Once the student’s portfolio opens, click on the tab for the appropriate course, in this example “3000 level WI Courses.”

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Welcome to the 3000-level WI Course section of your University Writing Portfolio!

For each 3000-level writing-intensive course that you take, please upload the following items to this section of your portfolio:

1. A final draft of one major writing project.
2. A description of the assignment for which the project was written. Your instructor may provide this for you to upload.

3) Once inside the course area, the student’s uploaded projects will show under each category on the left menu.
4) Click on the project you wish to view, and then click the file link on the right.

5) The file will download or open in the appropriate program on your computer.