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.

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.”

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.”

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.
9. 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.

**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**

1. 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.

2. 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.
3. Next, select “Manage Portfolios” to organize the student portfolios.
4. From the “Manage Portfolios” page, make sure the “Move Portfolios” tab is selected.

5. 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.

6. 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”.

7. 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.

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.
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.

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/sequential 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.

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.
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).
3. 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.

4. 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.
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.

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”.

3. Next, select the “Remove Access” tab.
4. 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.

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

5. 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.
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.