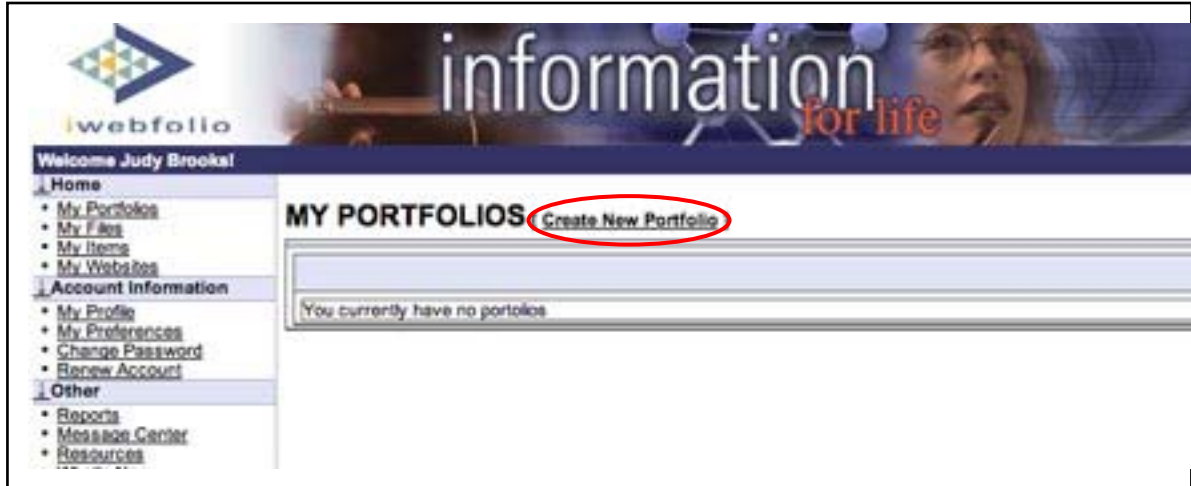
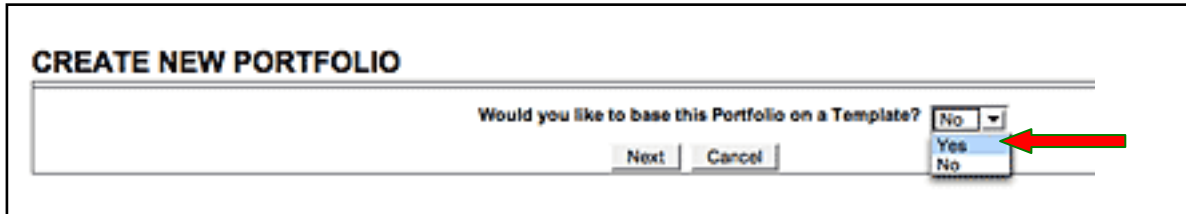


iWebfolio Instructions: CREATE PORTFOLIO

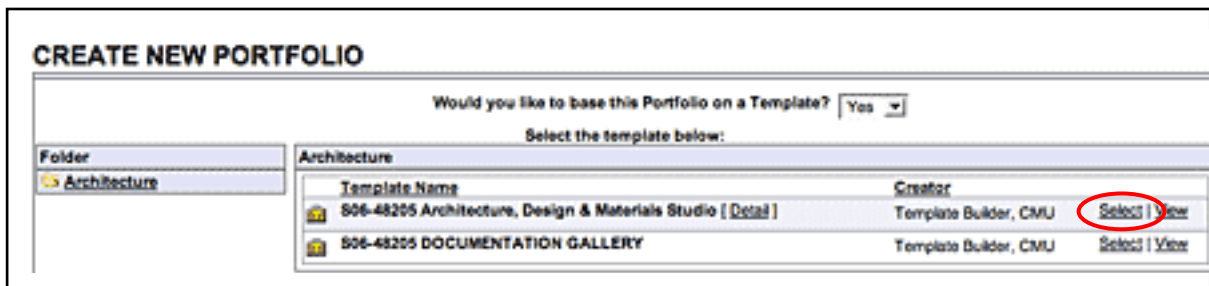
1. After login, the “My Portfolios” screen will appear. To create a portfolio, click the “CREATE NEW PORTFOLIO” link.



2. Click “YES” from the dropdown menu to create a portfolio using the course portfolio template.



3. Click “SELECT” to choose the course template.



Continued on next page with final steps to create a portfolio...

iWebfolio Instructions: CREATE PORTFOLIO

- Listed is the “Current Default Permissions”. Listed are individuals who, by default, have permission to review this course portfolio.
 - **DO NOT REMOVE** the individuals who have default access.
 - Click “NEXT” to continue creating the portfolio.

CREATE NEW PORTFOLIO

Template selected: S06-48205 Architecture, Design & Materials Studio

Current Default Permissions (5)			
Name	Title	Node	
Gutschow, Kai	Assistant Professor	Carnegie Mellon University	Remove
Caruso, Andrew		Carnegie Mellon University	Remove
Fay, Anne		Carnegie Mellon University	Remove
Smith, Joel		Carnegie Mellon University	Remove
Brooks, Judy		Carnegie Mellon University	Remove

[Back](#) [Next](#) [Cancel](#)

- Click “SAVE” to continue. For this portfolio, please **DO NOT CHANGE** THE “Portfolio Name”.

CREATE NEW PORTFOLIO

First Name: * Judy

Last Name: * Brooks

Portfolio Name: * S06-48205 Architecture, Design & Materials Studio

Portfolio Description: My portfolo created while writing instructions for a demo for architecture students.

[Back](#) [Save](#) [Cancel](#)

- The portfolio is created and the screen displayed is the course portfolio in the edit view: “EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio”. The “CONTENTS” Tab is highlighted.

EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio

GENERAL **CONTENTS** PRESENTATION FEEDBACK PERMISSIONS

Home

Image Placeholder
Size: 200px x 155px
Replace this image with one of your own.

Contact Information: emailaddress@andrew.cmu.edu