

## iWebfolio Class Demo: AGENDA

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### Two portfolios for course work:

#### 1. Student coursework portfolio:

S06-48205 Architecture, Design & Materials Studio

- tightly structured to simplify the process for both students and instructors

#### 2. Documentation Gallery (class shared portfolio):

S06-48205 DOCUMENTATION GALLERY

- tightly structured, and because it's a shared space you can accidentally delete someone else's work or the entire portfolio so should be very careful when working within this portfolio

NOTE: account holders can create additional portfolios as desired (no structure imposed)

### How to instructions:

- Create an account & login ([see instructions](#))
- Create a portfolio based on the course template ([see instructions](#))
- Upload files ([see instructions](#))
- Add/Edit portfolio content ([see instructions](#))
- Give permission to reviewers to provide feedback ([see instructions](#))

### Quick how tos:

- Make a portfolio "Public":
  - From within the edit view of a portfolio, click the "General" Tab. Click the "CHECKBOX" next to "Public Portfolio". Click "SAVE". A url will be generated.
- View feedback:
  - From within the edit view of a portfolio, click the "Feedback" Tab. Click "View" to the right of any feedback that has been provided to date.
- Download portfolio:
  - From within the edit view of a portfolio, click "View Portfolio". Click on the name of the portfolio at the top. A page will appear with some info about the portfolio. Click the "Zip file" link next "Download".

### Documentation Gallery portfolio checklist:

- LOGIN info: UerID: studentcmu, Password: studentcmu
- DO NOT DELETE this portfolio.
- DO NOT DELETE another student's files or folders.
- When editing a page, locate **YOUR NAME** within the page. Select the "Image Placeholder" above your name and upload your file within that space.
- Upload your files to **YOUR FOLDER** indicated by YOUR NAME within the "My Files" area.

### For HELP using iWebfolio contact:

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ATTN: [Judy Brooks](#) and [Anne Fay](#)