

## iWebfolio Instructions: GIVE PERMISSION FOR FEEDBACK

### Give permission to “Affiliated Reviewers”

Individuals affiliated with Carnegie Mellon University (instructors, TAs)

1. Click the “MY PORTFOLIOS” link in the left navigation.
2. Click the “EDIT” link to the right of portfolio name you wish to change.
3. Click the “PERMISSIONS” tab.
4. In the Permissions section of the screen, select “Carnegie Mellon University” from the dropdown menu.
5. Mark the “CHECKBOX” next to the name of each reviewer you wish to grant permissions.
6. Click “SAVE”. A pop-up screen appears to confirm your selection.
7. Click “OK” to confirm. The screen will display the reviewers in the “Current Permissions” section as having access to your portfolio.

**EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio** [View Portfolio](#)

GENERAL CONTENTS PRESENTATION FEEDBACK PERMISSIONS

**Current Permissions (5)**

Name	Title	Node	Accesses	Expiration	
Smith, Joel		Carnegie Mellon University	0		<a href="#">Edit</a>   <a href="#">Remove</a>
Fay, Anne		Carnegie Mellon University	0		<a href="#">Edit</a>   <a href="#">Remove</a>
Gutschow, Kai	Assistant Professor	Carnegie Mellon University	0		<a href="#">Edit</a>   <a href="#">Remove</a>
Caruso, Andrew		Carnegie Mellon University	0		<a href="#">Edit</a>   <a href="#">Remove</a>
Brooks, Judy		Carnegie Mellon University	0		<a href="#">Edit</a>   <a href="#">Remove</a>

Permissions: Carnegie Mellon University

Expand All | Custom Reviewers

Show All Reviewers

Carnegie Mellon University

Make selection(s) and click the 'Save' button [Save](#)

Select All | Select None

Select	Name	Title	Node
<input type="checkbox"/>	Brooks, Judy		Carnegie Mellon University
<input type="checkbox"/>	Caruso, Andrew		Carnegie Mellon University
<input type="checkbox"/>	Fay, Anne		Carnegie Mellon University
<input type="checkbox"/>	Gutschow, Kai	Assistant Professor	Carnegie Mellon University
<input type="checkbox"/>	Hutzell, Kelly		Carnegie Mellon University
<input type="checkbox"/>	Smith, Joel		Carnegie Mellon University

## iWebfolio Instructions: GIVE PERMISSION FOR FEEDBACK

### Give permission to “Custom Reviewers”

Individuals outside of Carnegie Mellon (clients, prospective employers)

1. Select “CUSTOM REVIEWERS” from the dropdown menu.
2. Click “ADD REVIEWER” if the individual has not yet been added to the “Custom Reviewer” list. Fill out the reviewer’s information and click “Save”. (You will need to have the reviewer’s “Email Address”.)
3. Click the “GIVE PERMISSION” link to the right of the reviewer to whom you wish to grant permissions. A pop-up screen appears to confirm your selection.
4. Click “OK” to confirm. A pop-up screen appears with prompts for information about the reviewer access. You may:
  - set access to expire on a specific date
  - limit the number of accesses
  - change the default subject line and message of the email that is sent to inform the reviewer that permission has been granted to your portfolio.
  - Click “Preview Email” to view the message before sending.  
**NOTE:** the email will contain a link to your portfolio.  
**ALERT:** If you remove permission for the Custom Reviewer, the link in the email will become invalid and the custom reviewer will no longer be able to view the portfolio. In order to grant the reviewer access again, you must send another email to them by clicking the Give Permission link.
5. Click “SEND E-MAIL” to send the message to the reviewer.

**EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio** [View Portfolio](#)

GENERAL	CONTENTS	PRESENTATION	FEEDBACK	PERMISSIONS			
<b>Current Permissions (5)</b>							
Name	Title	Node	Accesses	Expiration			
Caruso, Andrew		Carnegie Mellon University	0	<a href="#">Edt</a>   <a href="#">Remove</a>			
Brooks, Judy		Carnegie Mellon University	0	<a href="#">Edt</a>   <a href="#">Remove</a>			
Smith, Joel		Carnegie Mellon University	0	<a href="#">Edt</a>   <a href="#">Remove</a>			
Fay, Anne		Carnegie Mellon University	0	<a href="#">Edt</a>   <a href="#">Remove</a>			
Gutschow, Kai	Assistant Professor	Carnegie Mellon University	1	<a href="#">Edt</a>   <a href="#">Remove</a>			
<b>Permissions</b> Custom Reviewers 							
Custom Reviewer <a href="#">Add Custom Reviewer</a>							
Name	Download	Provide Feedback	View Feedback	View Reflection	View Self Rate	Edt   Delete	<a href="#">Give Permission</a>
Fay, Anne	no	yes	yes	no	no		