

Step-By-Step Directions to Create an “Exit” Portfolio for Teacher Education

After logging in to your iWebfolio account,

1. Click on the ‘Portfolios’ link
2. Click ‘Create New Portfolio’ near the top left hand side of the screen. You will be asked whether you would like to base the portfolio on a template.
3. Select ‘Yes’. A list of available templates will be displayed. The templates are organized into folders represented on the left with the templates in the selected folder listed in the center.
4. Choose the College of Education and Human Development folder from the list.
5. Templates for the CoEHD will be listed in the middle window. Advance through the list until you find the template named **“Exit Portfolio-????.”** You will see a template named Exit Portfolio and then the name of the current semester and year. Select this template.
6. A screen will appear showing you the people who will have permission to view the portfolio you are creating. You will have the opportunity to remove names or add people to this list later in the process.
7. Click ‘next’
8. Your name, along with the portfolio name and description, will be presented. Name your portfolio. This is the name that will appear to anyone viewing your portfolio. You may also wish to write a description of the portfolio in the box provided. This description will not be seen by portfolio reviewers.
9. Click ‘save’. You will be taken into the portfolio where you can begin adding artifacts.

Adding artifacts (evidence) to the portfolio:

Artifacts consist of any type of evidence you wish to put in a portfolio. Artifacts may include “Files,” “Items,” or “Websites.” Artifacts you attach to your portfolios are stored within the appropriate folder: “Files,” “Items,” or “Websites.” This allows you to use the same artifact in multiple portfolios. The following steps will provide practice in adding files and items to your portfolio.

Practice adding a “File” to the Subject Matter Knowledge-Base in General & Liberal Education category:

Note that you can follow these same steps to add file under any category within a portfolio.

1. Click the “Contents” tab
2. Click “Subject Matter Knowledge-Base in General & Liberal Education” from the list on the left side of the main window. Find the “Attachments” tab along the bottom and be sure it is selected. (Note that there are three other tabs: Reflections, self-rate, and instructions. You will use those tabs later.)

3. Click “Add Attachment”.
4. A new window will open. (Note: If a new window does not open you may have pop-up blocker on. You must allow pop-ups from iWebfolio to continue)
5. Select “File” from the drop-down at the top of the screen if it is not already selected.
6. If you have already uploaded the file into iWebfolio you may browse your iWebfolio folders and click ‘Attach’ to the right of the file you wish to attach. If you have not already uploaded your file click ‘Add New File.’
7. Click the ‘Browse’ button and browse to the file you wish to upload into iWebfolio.
8. Click ‘Save file’
9. After you have uploaded the file, click ‘Attach’ to the right of the file.
10. You will be taken back to the Subject Matter Knowledge-Base in General & Liberal Education category where you should see the name of the file listed in the “Attachments” box. If you wish to delete this file, click “remove.” Note that removing the file from this portfolio does NOT remove it from your “Files” folder.

Practice adding an “item” to the Instructional Design & Assessment category:

Be sure that you are working with your Exit Portfolio. If you have logged out or have clicked another tab within your portfolio, you may need to select “Portfolios” then click on “edit” next to the name you’ve given to your Exit Portfolio. When the correct portfolio is open, click the Contents tab at the top.

1. Click “Instructional Design & Assessment” from the list along the left hand side. Make sure the ‘Attachments’ tab is selected at the bottom of the window.
2. Click ‘Add Attachment’.
3. A new window will open. (Note: If a new window does not open you may have pop-up blocker on. You must allow pop-ups from iWebfolio to continue)
4. Select ‘Item’ from the drop-down in the upper left corner of the window. Any item you have previously created will appear. If you want to attach an already created item, simply click ‘Attach’ to the right of the item. If you want to create a new item, click ‘Add new item’.
5. You will be prompted to enter the ‘Item Name’. The item name should be short, meaningful and describe what is in the item (e.g., Contact Information, Computer Skills, Vacation Pictures, etc.). You will also be able to provide any comments about the item. The comments will not be displayed in your portfolio but will be viewable by you in the future.
6. The large text box will allow you to create what you would like reviewers of your portfolio to see when they click on the item. For

example, if you want to describe your skills in a simple paragraph, you click inside the box and begin typing. In addition to typing text, you can use the toolbar to format the text, add color, provide links to files you have already uploaded into iWebfolio, or insert thumbnail images. You can use the item toolbar to format the item content as you wish. Once you have entered something into the box, click the “Save and return” button.

7. You will be taken back to the list of items in your “Items” folder. Click “Attach” to the right of the item you just created.
8. You will return to the Instructional Design & Assessment category where you should now see the item listed under “Attachments.”

View the Portfolio:

Now that you have two attachments in your portfolio, you may wish to see the portfolio the way that reviewers will see it. Click on the “View Portfolio” link at the top of the window. Your portfolio will open in a new window. When you are finished examining the portfolio, close the window.

Change the Appearance of the Portfolio:

Select the “Presentation” tab at the top. Select a style from the choices by clicking on the white button below the style. (If you wish to preview a style before selecting it, you may click on the link next to any picture. Note that clicking on the link will NOT change your portfolio.) When you have selected a new color and style for your portfolio, you may click on “View portfolio” to see the changes you’ve made. The “Exit Portfolio” template allows you to select a style, but remember that some templates will limit you to a single style or appearance for your portfolio.

Giving Permission to View the Portfolio:

Each portfolio you create in iWebfolio can be shared with a different set of portfolio reviewers. You own your portfolio and can select reviewers from the list of WMU faculty provided or you may add an outside (or “custom”) reviewer.

Give permission to a WMU faculty member:

Be sure that you are working within the portfolio you wish to show the reviewers. If you have logged out of iWebfolio or returned to a main menu, you may need to select “Portfolios” and “Edit” next to the name you gave to your Exit Portfolio.

1. Click the ‘Permissions’ tab. The top of the screen will show you ‘Current Permissions’. That is, those who already have permission to view the portfolio you are editing. If you want to remove permission to someone who currently has permission to your portfolio, simply click ‘Remove’ to the right of the name you wish to remove.
2. To add an affiliated reviewer, make sure WMU is selected in the ‘Permissions’ drop-down. Typically, there will be two options in the drop-down, WMU and ‘Custom Reviewers’. Select WMU from the drop-down.

3. Click the 'Expand All' link. Colleges and departments at the WMU institution will be displayed. Click the appropriate department or college. You will see a list of all the reviewers displayed in the middle of the screen.
4. Check the name of the reviewer.
5. Click 'Save'

Give permission to an outside reviewer:

A Custom Reviewer is someone outside of WMU with whom you wish to share a portfolio. Remember that you select reviewers for each portfolio; you control who has access to each portfolio in your iWebfolio account. Custom Reviewers can include family members, friends, potential employers, etc. Anyone who has an email address can be added as a Custom Reviewer. Click the 'Permissions' tab. The top of the screen will show you 'Current Permissions'. If you want to remove permission to someone who currently has permission to your portfolio, simply click 'Remove' to the right of the name you wish to remove.

1. To add a custom reviewer, select 'Custom Reviewer' from the 'Permissions' drop-down.
2. Click 'Add Custom Reviewer'
3. A pop up form will be displayed. Complete the requested form and click 'Save'. All required fields are marked with an '*'.
4. The custom reviewer will be added to your list, but permission will not yet be given. To give permission to the portfolio you are editing, click 'Give Permission' to the right of the name. A pop up form will be displayed allowing you to set an expiration date and/or limit the number of times the custom reviewer may access your portfolio.
5. Click 'Send email' to send an email to the custom reviewer. The email will contain a link to your portfolio. If at any time you wish to remove permission to 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 custom reviewer access again, you must send another email to them by clicking 'Give Permission.'

(To practice adding a custom reviewer, you might want to use your own email address. Then, the next time you open your email, you'll see exactly what a custom reviewer would see.)