

## **How do I create a portfolio based on a template?**

*To create a portfolio based on a template:*

- 1) When you have logged into iWebfolio, at the top of the page you will see a tab called 'Portfolios'. Click on this tab.
- 2) Next, click on the link 'Create New Portfolio' near the top center 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 while the templates in the selected folder are listed in the center.
- 4) If you wish to view the template before starting, click 'View' to the right of the appropriate template. If you are ready to begin creating your new portfolio, click 'Select.'
- 5) If default permissions have been set by the template, you will see a list of reviewers who will have access to your portfolio. If you wish to revoke permissions you may click 'Remove' to the right of the reviewer name. When you remove reviewers, they will not be able to view your portfolio. If you remove a default permission in error, you will be able to add it back later.
- 6) Click 'Next'.
- 7) Your name, along with the portfolio name and description, will be presented. If a default portfolio name was not provided from the template you must provide a portfolio name.
- 8) Click 'Save'. You will be taken into the portfolio where you can begin adding artifacts.