

## **How do I create a portfolio?**

*To create a portfolio:*

- 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 'No'. You will then be taken to a screen where you can enter a name for your portfolio. You must name the portfolio before you can save it.
- 4) Click 'Save'. You will be taken into the portfolio where you can begin adding artifacts.