How Do I Share My Portfolio?

Each portfolio can be shared with a different set of portfolio reviewers. There are two types of reviewers: Affiliated Reviewers and Custom Reviewers. Affiliated reviewers are reviewers associated with your institution (e.g., faculty members). Affiliated reviewers will be listed for you in the Permission Tree. Custom Reviewers are reviewers outside of your institution (e.g. potential employers). To add a Custom Reviewer see 'How Do I Add a Custom Reviewer' below. If your portfolio was built from a template, default permissions may have been established. You can also share your portfolio by making it a Public Portfolio and then being able to give out a URL to anyone you would like to view your portfolio. To make your portfolio a Public Portfolio, see 'How Do I Create a Public Portfolio' below.

To set up permission for someone to view a portfolio:

1) Click on the 'Portfolios' tab at the top of the page once you log in to your account.
2) Click 'Edit' next to the portfolio you wish to change.
3) 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 for someone who currently has permission to view your portfolio, simply click 'Remove' to the right of the name you wish to remove.
4) To add an affiliated reviewer, make sure your school is selected in the 'Permissions' drop-down. Typically, there will be two options in the drop-down, your institution and Custom Reviewers. Select your institution (Western Michigan University) from the drop-down.
5) Click the 'Expand All' link. All the nodes for your institution will be displayed. Click the appropriate node (college and then department). You will see a list of all the reviewers for that node (college and/or department displayed on the right hand side of the screen.
6) Click on the radio box next to the name(s) of the reviewer(s) you wish to give permission.
7) Click 'Save'.
8) You will see a disclaimer pop up on the screen. Click 'Ok'. You will then see the name of the person you chose to give permission to view your portfolio in the Current Permissions at the top of the page.

How Do I Add a Custom Reviewer?

A Custom Reviewer is someone outside of your institution with whom you wish to share a portfolio. Custom reviewers can include family members, friends, potential employers, etc. Anyone who has an email address can be added as a Custom Reviewer.

To add custom reviewer:

1) Click on the ‘Portfolios’ tab at the top of the page once you log in to your account.
2) Click ‘Edit’ next to the portfolio you wish to add a Custom Reviewer(s) to.
3) 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 for someone who currently has permission to your portfolio, simply click ‘Remove’ to the right of the name you wish to remove.
4) To add a Custom Reviewer, select ‘Custom Reviewer’ from the ‘Permissions’ drop-down.
5) Click ‘Add Custom Reviewer’
6) A pop up form will be displayed. Complete the requested form and click ‘Save’. All required fields are marked with an ‘*’.
7) 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 of the Custom Reviewer. 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.
8) Click ‘Send email’ to send an email to the Custom Reviewer. The email will contain a link to view 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’ next to their name and following the steps above again.

How Do I Create a Public Portfolio?

Every iWebfolio owner account has a public portfolio website and you can make one or more of your portfolios public by following the steps listed below. By following these steps, your portfolio(s) can be placed on your Public Portfolio website and then the URL can be shared with those that you would like to view your portfolio

To create a public portfolio:

1) Click on the ‘Portfolios’ tab at the top of the page once you log in to your account.
2) Click on the ‘Edit’ link next to the portfolio that you would like to make a Public Portfolio.
3) Click on the ‘General’ tab within your portfolio.
4) You will see a radio box in the Overview area called ‘Public Portfolio’. Click on this radio box and then click on the ‘Save’ button. You will see a web address (URL) show up on the screen next to the Public Portfolio radio box. You can now simply give out this URL to anyone you would like to view your portfolio.

5) At any time, you can come into the General tab and turn this function on or off. If you click on the radio box to uncheck the box and click on the ‘Save’ button again, the portfolio you are in will no longer be on your Public Portfolio site.