

How do I review a portfolio and provide feedback?

If you have been given access to view an iWebfolio portfolio, it is very simple to provide feedback on the portfolio.

To review and provide feedback on a portfolio:

- 1) Once you open up a portfolio, if you would like to provide feedback for others to view, simply click on the category or attachment that you would like to provide feedback on and then click on the 'FEEDBACK +' link that is located in the bottom right-hand corner.
- 2) You will then see a new window open up where you can type in your feedback. The release date will show up with the date that you went in to add feedback. (You can pre or post date feedback if you would like to.)
- 3) Choose the feedback type from the drop-down list. If you choose 'Affiliated Reviewers', only other reviewers at WMU are able to see the feedback. If you choose 'Private', only the owner of the portfolio will be able to view the feedback. If you choose 'Public', anyone else with permission to the portfolio can view your feedback. If you choose 'Public Affiliated', other reviewers at WMU and the owner can view your feedback.
- 4) You do not need to enter a rating in the Rating field.
- 5) When you have completed entering your feedback click 'Save'. You will see the words 'Save Successful!' when the save has completed.
- 6) To view or edit the feedback you have provided, you will now see a link in the upper right-hand corner within the portfolio called 'Feedback'. Click on this link to view, edit, or delete the feedback that you have added. You can also click on this link to view other reviewer's feedback.
- 7) To exit the portfolio, click on the 'X' in the browser window that you were using to view the portfolio.