

## **How do I review a portfolio and provide feedback?**

*To review and provide feedback on a portfolio:*

- 1) When you have logged into iWebfolio, at the top of the page you will see a tab called 'Portfolios for Review'. Click on this tab.
- 2) To review a portfolio, simply click on the 'Review' link next to the portfolio that you would like to view. A new window will open up to display the portfolio. Click on any of the categories included in the portfolio and the links for any attachments to view the attached documents. The documents that are attached will open up in the software that they were created in, (Word, Power Point, Excel etc.)
- 3) 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.
- 4) 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 post date feedback if you would like to.)
- 5) 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 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.
- 6) You do not need to enter a rating in the Rating field.
- 7) When you have completed entering your feedback click 'Save'. You will see the words 'Save Successful!' when the save has completed.
- 8) 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.
- 9) To exit the portfolio, click on the 'X' in the browser window that you were using to view the portfolio.