Granting Permissions

*Please note that iWebfolio is not compatible with Internet Explorer, always be sure you are using another browser (such as Firefox, Chrome, Safari etc.).

After accessing iWebfolio, click on the “Portfolios” tab, and open the University Writing Portfolio (UWP) that you have previously set up.

You will see a semi-transparent grey capsule menu located in the lower left corner of the University Writing Portfolio (UWP) screen.
To grant your instructor permission to view your uploaded files, click on the key icon in the capsule menu. *(see tutorial on how to upload files if needed)
A menu will then appear on the right.

Click on Institution Reviewers
A search field will open and you will be able to type in your instructor’s name. The results will initially show many instructors, but after typing the name in, a narrowed list of instructors will appear below the text box.

Using “Wendy Sharer” as an example, the instructors name will appear on the list.
If you move your mouse cursor over the name, you will see a black key icon pop up on the right side of their name. Click on this key to grant the instructor permission to view your portfolio.

You should receive notification at the top of your screen that the instructor has been added successfully.
If you added the wrong instructor, or want to remove your instructor after the semester, click on the red “X” next to their name.

Click on the magnifying glass in to exit the menu. You can also log out or return to your portfolios list via the bulleted list menu button.