How to Remove Your Access to a Student’s University Writing Portfolio

Once you have posted grades and the semester has concluded, you should remove your access to students’ portfolios. If you do not, they will still show up next semester, mixed in with your new students’ portfolios.

From your home screen, select the “Portfolios for Review” tab.

To remove access for individual or multiple students at a time, select “Manage Portfolio”.

Then, select the “Remove Access” tab.
From this page, you have the option to select individual, multiple, or all portfolios. To select all the student portfolios that you have access to review, click “Select All.” Otherwise, just click the individual boxes in front of the portfolios you want to remove.

Once you have selected the portfolios, click the “Remove Access” button, which instantly removes the student’s portfolio from your list.

**NOTE:** There is no way to review portfolios once you have removed access. If you remove access to a portfolio by mistake, the student must re-grant you permission to review.