Granting Instructor Access, Viewing List of Current Permissions and Creating Permission Expiration Dates

As always, iWebfolio is not compatible with Internet Explorer. Be sure to use a different web browser when working in iWebfolio.

1. Once you have opened your portfolio via OneStop or Pirate Port, click the key bottom on the bottom of the page. This will open a gray list on the right.

2. From this gray list...

   In this tab you can grant instructor permission to view your portfolio

   Under this tab you can access a list of all of those who already have access to view your portfolio (also known as your “current permissions”).

   You may also assign expiration dates to your permissions in this tab.
3. To grant your instructor permission to view your portfolio, click the key icon on the bottom left. Under the Institutional Reviewers tab on the right, type in your instructor's last name. After you click the key to the right of your instructor's name, a blue bar should flash on the top stating they have been added to current permissions.

For a more detailed guide on granting your instructor permission to review your portfolio visit the QEP webpage at www.ecu.edu/qep.

4. To view your list of current permissions, open the Current Permissions tab which is located one tab above Institutional Reviewers. Immediately upon clicking open the tab, your list of permissions will appear.
5. From here you have two available functions: (1) to delete an instructor and (2) to add a permission date.

6. You may only delete the permissions that you have added (some permissions are default permissions that you cannot edit). The process is very simple. Hold your cursor over the instructor’s name and click the X.

A blue bar will appear above, confirming the deletion.

7. Adding an expiration date to a permission is useful because it will delete your instructor’s access after the course is over. Additionally, its helpful for your professor because then he/she won’t have to manually delete students from his/her iWebfolio.

To add an expiration date: hold your cursor over the instructor's name, click the pen edit button and when the dialogue box appears, pick a date for the permission to end. **Make sure to choose a date that is well past the end of the grading period of the course.** You don’t want your instructor’s permission to end before he/she has seen all of your materials.

Don’t forget to click save!

January 1 would be a good expiration date for a fall semester class. All semester course grades should be in by that date.

A suitable date for spring semester could be July 1.