## iWebfolio FAQ’s

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Supported Browsers

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Browsers supported by iWebfolio

- Apple MACs: Safari 3 or greater ; FireFox
- Windows: Internet Explorer 6.x or greater; Safari 3 or greater; Firefox

Suggested computer requirements

- Fast network connection: DSL or cable. Dial-up connections may cause problems.
- **NOTE**: Popup Blockers need to be disabled to effectively use iWebfolio. It is suggested that you use one Browser (example: Internet Explorer) with pop-ups blocked for surfing the internet and another browser (Firefox) to use with pop-ups unblocked, when working with iWebfolio.

How do I create my Account?

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1. Be sure popup blocker is disabled.
2. Go to this address: http://www.iwebfolio.com/
3. A login/sign up window will appear
4. New users will click on (lower right corner of window). Screen will change
5. Read and follow the instructions.
6. You will be asked for the **Affiliation Code**. It is **strose**. Type in the provided box.

7. Click **Next**; screen will change; click **Yes**
8. Read licensing agreement, check the box to confirm you read and click accept. Screen will change.
9. Enter all the required account information, (use your Saint Rose email and username!) click next. It is recommended that you utilize your Saint Rose user name and email. It will be easier for you to remember.
   a. Username: should be same as first half of Saint Rose email: example: bakerm123 (last name, first initial and last three digits of student ID)
   b. Password: should be easy to remember but safe. It will need to be between 5-20 characters.
10. Screen will change; choose **Credit Card** for Payment method; Click **next**.

11. Enter the requested payment account information as requested and click **Next**. *If an account has been pre-purchased by your instructor; the instructor should provide details on how to open your account.

   a. Purchasing options: Choose how long to have account

   - $25.20 USD 1 Year Account with 500MB Storage
   - $52.50 USD 2 Year Account with 500MB Storage
   - $73.50 USD 3 Year Account with 500MB Storage
   - $91.00 USD 4 Year Account with 500MB Storage
12. You will get an email confirmation of your account set up. Then you will be able to login into your iWebfolio account and begin working.

How do I Login in?

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1. The URL for the login site is http://www.iwebfolio.com/

2. Under ACCOUNT LOGIN enter your user name and password. Then click Log In.
3. You will be redirected to your iWebfolio account’s home page. Use the tabs in the upper left to navigate through various sections of your folio.

*Stay active while logged into your account to avoid having your session timed out and having to re-login. If you experience time out you will not be able to save any changes you made during that time period.
Forgot Username or Password:

- At login window, click the link **Forgot Username or Password?** Screen will change.

Enter a username or e-mail address which you used when you created your account. Click **Forgot Login Name or Password.** You will receive an email message with your login information. This is why using your saint rose email is recommended.
How do I navigate within iWebfolio?

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When navigating within iWebfolio you should not use the back button on your browser. Use the navigation buttons within the application.

Help

1. For additional resources: Click the **help** tab, located upper right of screen (see arrow).

2. A new help window will open listing various topics to assist you with using iWebfolio.
How do I Turn off the Pop-up Blocker?

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1. For Internet Explorer: Open Browser
   a. Click on Tools, in drop down window scroll to Pop-up Blocker, scroll over to Turn off Pop-up Blocker
2. For **Firefox**: Open Browser
   a. Click on **Tools**, in drop down window scroll to and click **Options**
   b. A new window will open:
   ![Firefox Options Window]
   c. Click **Content**
   ![Firefox Content Options]
   d. Click the checkbox to remove the green check mark
   e. Click **OK**
How do I Upload a Word documents?

1. Open the Word document
2. Open Notepad (Start, programs, accessories)
3. In Word; highlight the whole document or section you wish to have uploaded to iWebfolio
   a. Place mouse at beginning of section, click left mouse button, hold button down and move mouse to highlight area.
   b. Once all highlighted. Release mouse button.
   c. Move mouse over highlighted area and right click
   d. Small window will open, click on copy

How should I create a long paragraph to place in iWebfolio?

1. Open Notepad: Click start, highlight programs, accessories and click on Notepad
2. Type your long paragraph
3. Highlight the whole document or section you wish to have uploaded to iWebfolio
   a. Place mouse at beginning of section, click left mouse button, hold button down and move mouse to highlight area.
b. Once all highlighted. Release mouse button.
c. Move mouse over highlighted area and right click
d. Small window will open, click on copy
e. Go to iWebfolio, click in area where you want the paragraph
f. Right click the mouse, to bring up small window again, scroll and click on paste

When to use an image; when to use PDF

• Image: for pictures. Your file type should be JPEG. JPEGs are compressed image files, so will have a smaller file size.
• Images can be inserted into word documents
• PDF for text/documents

When to use a link?

• With a PDF file or any long document you can use a link. Don’t use a link for an image.

When to insert an image?

• Images are pictures, JPEG files.

How so I include/upload a video clip?

NOTE: Video files are large and will easily put you over your storage limit in iWebfolio. These should be edited to be viewed on the web before uploading to iwebfolio.

1. Click the My Files tab, upper left of screen.
2. Click the **Add New File** link.

3. Screen will change. Click the **Browse** button, a **File Upload** window will open; look for the file on your computer that you wish to upload.
4. Click the **Open** button to upload the file.

**How do I change permissions?**

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- If your portfolio was built from a template, default permissions may have been established. You should not change your permissions as set by your instructor.

- **You may add to your permissions so a prospective employer can view your portfolio**
  1. Click the **My Portfolios** tab.
  2. Click **Edit**, of the portfolio you wish to change.
3. Screen will change. Click the **PERMISSIONS** tab from the upper part of the screen.

4. Select **Custom Reviewers** from the drop down menu.
5. Click the Add Custom Reviewer link.

6. A pop-up screen appears with prompts for information about the Custom Reviewer.
7. Type in the prospective reviewer’s first name, last name, and email address, as well as a subject for email sent to this reviewer. If you wish to provide the reviewer with additional permissions (to download the portfolio, to provide feedback, or to view feedback, reflections, or self-ratings), mark the appropriate checkboxes.

8. Click the save button. The pop-up screen will close automatically. Prospective person is now listed under Permissions.

9. Click Give Permission link (right of screen)

10. New screen will open. Click OK.
11. New screen will open. Enter information required: expiration date, how many times they can access your portfolio, email subject and email message.

![Image of iWebfolio v3.2 - Windows Internet Explorer](image)

12. Click the **Preview Email** button to view the message.

   **Note** that the email will contain a link to your portfolio. If you remove permission for the Custom Reviewer, the link in the email will become invalid and the custom reviewer will no longer be able to view the portfolio. In order to grant the reviewer access again, you must send another email to them by clicking the **Give Permission** link.

13. Click the **send e-mail** button to send the message to the reviewer or the **cancel** button if you do not wish to send the message at this time. The pop-up screen will close automatically.

*Each portfolio can be shared with a different set of **Reviewers**. There are two types of reviewers: **Affiliated Reviewers** and **Custom Reviewers**. **Affiliated Reviewers** are reviewers associated with your institution (e.g., faculty members). Affiliated Reviewers will be listed for you in the permission tree. **Custom Reviewers** are reviewers outside of your institution (e.g., potential employers).

**Downloading your portfolio to your hard drive:**

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Any of your portfolios can be downloaded from iWebfolio and saved. The entire portfolio along with all the artifacts in the portfolio will be saved and viewable in the same format as you view the portfolio within iWebfolio.*
1. Click the **Portfolios** tab, upper left of screen.

2. Click the **View** link to the right of portfolio name you wish to download. You may also view the portfolio while you are editing it by clicking on the **View Portfolio** link in the upper right of the screen.

3. Click the name of the portfolio at the top of the screen. It will be underlined.
4. Click the "zip file" link next to "Download". When prompted, choose to **Save** the zip file.

   **With Internet Explorer**

   ![Open File in Internet Explorer]

   **With FireFox**

   ![Open File in FireFox]

5. Once the zip file is saved to your computer, **you must then unzip (extract) the file**. Double click on the file and extract the contents to a newly created folder.

6. Once the file is unzipped (extracted) you will see a file 'viewPortfolio.html' along with 3 folders: 'downloads', 'html', and 'theme'. If you click on the 'viewPortfolio.html' file the portfolio will open. **If you are sending the portfolio to someone else to view, you must include the 'viewPortfolio.html' file along with all 3 folders**

**Renew your iWebfolio license:**

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If your account is set to expire in the next 30 days, you will have a renew button appear while working under the portfolios tab. With in that time frame you should click the **renew account** button and follow the instructions to continue your subscription.

**Tech. support:**

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**Via Email:** Monday thru Friday 8:30am to 5pm EST  [support@nuventive.com](mailto:support@nuventive.com)

**Via Phone:** (877) 427-4768