

Changing Instructor Permissions at the Beginning of Each Semester

At the beginning of each semester, it is your responsibility to remove portfolio permissions for the instructors you no longer have and to add permissions for your new instructors.

1. Go to <http://www.iwebfolio.com>. Enter your "Login Name" and "Password." Click on the "Login" button.



Login Name:

Password:

Save Login Information

LOGIN

[Forgot Login Name or Password?](#)

2. Click on the "Edit" hyperlink located adjacent to the portfolio for which you want to change permissions.



MY PORTFOLIOS [[click here to create a new portfolio](#)]

 **Performance Evaluation Portfolio Program 2003-2004** [Edit](#)

3. Click on the "PERMISSIONS" tab.

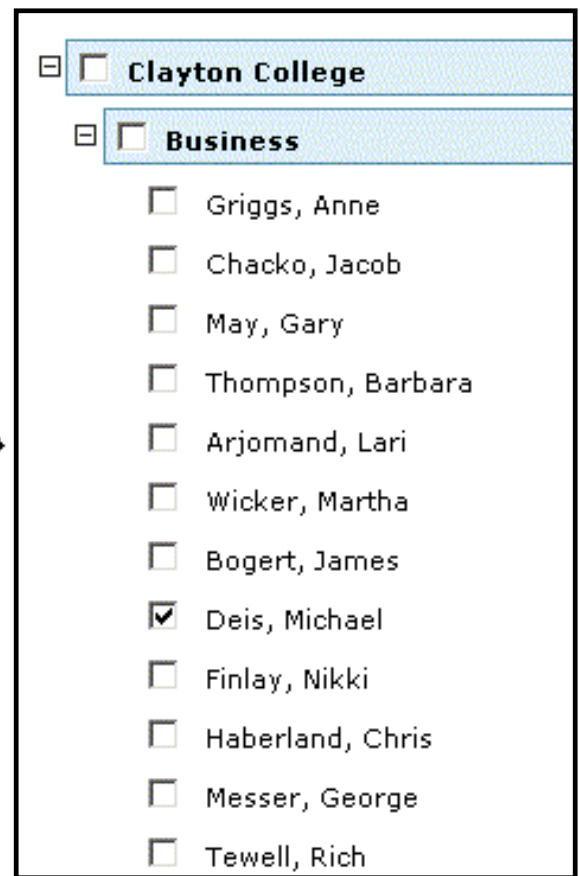
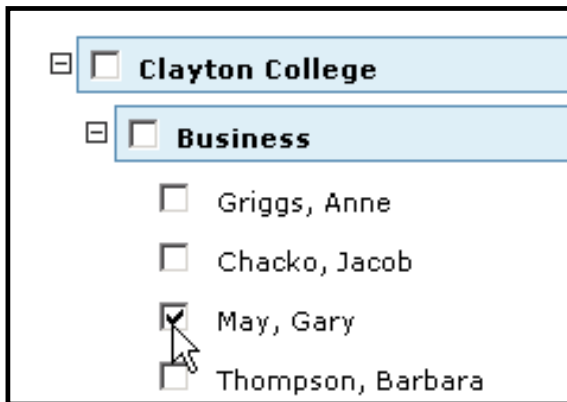


EDIT PORTFOLIO: Performance Evaluation Portfolio Program 2003-2004 [preview portfolio](#)

GENERAL **CONTENTS** **FEEDBACK** **PERMISSIONS**

4. You have two options: 1) uncheck the instructors from the previous semester and check the instructors for the current semester, or 2) modify the expiration date for your instructors so that their permissions will automatically expire at the end of the semester. **Note: If you choose the second option, you will still need to add permissions for new instructors at the beginning of each semester.**

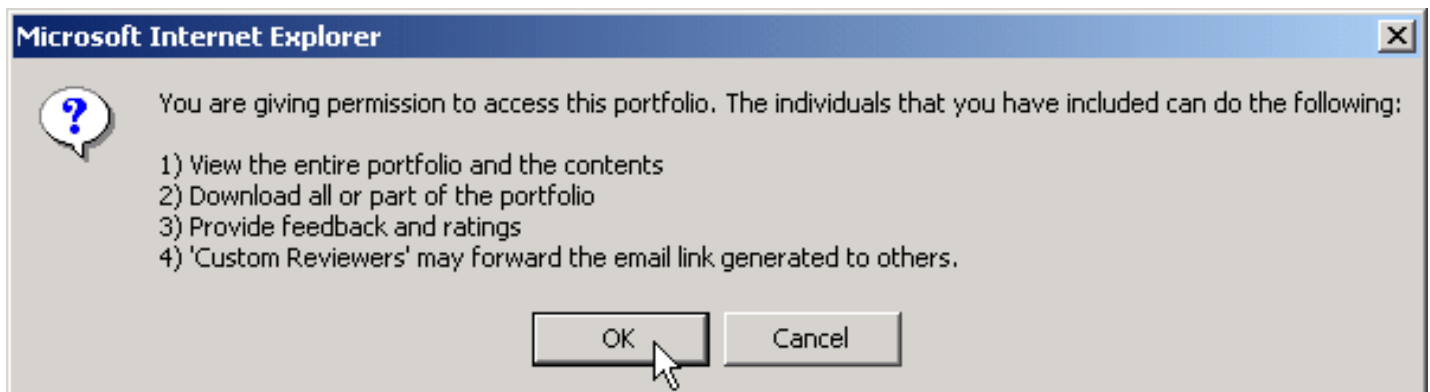
Choice 1: Click in the checkbox corresponding to your instructor from last semester to remove his/her permissions, and then click in the checkbox corresponding to your new instructor to add permissions for him/her. **Note: If you have more than one course which requires you to submit a PEPP assignment during the same semester, you must give both instructors permission to review your portfolio.**



Finally, click on the "Save" button located at the bottom of the window.



Click "OK" on the permission confirmation window.



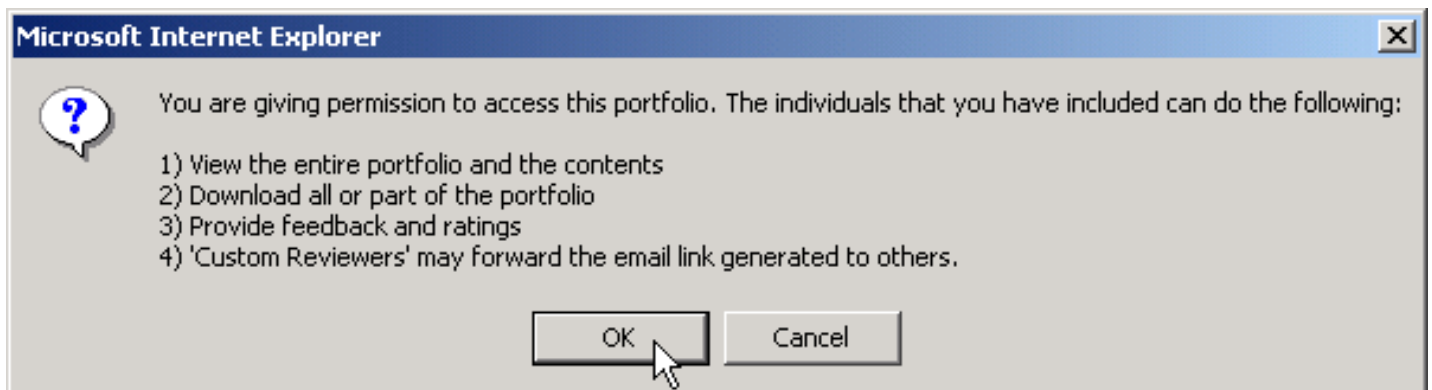
Choice 2: Add permissions for your new instructor by clicking in the checkbox corresponding to his/her name.



Click on the "Save" button located at the bottom of the window.



Click "OK" on the permission confirmation window.



Click on the "Modify" hyperlink adjacent to your instructor's name.

+ Open all - Close all

Clayton College

Business

- Griggs, Anne
- Chacko, Jacob
- May, Gary
- Thompson, Barbara
- Arjomand, Lari
- Wicker, Martha
- Bogert, James
- Deis, Michael
- Finlay, Nikki
- Haberland, Chris
- Messer, George
- Tewell, Rich

Expires: Never [Modify](#)

Permissions Granted To:


Deis, Michael

Click on the calendar icon.

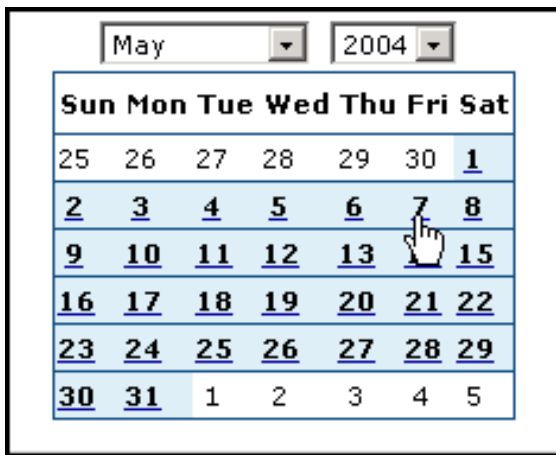
MODIFY EXPIRATION DATE

This screen is used to modify the expiration date for a reviewer. Enter a date if you desire the access to the portfolio for the reviewer to expire automatically.

Reviewer: Deis, Michael

Expiration Date*:  Never

Select the date on which you want the instructor's permissions to expire.



Click on the "Save" button.



Notice that the permissions expiration date for your instructor now displays the selected date. Click on the "Save" button located at the bottom of the window.

