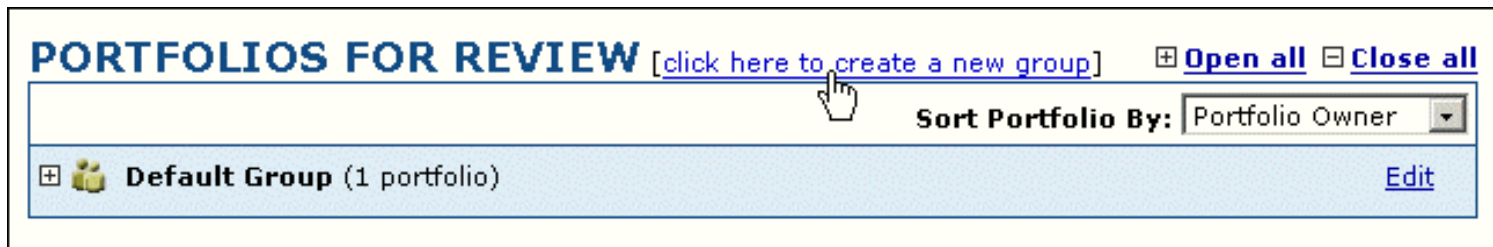


Automatically Moving Portfolios to a Designated Group

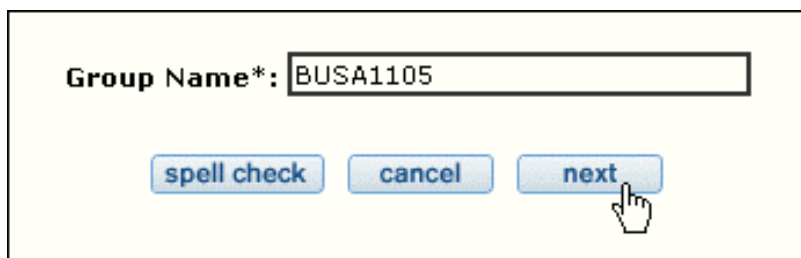
If you are only teaching one course per semester that has a PEPP assignment, you can set up groups (folders) so that when your students submit assignments to their portfolios, the portfolios will automatically be placed in the designated group.

1. Click on the "click here to create a new group" hyperlink.



PORTFOLIOS FOR REVIEW [\[click here to create a new group\]](#) [+ Open all](#) [- Close all](#)
Sort Portfolio By: Portfolio Owner
+ **Default Group** (1 portfolio) [Edit](#)

2. Enter a *Group Name*, and click on the "Next" button.



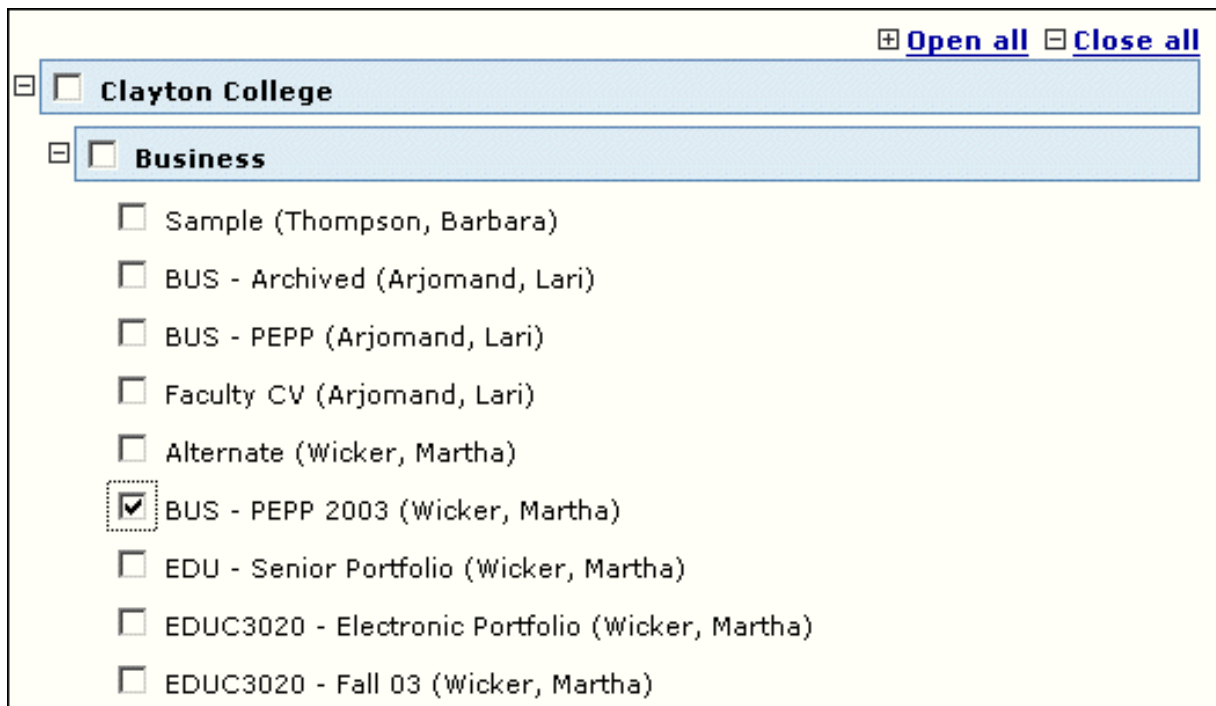
Group Name*:
[spell check](#) [cancel](#) [next](#)

3. Expand the template tree by clicking on the "+" sign in front of "Business."

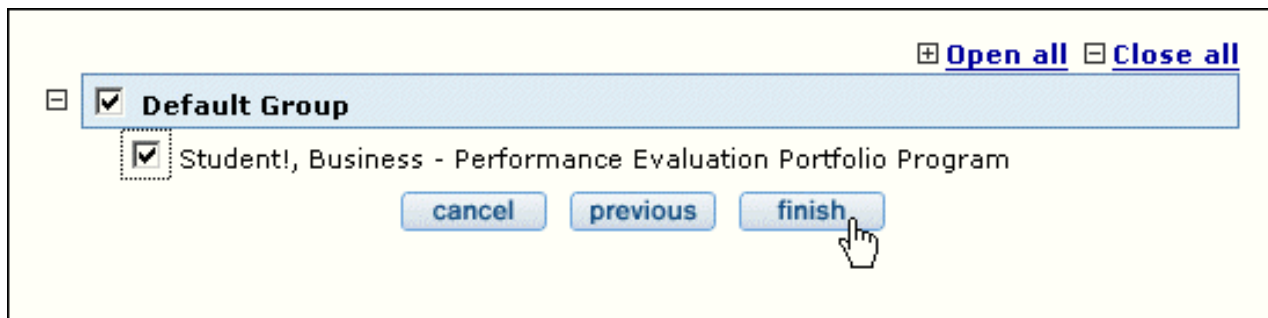


[+ Open all](#) [- Close all](#)
 Clayton College
 Business
 Dental Hygiene
 Information Technology
 The HUB
[cancel](#) [previous](#) [next](#)

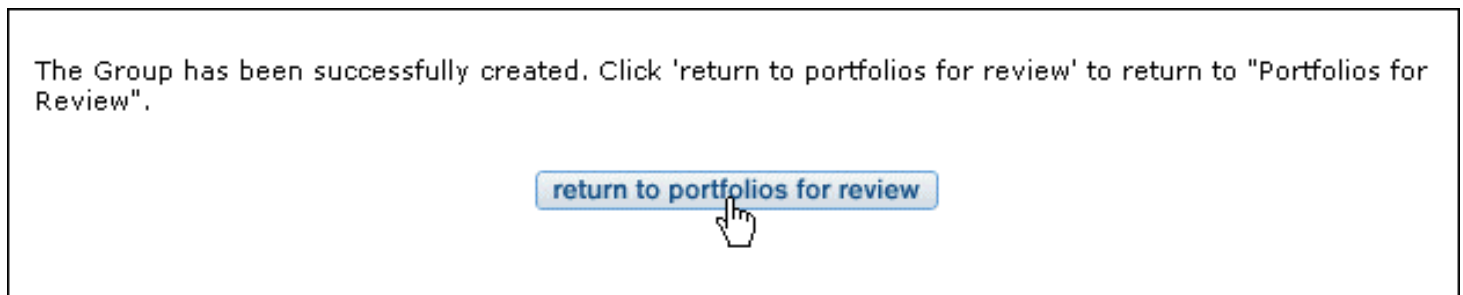
4. Select the portfolio template. Note: The template for Fall 2003 is "BUS - PEPP 2003."



5. If students have already submitted portfolios using this template, their names will appear under the "Default Group." To automatically move these portfolio assignments into your new group, click in the checkbox corresponding to the student(s) names, and click on the "Finish" button.



6. Click on the "return to portfolios for review" button.



Manually Moving Portfolios to a Designated Group

If you are teaching more than one course per semester which have PEPP assignments, it is recommended that you create groups and manually move portfolios to designated groups as the portfolios are submitted.

1. Click on the "click here to create a new group" hyperlink.

PORTFOLIOS FOR REVIEW [[click here to create a new group](#)] **Open all** **Close all**

Sort Portfolio By: Portfolio Owner

Default Group (1 portfolio) [Edit](#)

2. Enter a *Group Name*, and click on the "Next" button.

Group Name*:

3. Leave the template tree blank, and click on the "Next" button.

Clayton College

Business

Dental Hygiene

Information Technology

The HUB

4. Click on the "Edit" hyperlink adjacent to the newly created group.

PORTFOLIOS FOR REVIEW [[click here to create a new group](#)] **Open all** **Close all**

Sort Portfolio By: Portfolio Owner

BUSA1105 (0 portfolio) [Edit](#)

Default Group (1 portfolio) [Edit](#)

5. Click on the "Portfolio Members" tab.

EDIT GROUP: BUSA1105

NAME

TEMPLATES

PORTFOLIO MEMBERS

REMOVE PERMISSIONS

Data on this page has changed. You must press the "save" button to save these changes.

6. Select the student portfolios which you want to move to the designated group by clicking in the checkboxes in front of the students' names. Click on the "Save" button.

PORTFOLIO MEMBERS

Add Portfolio Members Remove Portfolio Members Unlock Portfolios

Add Portfolio Members to BUSA1105

Open all Close all

- Default Group
- Student!, Business - Performance Evaluation Portfolio Program

Portfolio Members from BUSA1105



[return to portfolios for review](#)

[save](#)

7. Repeat Steps 1-3 to create additional groups, and then follow Steps 4-6 to move the remaining portfolios into the appropriate groups.

Note: Every time that you log into iWebFolio, you will need to follow Steps 4-6 to move any newly submitted portfolios into the appropriate groups.