

Uploading Assignments to Your PEPP Portfolio

After revising your PEPP assignment based on the feedback you receive from your instructor, you will upload the completed assignment into iWebFolio.

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



Login Name:

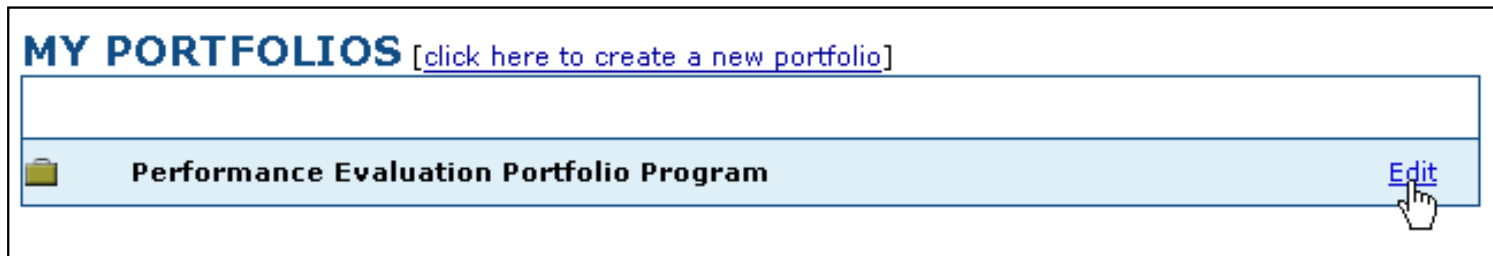
Password:

Save Login Information


LOGIN

[Forgot Login Name or Password?](#)

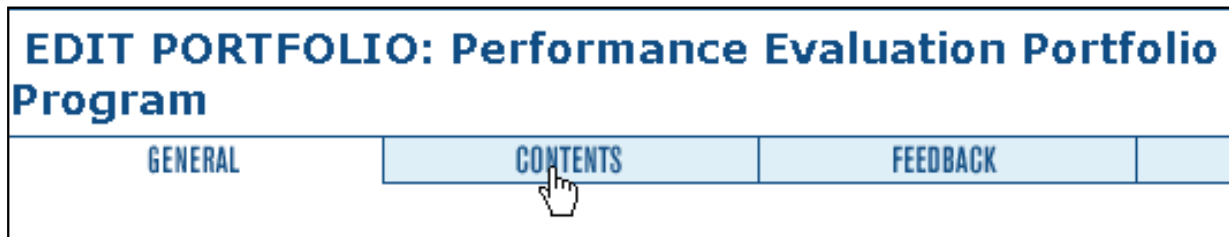
2. Click on the "Edit" hyperlink adjacent to *Performance Evaluation Portfolio Program*.



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

 Performance Evaluation Portfolio Program	Edit
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3. Click on the "Contents" tab.



EDIT PORTFOLIO: Performance Evaluation Portfolio Program

GENERAL	CONTENTS	FEEDBACK	
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4. Scroll down, and click on the "Attachments" hyperlink corresponding to your course (e.g., BUSA1105).

Category: Course

Attach your PEPP assignment to the file corresponding to the semester, course, and instructor.

[Attachments](#) | [Reflections](#)

Course: BUSA1105 - Introduction to Business

This course is the first step in a well-planned learning agenda that prepares students to become contributing citizens capable of making astute personal economic decisions. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, information systems, and challenges of business careers. In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.

The PEPP assignment for BUSA 1105 focuses on demonstrating effective written communication. The assignment, consisting of a written memo, is an effort to acquaint students with the environment of business through the development of a profile of a specific company or industry.

Major Core Competencies:

1.3 Demonstrate effective written communication

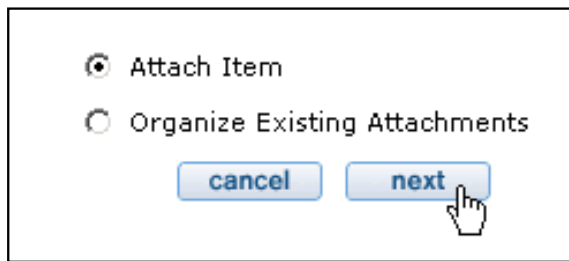
4.1 Organize & analyze information and make decisions: Theories and Concepts

4.2 Organize & analyze information and make decisions: Skill development and Practice

[View/Edit](#) | [Attachments](#) | [Reflections](#)

Course: BUSA3101 - Business Statistics

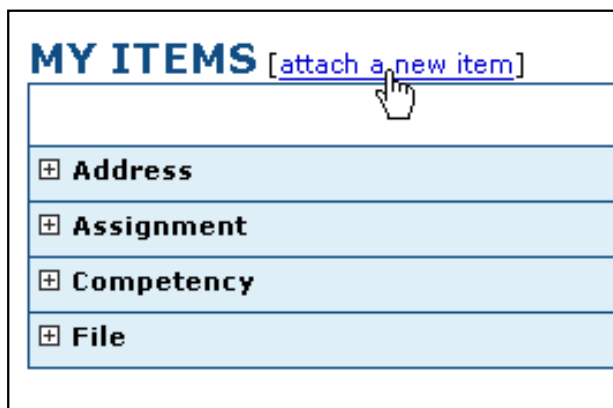
5. Select "Attach Item," and click on the "Next" button.



Attach Item
 Organize Existing Attachments

[cancel](#) [next](#)

6. Click on the "attach a new item" hyperlink.




MY ITEMS [\[attach a new item\]](#)

- Address
- Assignment
- Competency
- File

Note: If you had previously uploaded your assignment file, you will click on the "+" sign in front of the "File" directory, locate your file, and click on the "Attach" hyperlink.

MY ITEMS [[attach a new item](#)]

- +
- +
- +
- +
- File**

 **BUSA1105 PEPP Assignment:** Last Modified: 05/15/04 [Attach](#)

7. Select "File" from the dropdown menu.

Select Item Type*:

Description of the content item

- Academic Record
- Address
- Assignment
- Career Plan
- Competency
- Email
- File**
- Phone

8. Click on the "next" button.

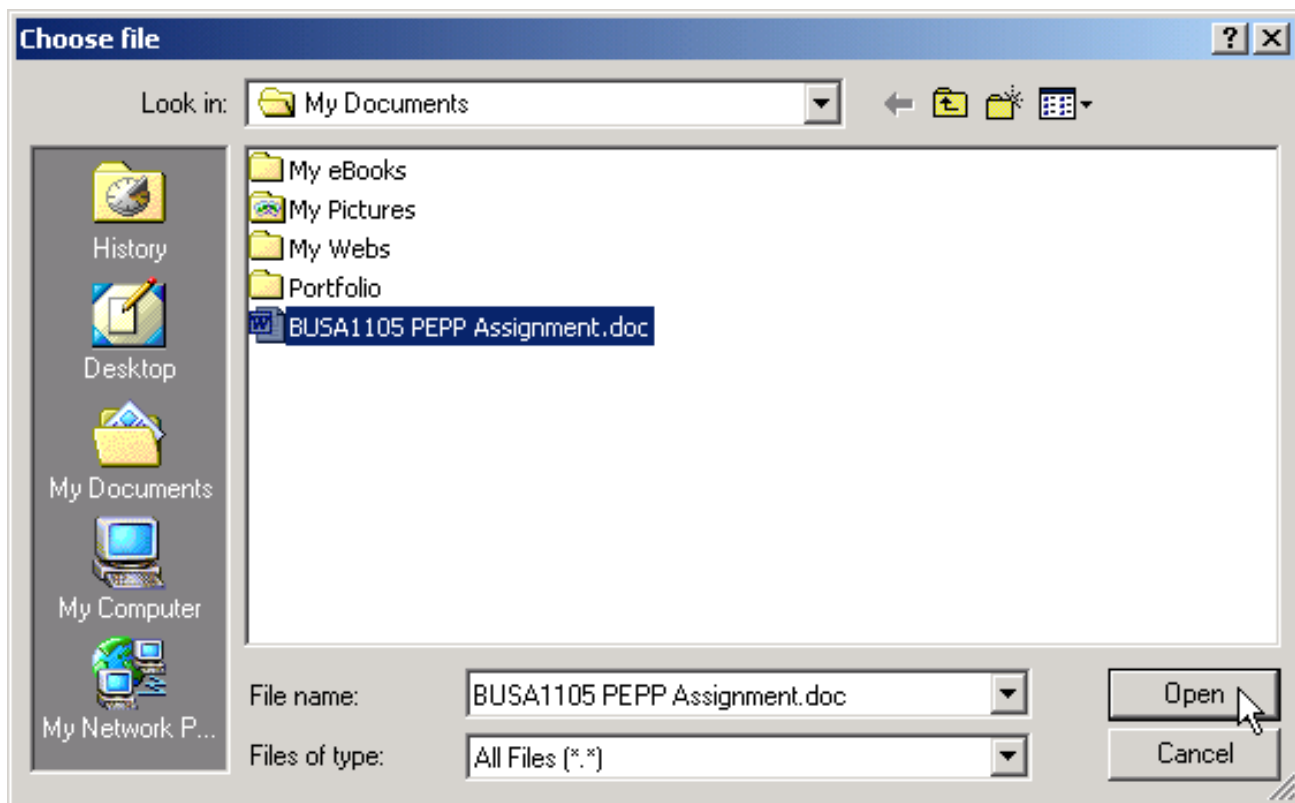
9. Click on the "Browse" button.

File:

File Name*:

Description:

10. Locate your PEPP assignment on your hard drive, and click on the "Open" button.



11. Enter a *File Name, Description* (optional), and click on the "Finish" button.

A screenshot of a file upload form. The 'File:' field contains the path 'C:\Documents and Settings\mwicker\My Docur' and a 'Browse...' button. The 'File Name*:' field contains 'BUS A1105 PEPP Assignment'. The 'Description:' field is empty. At the bottom, there are four buttons: 'spell check', 'cancel', 'previous', and 'finish'. A mouse cursor is pointing to the 'finish' button.

12. Click on the "return to contents" button.



13. The uploaded file will be attached to the selected course, as shown below.

Category: Course

Attach your PEPP assignment to the file corresponding to the semester, course, and instructor.

[Attachments](#) | [Reflections](#)

Course: BUSA1105 - Introduction to Business

This course is the first step in a well-planned learning agenda that prepares students to become contributing citizens capable of making astute personal economic decisions. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, information systems, and challenges of business careers. In order to foster students' ability to think critically, this course emphasizes an integrated approach that provides opportunities for study of the synergy among various business functions.

The PEPP assignment for BUSA 1105 focuses on demonstrating effective written communication. The assignment, consisting of a written memo, is an effort to acquaint students with the environment of business through the development of a profile of a specific company or industry.

Major Core Competencies:

1.3 Demonstrate effective written communication

4.1 Organize & analyze information and make decisions: Theories and Concepts

4.2 Organize & analyze information and make decisions: Skill development and Practice

[View/Edit](#) | [Attachments](#) | [Reflections](#)

File: BUSA1105 PEPP Assignment

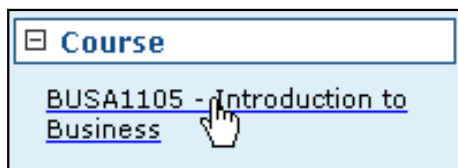


[View/Edit](#) | [Attachments](#) | [Reflections](#)

14. Click on the "preview portfolio" button located in the upper right corner of the screen.



15. Click on the hyperlink corresponding to the PEPP assignment which you uploaded.



16. You may view your submitted PEPP assignment by clicking on the "View" hyperlink. The file will open in a separate window. After viewing the assignment, close the window by clicking on the small "x" in the upper right corner of the screen.

BUSA1105 - Introduction to Business

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Last Modified: 05/15/04

BUSA1105 PEPP Assignment [\[View\]](#)

Type: Microsoft Word (doc) 20.48kb

Last Modified: 05/15/04