



## *iWebfolio* for C&I Methods Candidates Overview Instructions

Complete directions available at <http://www.oswego.edu/~educate>  
The *iWebFolio* URL is <http://www.iwebfolio.com>

### **SPRING 2009 Methods Portfolio Name:**

- TWS C&I Methods S09

**Purchasing an *iWebFolio* Account** – The School of Education requires that candidates enrolled in Methods or Student Teaching courses must have an active **OSWEGO**-affiliated *iWebFolio* account. If you do not have one:

1. Purchase an **OSWEGO**-affiliated *iWebFolio* account online with a credit card for \$36 by going to <http://www.iwebfolio.com> and following the “Account Signup” directions **OR**
2. Use your financial aid award, credit card, or cash to purchase an **OSWEGO**-affiliated *iWebFolio* account from the College Store for about \$42. Follow the “Account Signup” directions to activate it online at <http://www.iwebfolio.com>.
3. For step-by-step directions, see the “*iWebfolio* Registration Directions” at <http://www.oswego.edu/~educate>

### **Updating Your Profile**

1. From the **My Portfolios** window, click on the **Profile** link on the menu at left.
2. **Capitalize** the 1<sup>st</sup> letters of your first and last name.
3. Click on the **Demographics** link at the top. Insert your **STUDENT ID NUMBER** (starting with “80-”) to ensure your assessments get properly recorded.
4. Click on the **Institutions** link at the top. Make sure **OSWEGO** is listed as your affiliated institution.

### **Creating Your Portfolio**

5. From the **My Portfolios** window, click on the **Create New Portfolio** link.
6. Select “Yes” from the question “Would you like to base this Portfolio on a Template?”
7. Click on the **Curriculum & Instruction Dept** link.
8. On the list of templates that appears, find the one you are creating from the list above. Click on the **Select** link.
9. Do **NOT** change the **Permissions** list. Click on **<Next>**.
10. Click on **<Save>**.

### **Giving Permission to Your Course Instructor to View Your Portfolio**

1. From the **My Portfolios** window, click on the **Edit** link for your portfolios.
2. Click on the **Permissions** tab.

3. The instructors’ names are listed in the bottom right corner of the window. If you do not see any names displayed there, verify that “SUNY Oswego” is selected in the dialog box labeled **Permissions**. If it is not, open the dialog box and select it. Then if there are still no names, click on the **Show All Reviewers** link.
4. Find your instructor’s name in the list. Click on the box in front of their name (a check mark will appear in the box), then click on the **<Save>** button. A pop-up box will appear that explains the permissions you are giving this individual. Click on the **<Ok>** button.

### **Giving Permission to Your Cooperating Teacher as a Custom Reviewer (If Necessary)**

1. From the **My Portfolios** window, click on the **Edit** link for your portfolio.
2. Click on the **Permissions** tab.
3. From the Permissions dialog box, select **Custom Reviewers**.
4. Click on the **Add Custom Reviewer** link.
5. Fill in the information requested in the popup window. This information is:
  - The custom reviewer’s name
  - Selections that tell the permissions you are giving. **CHECK ALL 5 BOXES.**
  - The custom reviewer’s e-mail address
  - The subject of an e-mail message
  - An e-mail message to your custom reviewer. Please be professional.
6. When you are finished, click on the **<Save>** button.
7. You will then see the individual listed. Click on **Give Permission** link next to his/her name; preview your email; and send.

### **Uploading Documents and Attaching Them to a TWS Portfolio IF Required By Your Instructor**

1. From the **My Portfolios** window, click on the **Edit** link to open your portfolio
2. Click on the **Contents** tab. Open the portfolio to the TWS standard where you wish to add the attachment.
3. Click on the **Add Attachment** link in the bottom right corner.
4. Click on the **Add New File** link.
5. Use the **<Browse>** button and upload 2 documents at a time to *iWebfolio*.
6. After you have entered the file name(s), click on the **<Save File(s)>** button.

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7. Continue to upload files in this method.
8. After you have uploaded your files to *iWebFolio*, you must attach them to the portfolio. At the right of the file you wish to attach, click on the **Attach** link. Then you will see the document listed on your portfolio.
9. Files must be attached one at a time, using the **Add Attachment** link on the appropriate TWS standard window.

### Allowing Pop-Ups

*iWebFolio* uses pop-up windows for many requests. In the campus computer labs, pop-ups have been blocked. You will have to enable pop-ups in your browser to fully use the software. Beware of completely unblocking pop-ups on your personal (home) PC. Use the **Allowed Sites** feature and add <http://www.iwebfolio.com/> to the allowed list.


### WINDOWS - Internet Explorer 6:

Start Internet Explorer. In the menu bar, select Tools, then select Internet Options. On the Privacy tab, click on the Settings button. In the next window, type <http://www.iwebfolio.com/> in the line labeled **Address of Web site to allow**, then click on the **Add** button, then **Close**. Close the Internet Options window.

### WINDOWS – Firefox 1:

Start Firefox. In the menu bar, select Tools, then select Options. In the window that appears, click on Web Features in the left pane. Click on the **Allowed Sites** button. In the next window, type <http://www.iwebfolio.com/> in the line labeled **Address of Web site**, then click on the **Allow** button, then **OK**. Close the Options window.

### WINDOWS – Netscape 8:

Start Netscape Browser and go to <http://www.iwebfolio.com/>. In the menu bar, select Tools, then select Security Center. In the window that appears at the bottom right, click on Popup Blocking. Click on blue arrow  to the right of the label **For this Site**. On the Advanced tab, check **Allow unrequested pop-up windows**. Uncheck **Open requested pop-ups in a new tab**. Click on Done. On the Security Center window, click on the "X" to close the window.

### MACINTOSH – Firefox:

Start Firefox. In the menu bar, select Preferences. In the window that appears, select Web Features, then add the URL under Allowed Sites. Close the window.

### MACINTOSH – Netscape 7.2:

Start Netscape. Select Preferences. In the window that opens, click on **Privacy & Security** (to expand the list). On Pop-up Windows, check **Block unrequested popup windows**, then click on **Allowed Sites to add the URL**. Close the window.

### Troubleshooting

- If you can't log in, click on the link below the LOGIN box to get a reminder of your username and password.
- Click on the **HELP** link in the upper right corner of each *iWebFolio* screen.
- Go to <http://www.oswego.edu/~educate> and read/download the complete directions for *iWebFolio* use.
- If the previous steps don't solve the problem, email [educate@oswego.edu](mailto:educate@oswego.edu).