Step 1: If your template (portfolio) is complete and you are at the main iWebfolio dashboard, navigate to the **Template** tab. (If your template is complete and it is still open, skip to step 3)

Step 2: Locate the template you would like to publish and Click the **Open** link.

Step 3: Click the **Publish** icon in the toolbar in the bottom left.

**Side Note** If one of the first four icons is currently active, Click the **View Mode** icon and then complete step 3.
Step 4: A sidebar should have appeared on the right. Uncheck the *Hide from Portfolio Owners* checkbox at the top of the sidebar (if you are ready for your students to use the template). Click *Folders*, locate the folder you wish to publish your template to, and click the green “P” icon to the right of the folder name.

**Note** Your cursor must be on the selected folder in order for the green “P” icon to show.