# ePortfolio Overview for Onyxon.ca Learners

Overview

An Onyxon *ePortfolio* is a collection of digital files that demonstrate a learner's progress over time. It includes samples of a learner's listening, speaking, reading and writing assessment tasks during an ESL course. The items in an ePortfolio are called "artifacts" and are transferred directly from an Onyxon course into a learner's ePortfolio. Learners can also upload documents and media files that are not transferred from an Onyxon course to their ePortfolio. These files can be uploaded for a specific course task or for no course at all. All files in your ePortfolio should demonstrate your language skills.
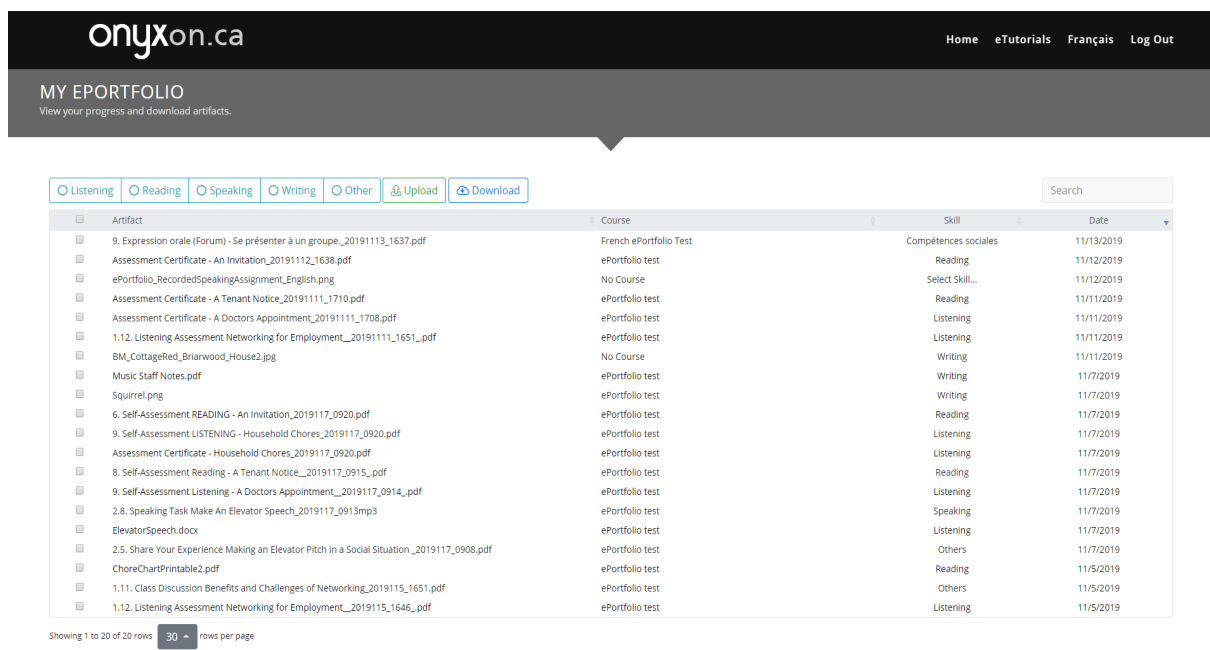
Accessing Your ePortfolio

An ePortfolio can be accessed at any time after you log in to Onyxon. On your home page, you will find a purple button labelled "ePortfolio" as presented below:
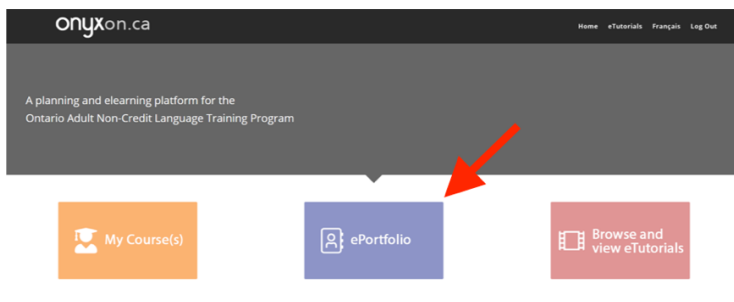
Click on the *ePortfolio button* to see your ePortfolio contents.
In the screen shot below, you see a sample *My ePortfolio* page. This page includes a list of this learner's artifacts .
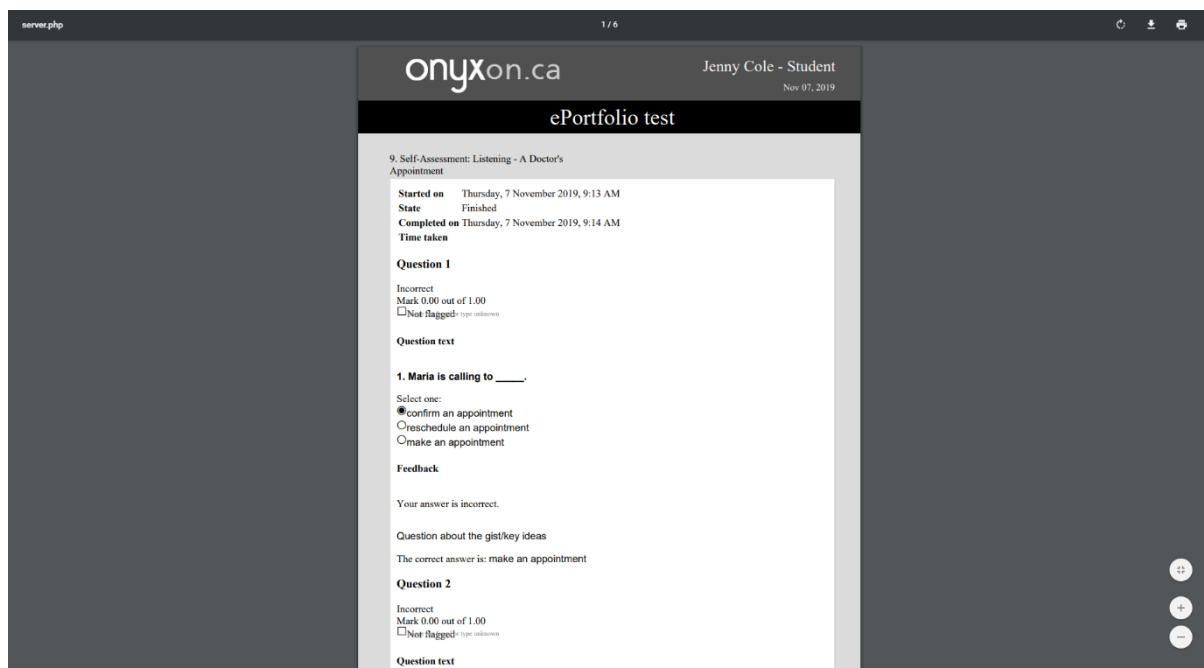
Previewing Artifacts in an ePortfolio

When you click on an artifact in your ePortfolio, your web browser will display that item in the default viewer or player.

Displaying PDF Artifacts

Click on the title of a PDF file/artifact to view it. In the example below, the user clicked a PDF document. The PDF opened in a new browser window.

1

Audio Artifacts

Click on the title of an audio file/artifact to listen to it. The screen shot below shows how a speaking assessment artifact in MP3 format opens in a new browser tab. The user can click the play button to listen to it.
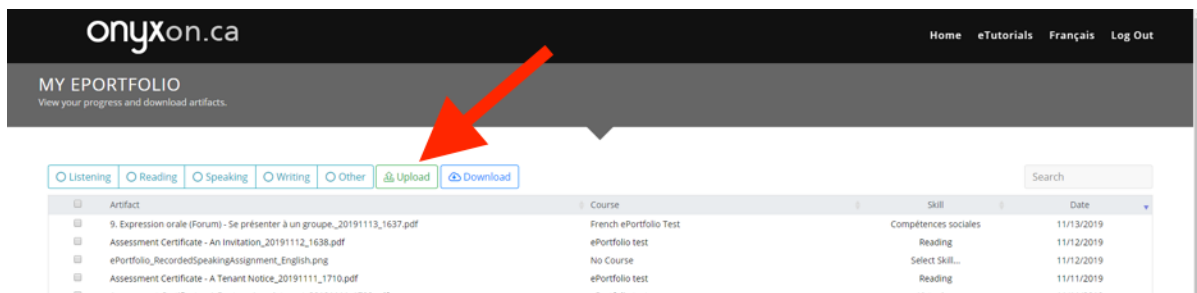
Image Artifacts

Click on the title of an image file/artifact to view it. Images can include, JPEG, GIF and PNG files. In the example below, a user clicked on a PNG file and the picture opened in a new browser tab.
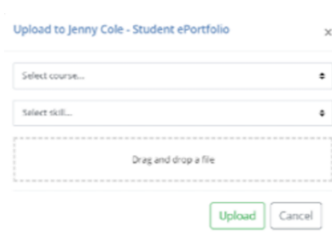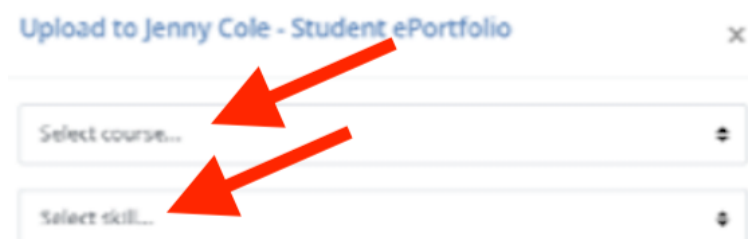

Uploading Your Own Artifacts

1. To upload an artifact, click on the green "Upload" button on your "My ePortfolio" page.


A popup window entitled "Upload to [Student Name] – Student ePortfolio" will appear.

2. In the popup window, use the dropdown lists to select the course and/or skill that you want associated with your artifact.

When **uploading** your artifacts, you do not need to select a course. The selection will default to "No Course" if you do not select a course. You must always select a skill (or "Other") for your artifact. In the screenshot below, no course was selected from the "Select course . . ." dropdown list, but "Writing" was selected from the "Select skill . . . " menu.
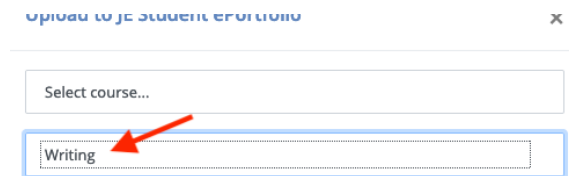
3. After selecting the course and/or skill for your artifact, use the "Drag and drop a file" zone to upload your file to your ePortfolio. Click anywhere in the "Drag and drop a file" zone to browse and select a file on your computer.
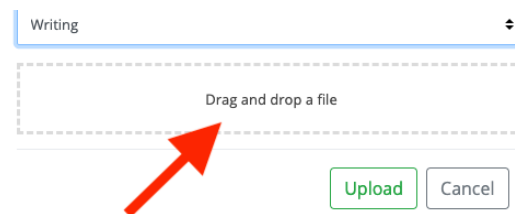
4. Depending on your operating system (e.g. Mac or Windows) , you will see a different window for browsing the file directories of your computer. You will see this type of popup window on a computer with Windows. Select the file you wish to upload and click "Open".
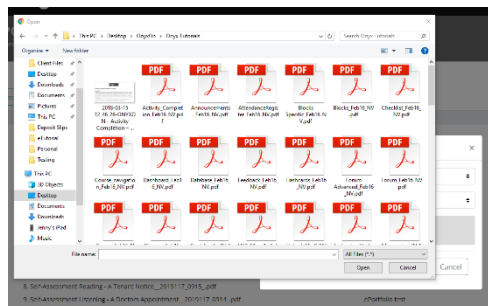
5. The file appears in the "Drag and drop a file" zone. Click the green "Upload" button as shown below.

After clicking on the "Upload" button, your new artifact should display as the first item in your list of artifacts on your "eMy Portfolio" page.
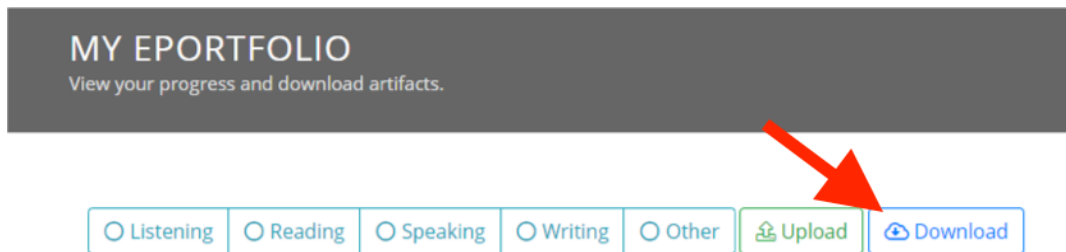

Downloading Artifacts in an ePortfolio

Downloading a Single Artifact

1. Go to the "My ePortfolio" page and select the checkbox beside an artifact.
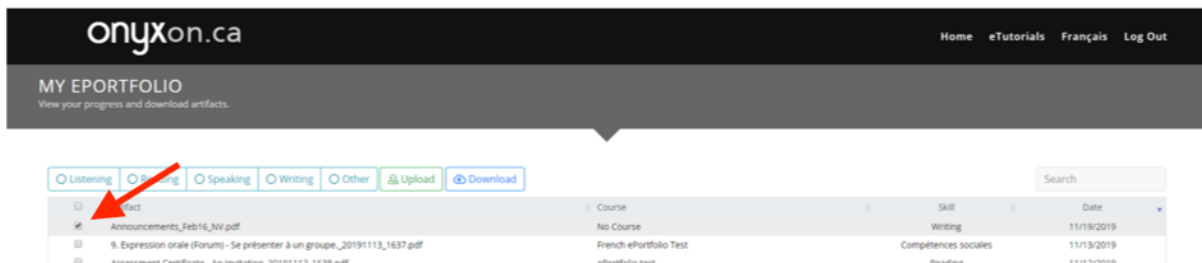
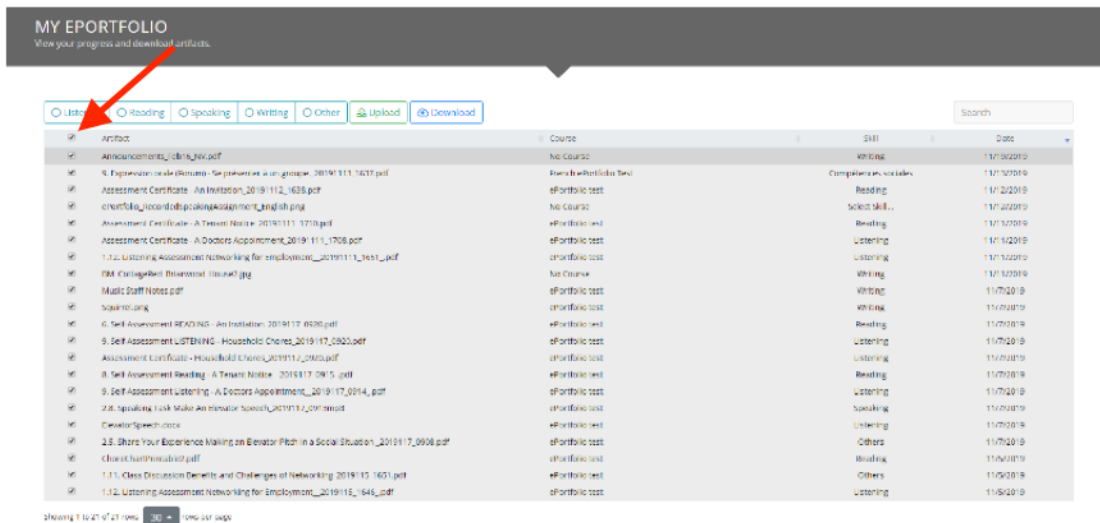2. Click on the blue "Download" button.

3. After clicking on the "Download" button, a new browser tab opens displaying the artifact. Download the item using the standard features of your browser for that type of file.
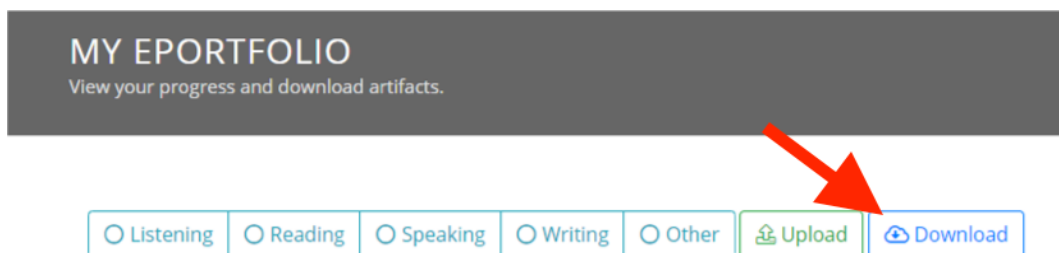
Downloading Multiple Artifacts

1. Go to the "My ePortfolio" page and select the checkboxes beside the artifacts you want to download . To select all of the artifacts in the list, select the checkbox beside the title row as shown below.
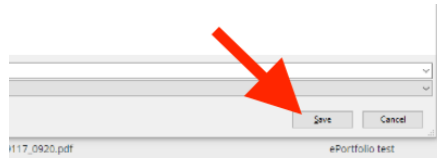

2. Click the blue "Download" button .

3. Next, use the panel that appears to select where you will download the "zip" file on your computer. This "zip" file contains all of the selected artifacts. You will see this type of panel on a Windows operating system.
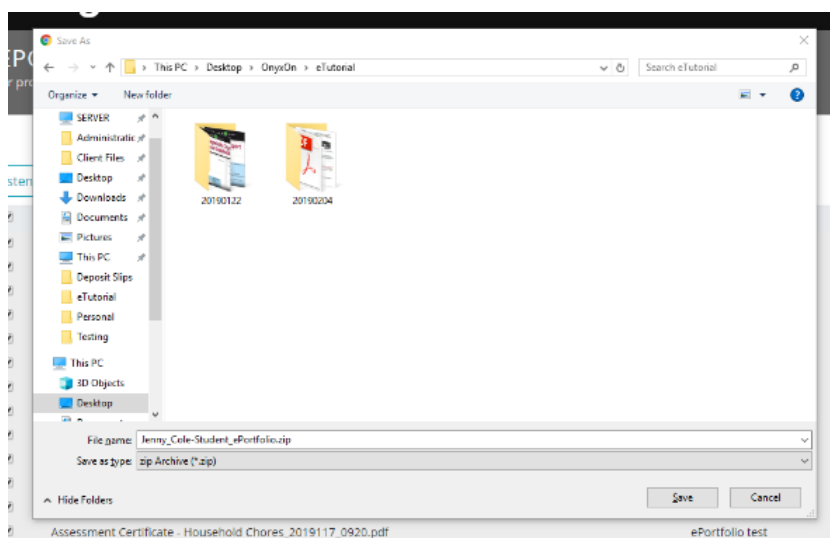
4. After selecting the location for your "zip" file of "artifacts," click on the "Save" button in this panel.

5. You can then "unzip" and save your artifacts to a destination on your computer. (On Mac computers, double-clicking the "zip" file will unzip the content in the same directory.)

In the screenshot below, the user has opened the "zip" file of artifacts in "7-Zip" to unzip the artifacts to a different location.
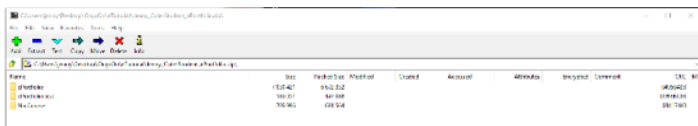

ePortfolio Directory File Structure

After extracting your artifacts from the "zip" file, you can see that the file structure in the ePortfolio folder shows the course(s) first, then the skills, and then the artifacts. The file structure depends on the number of Onyxon courses that you have enrolled in and the artifacts that you have uploaded yourself.

If no course was provided for an "artifact," there will be a "No Course" folder containing skills folders with artifacts organized by the skill that you selected in the upload process.

The example below represents a user that has completed one Onyxon course and has uploaded a few files into the ePortfolio without selecting a course.
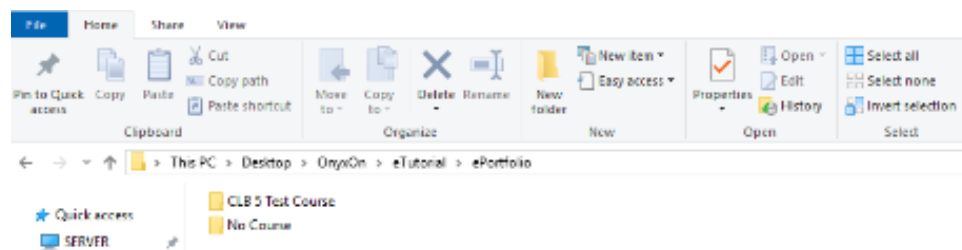
At the skill level of the directory, this same user will see the following under each course folder.