

ePortfolios

All learners on Onyx have their own **ePortfolio**. This space is only for you and your teacher. You will use the same **ePortfolio** in all of your courses, so you can save all of your artifacts in one place. It also allows your instructors to see your artifacts from your other courses.

Using Your ePortfolio

Follow these steps to get to your **ePortfolio**:

1. Log into Onyx.
2. Click the **ePortfolio** button on the main portal page.



A page appears displaying your **ePortfolio**. A list shows your artifacts. It includes the filename, **Course** name, language **Skill**, **Date** and a **Download** icon.

<input type="checkbox"/>	Artifact	Download	Course	Skill	Date
<input type="checkbox"/>	Canada's Economy Forum Task - 20200827.pdf		Canadian Citizenship Prep (JT)	Other	2020-08-27
<input type="checkbox"/>	Canada's Economy Review Quiz 2 - 20200826.pdf		Canadian Citizenship Prep (JT)	Listening	2020-08-26
<input type="checkbox"/>	Forum task Job advice - 20200826.pdf		Canadian Citizenship Prep (JT)	Writing	2020-08-26
<input type="checkbox"/>	Applying for Citizenship Review Quiz - 20200826.pdf		Canadian Citizenship Prep (JT)	Reading	2020-08-26

Sorting Artifacts

You can sort the list of artifacts by clicking on any of the column headings. In this screenshot, the chevron points up, so the list is sorted by **Artifact** name in alphabetical order, a to z.

<input type="checkbox"/>	Artifact	Download	Course	Skill	Date
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Click the same column heading a second time will change the sort order. In this screenshot, the chevron points down, so the list is sorted in the opposite way, a to a.

<input type="checkbox"/>	Artifact	Download	Course	Skill	Date
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The ePortfolio Toolbar

There is a toolbar above the list of artifacts that you can use to filter the items in the list. The toolbar also has buttons for uploading and downloading artifacts.



Filters

When you select one or more of the **Listening**, **Reading**, **Speaking**, **Writing** and **Other** buttons, the page will only display the artifacts those skills. Clicking a filter selects it and clicking it a second time deselects it.

When filters are selected, they have checkmarks and change colour, as shown in the **Reading** and **Writing** filters below.



In the above example, you would only see reading and writing artifacts. You would not see any **Listening**, **Speaking** and **Other** artifacts.

Uploading New Artifacts

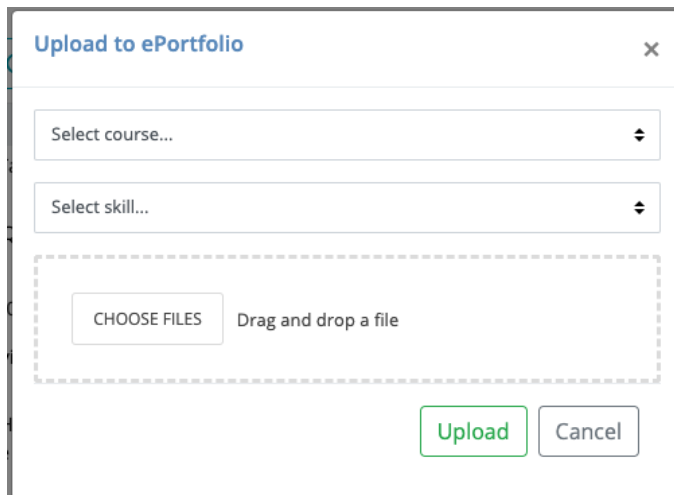
You can add files to an **ePortfolio** by using the Upload button.

Follow these steps below to upload a file to an **ePortfolio**:

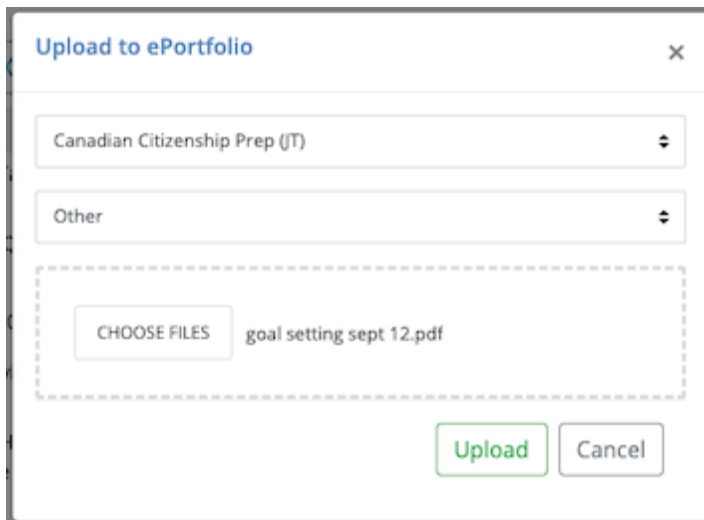
1. Click on the **Upload** button.



The **Upload to ePortfolio** panel appears.

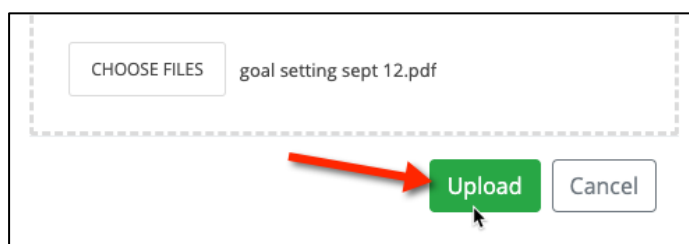


2. Click on the **Select course...** menu and choose a course. Select **No course** if it is not for a specific course.
3. Click on the **Select skill...** menu and choose a choose. Select **Other** if it is not for a specific skill, e.g. a goal setting file.
4. Click **CHOOSE FILES Drag** to browse and select the on your computer.



The filename will appear in the panel. In the above screenshot, the file is called *goal setting sept 12.pdf*.

5. Click on the **Upload** button.



After uploading, the file will be at the top of the list of artifacts.

Downloading a Single Artifact

1. Click on an icon in the **Download** column.



You will see the file in a new browser window.

PDF file:



Audio/MP3 File:

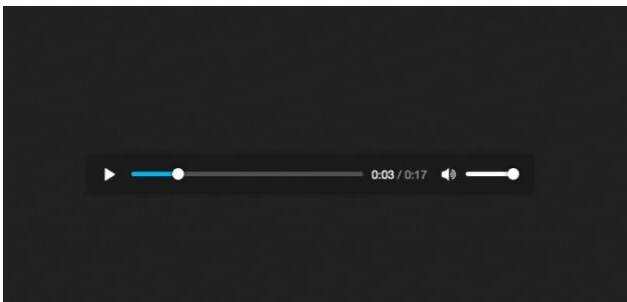
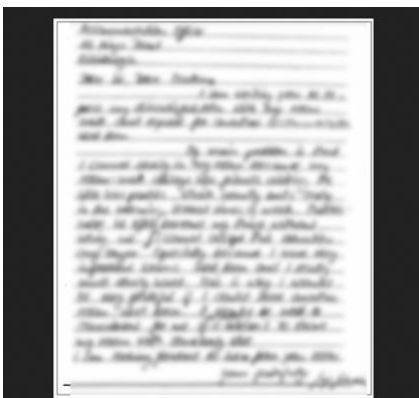


Image file (e.g. smartphone photo of a writing composition):

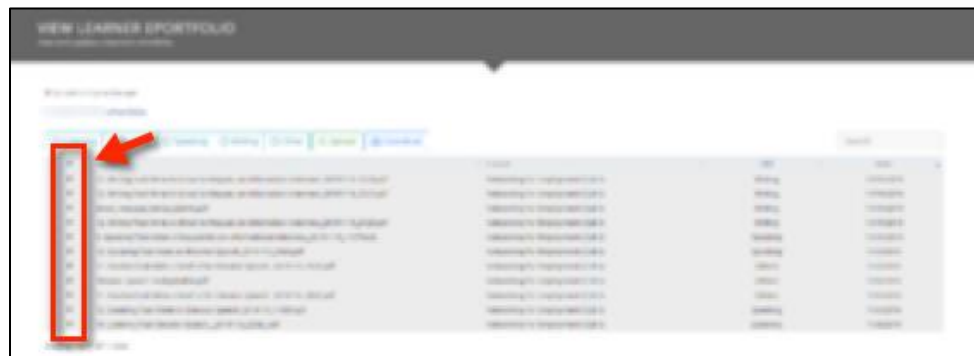


- Right-click on the item in the new browser tab window and choose **Save target as**, **Save link as** or even **Save web page as**. Click OK if needed.

The item will download to your local computer.

Downloading Multiple Artifacts

- Click on the checkboxes beside artifacts on the main **ePortfolio** page to select those items to download.

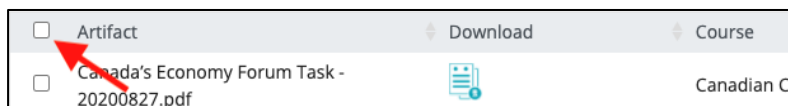


- Click on the **Download** button on the tool bar. Click OK if needed.



- On your computer, go to the directory locate the zip file you just downloaded.
 - After unzipping the file, the contents will be organized within an **ePortfolio** folder by **Course**, then **Skill**, then **Artifact**.
 - These files or artifacts may be in many different formats, such as word processing documents, PDFs, audio, video and image files.

Note: If you tick the check box at the top of the **Artifact** column, it will select all of the items on the list.



Artifact Auto-collection in Onyx

When you do a unit assessment, Onyx usually adds an artifact to your **ePortfolio** for that task. These are created for quiz and assignment submissions. You may see an artifact added to your ePortfolio when you post to a Forum.

Your teacher feedback on an assignment or quiz may be added to your ePortfolio. This file appears in the list next to the download icon of your submission.

Below we see before and after views of an **ePortfolio** page with and without teacher feedback. The arrows in the second screenshot point to the teacher feedback.

