

## 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 the List of Artifacts

You can sort or arrange the list of artifacts in ascending (A to Z or lowest to highest) or descending (Z to A or highest to lowest) order. Click the heading at the top of each column to sort the list. One click sorts in ascending order; a second click changes it to descending order.

In this screenshot, the chevron points up, so the list is sorted by **Skill** in ascending order. Items will be sorted in alphabetical order (A to Z) by language skill.


<input type="checkbox"/>	Artifact	Download	Course	Skill ▲	Date
--------------------------	----------	----------	--------	---------	------

In this screenshot, the chevron is next to the **Course** heading and it points down. This means the artifacts are sorted by **course** name in descending order, with the names of courses in reverse alphabetical order, (Z to A).

<input type="checkbox"/>	Artifact	Download	Course ▼	Skill	Date
--------------------------	----------	----------	----------	-------	------

You can also sort the list by file name, icon or course name by clicking on the **Artifact**, **Download** or **Course** column headings.

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

<input type="checkbox"/>	Artifact	Download	Course
<input type="checkbox"/>	Canada's Economy Forum Task - 20200827.pdf		Canadian Cl

Clicking it a second time de-selects all items. You can use the check boxes to select items you want to download. This is explained in the next section about the **ePortfolio Toolbar**.

## 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.



## Filtering Artifacts

The **Listening**, **Reading**, **Speaking**, **Writing** and **Other** buttons are filters. When you select one or more of these buttons, the page will only display the artifacts that match the filter(s). 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.



An **ePortfolio** page with the **Reading** and **Writing** filters enabled would only display reading and writing artifacts. You would not see any **Listening**, **Speaking** and **Other** artifacts.

## Uploading New Artifacts

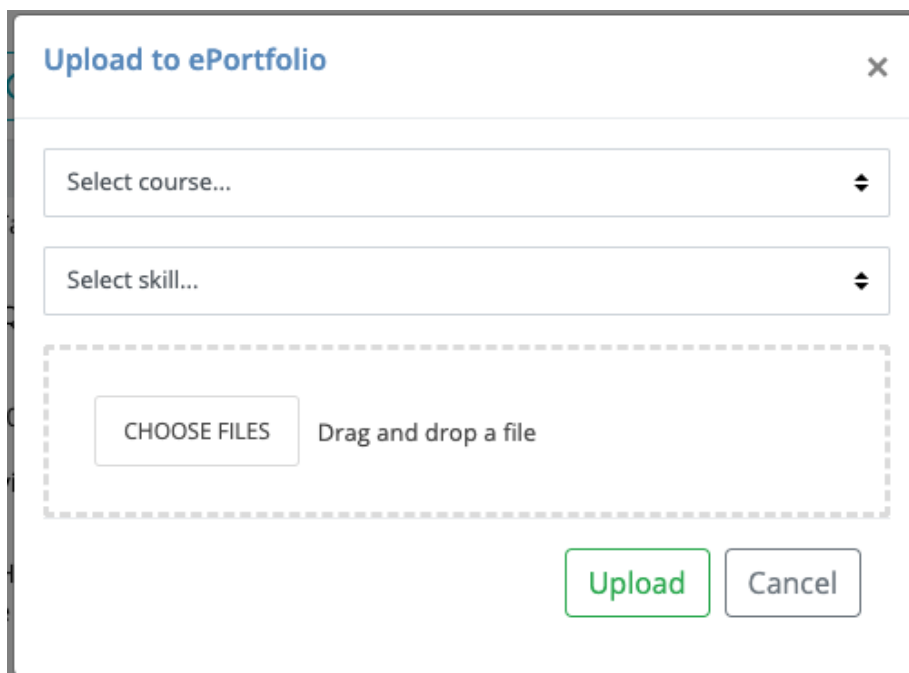
Items can be manually uploaded to an **ePortfolio**. You can use this when you have a file that you want to add to your **ePortfolio**.

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

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



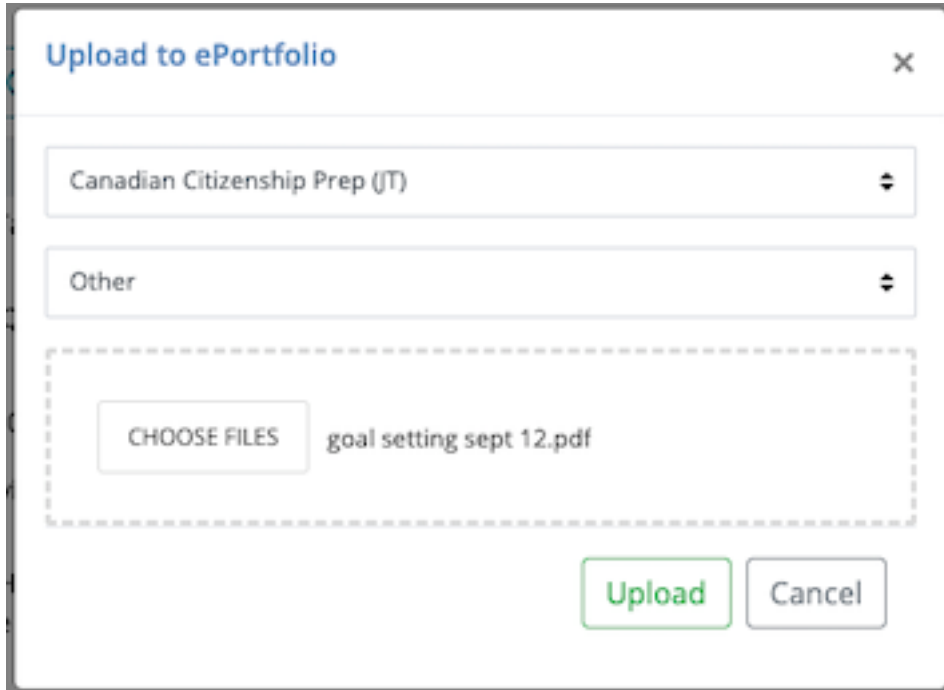
A new popup panel entitled **Upload to ePortfolio** appears.



2. Select the course in the **Select course...** drop-down menu.  
Select **No course** if it is not an artifact for a specific course.
3. Select the skill in the **Select skill...** drop-down menu.  
Select **Other** if it is not an artifact for a specific skill, e.g. a goal setting file.

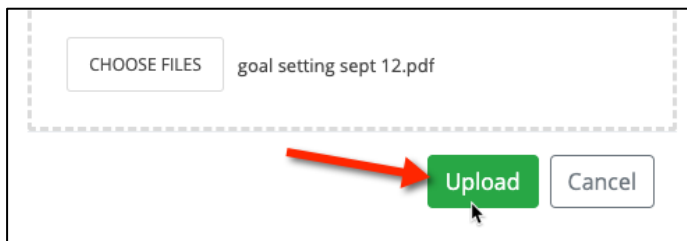
The new artifact will be associated with the selected course and skill when it appears on the **ePortfolio** page.

4. Click anywhere on the **CHOOSE FILES Drag and drop a file** zone to browse the file directories on your computer to select the file. (You can also use drag and drop to add a file to this panel.)



The filename will appear in the panel. In the above screenshot, *Canadian Citizenship Prep (JT)* and *Other* were selected for course and skill. The file is called *goal setting sept 12.pdf*.

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



The file, *goal setting sept 12.pdf*, will display as the first item in the list of artifacts.

## Downloading a Single Artifact

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



The item is displayed in a new browser tab window.

PDF file:



Audio/MP3 File:

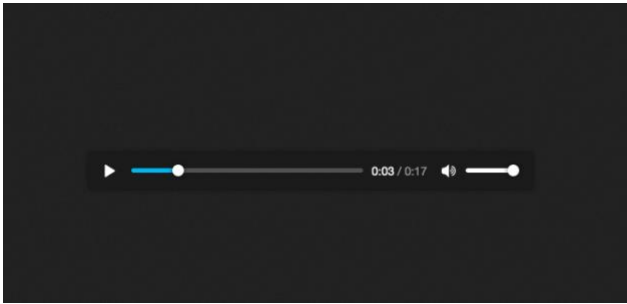
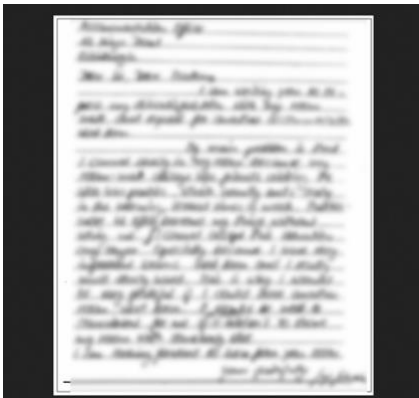


Image file (e.g. smartphone photo of a writing composition):

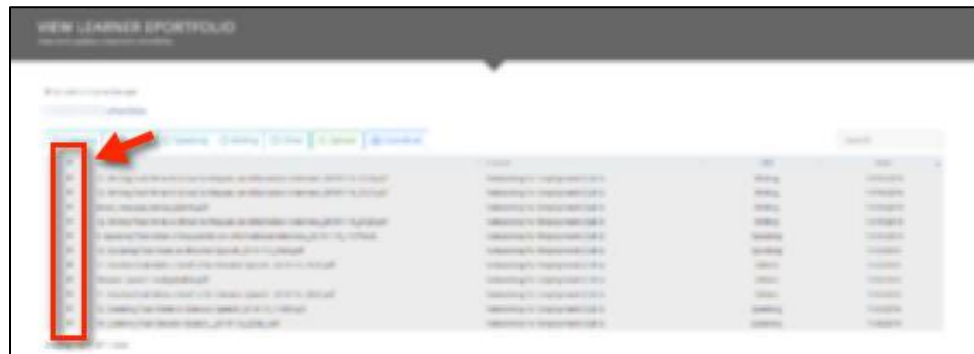


2. In the new tab, click the **Download** button if it is a PDF file. For other types of files, right-click on the item in the new browser tab window and choose **Save target as**, **Save link as** or even **Save web page as**. Use the standard features of your browser to complete the download.

The item will download to your local computer.

## Downloading Multiple Artifacts

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



2. Click on the **Download** button on the tool bar.



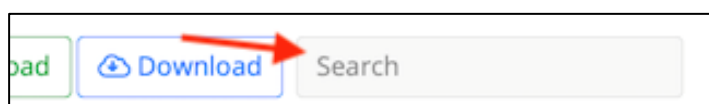
After clicking on the **Download** button, your computer may ask you to choose the location to save a single zip file containing all of the selected artifacts. On some browsers, the file will be downloaded automatically.

3. On your computer, go to the directory where the zip file was downloaded and unzip/extract the contents.
  - 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.

## Search

The Onyx **ePortfolio** is also searchable. Use the **Search** field to search for an artifact using the file name or part of the name.

1. Click in the **Search** field.



2. Type a word and press **Enter** on the keyboard.

The **Artifact** list will display any item that matches the word in the filename.

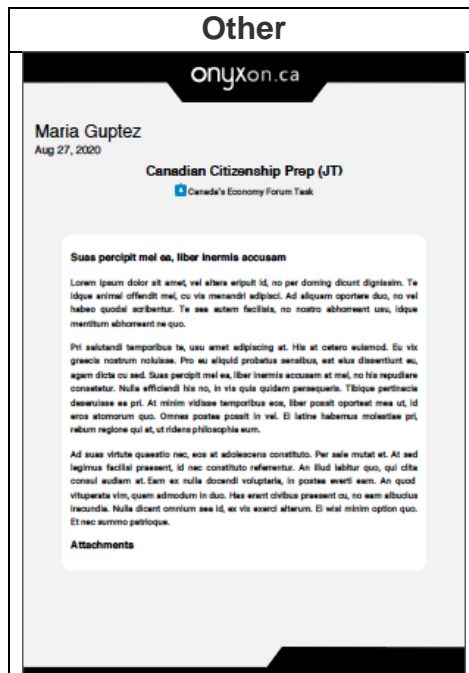
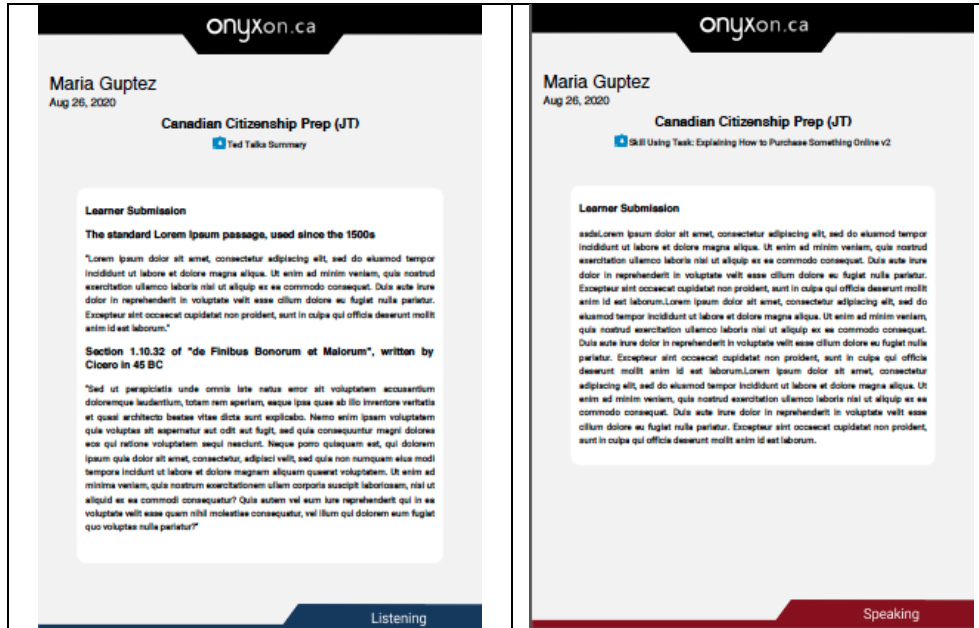
## Artifact Auto-collection in Onyx

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. Forum postings may also generate An artifact may also be added to your **ePortfolio** when you post to some forums.

When you submit a file for an assessment, your file submission will be added to the **ePortfolio** automatically. When it is a PoodLL voice recording, an MP3 file will be added. If you upload an image, e.g. a photo of a handwritten form, it will be added too. Quiz attempts for assessments are also added automatically to the **ePortfolio**.

When the Onyx site creates a PDF file for an artifact, it is added to a special file, called a template. There is a different template for each skill as shown in the thumbnails below:

<div style="text-align: center;"><b>Reading</b></div>	<div style="text-align: center;"><b>Writing</b></div>
<b>Listening</b>	<b>Speaking</b>













## Teacher Feedback Auto-Collection

The Onyx site also creates an artifact from the teacher feedback for your file submission. This file is also automatically added to your **ePortfolio**. It appears in the artifact list next to the download icon of your submission. This makes it easier for you to view both the feedback and your assignment 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.



<input type="checkbox"/> Artifact	Download	Cour
<input type="checkbox"/> Forum task Job advice - 20200826.pdf		Can
<input type="checkbox"/> Skill Using Task Explaining How to Purchase Something Online v2 - 20200826.pdf		Can
<input type="checkbox"/> Skill Using Task Writing an Email to Your Landlord - 20200826.pdf		Can
<input type="checkbox"/> Skill Using Task Explaining How to Purchase Something Online -		Can

<input type="checkbox"/> Artifact	Download	Cour
<input type="checkbox"/> Forum task Job advice - 20200826.pdf		Can
<input type="checkbox"/> Skill Using Task Explaining How to Purchase Something Online v2 - 20200826.pdf	 	Can
<input type="checkbox"/> Skill Using Task Writing an Email to Your Landlord - 20200826.pdf	 	Can
<input type="checkbox"/> Skill Using Task Explaining How to Purchase Something Online -		Can