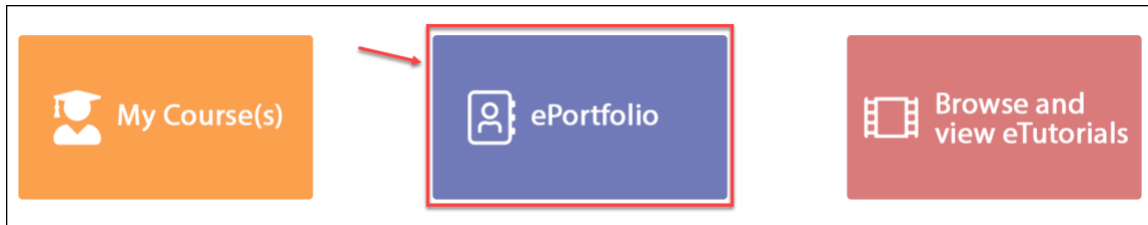
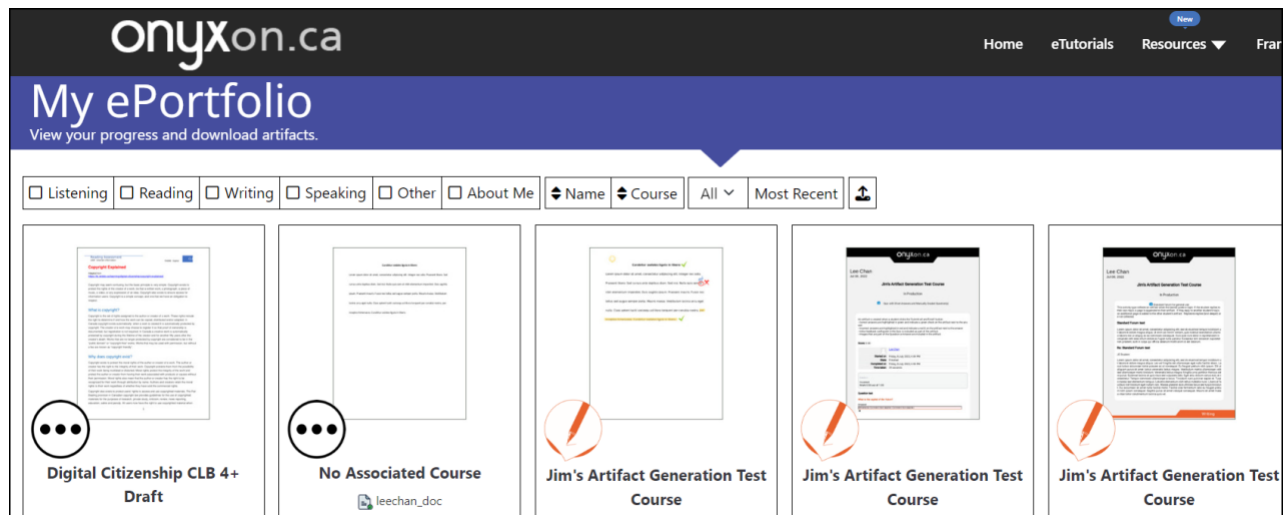


## How to Change your ePortfolio View

1. Log in to Onyxon.ca.
2. On the home page, click on the *ePortfolio* button.



The page *My ePortfolio* appears.



Here you can see a card for each of your ePortfolio submissions. These cards show all your *Listening, Speaking, Reading, Writing, Other* and *About Me* artifacts.

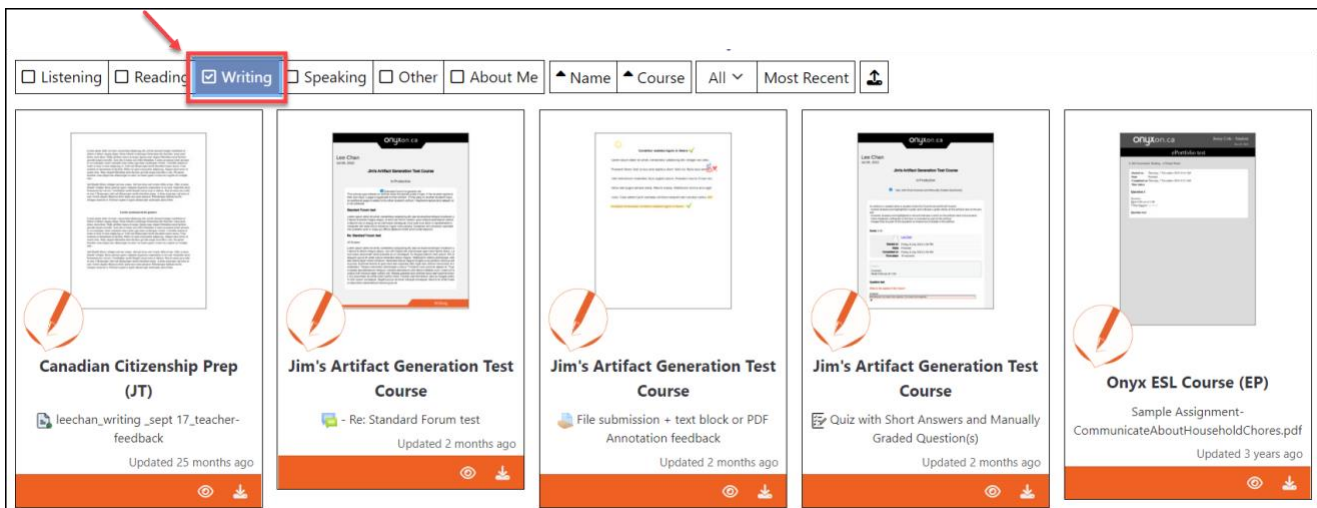
There is a toolbar on top of the artifact cards. You can change how you view your eportfolio by choosing the options from this toolbar.



3. To view artifacts for one skill, select the skill from the options, such as *Writing*.




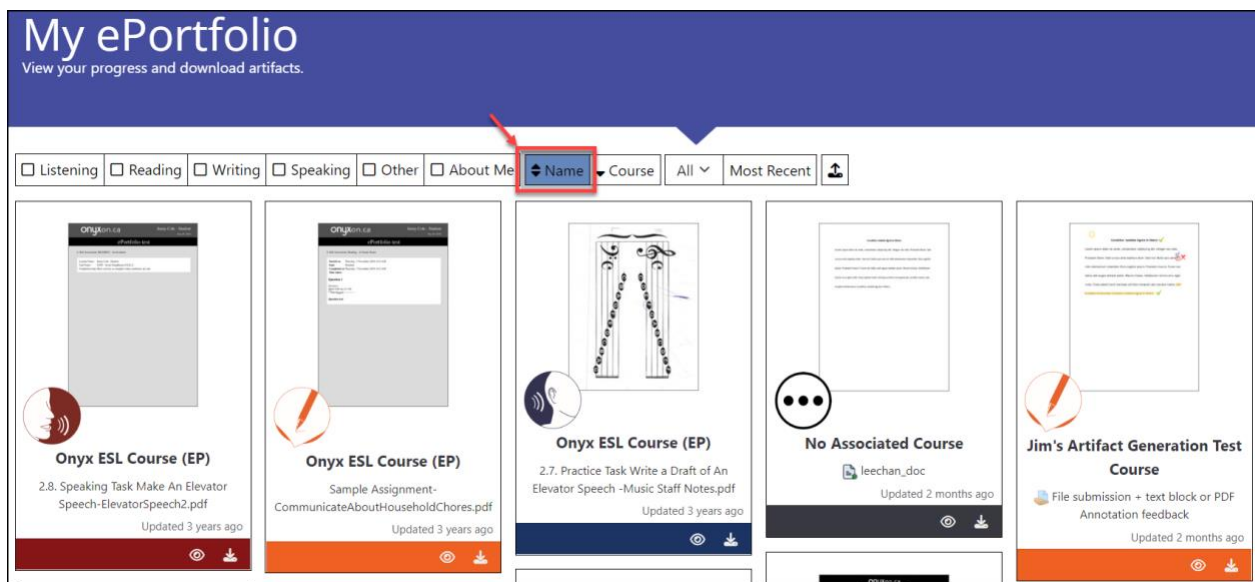
The new page will only show *Writing* artifacts.



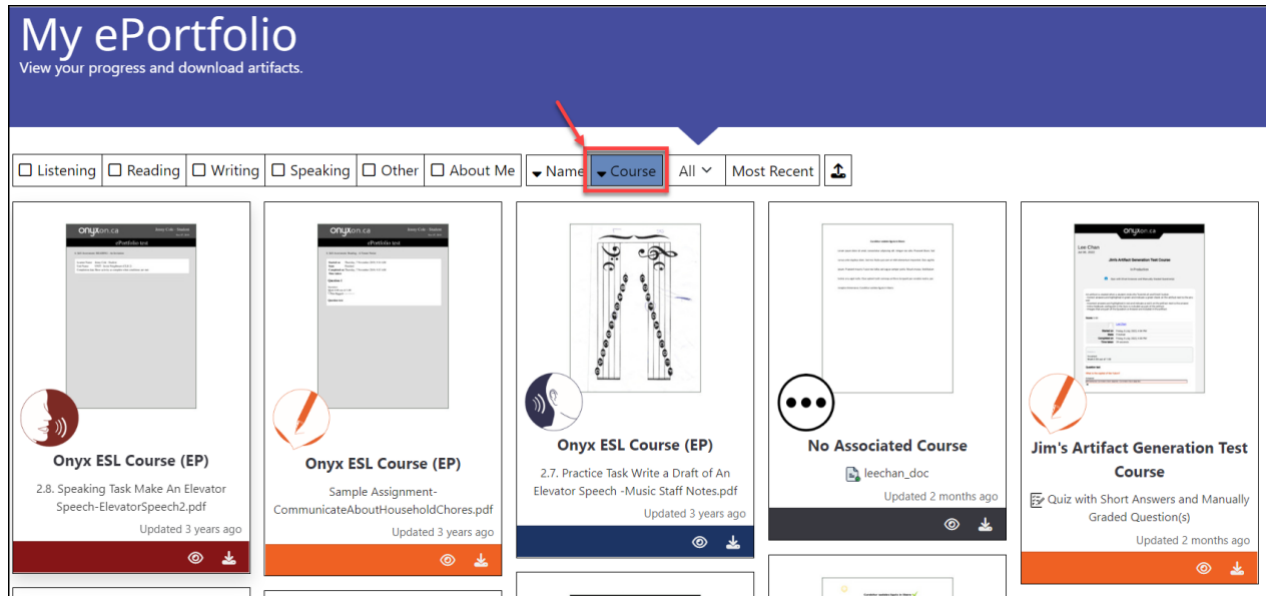
4. Navigate to the *Name* button.



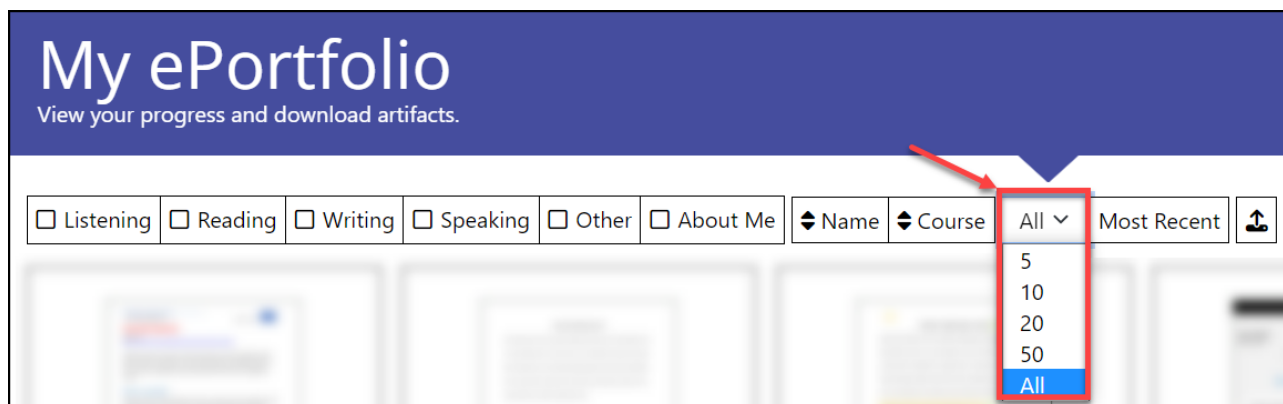
Note: Clicking on this button arranges the artifacts in alphabetical order. The up arrow next to the *Name* button shows that the artifacts are arranged from a-z. The down arrow shows that they are sorted from z-a. 



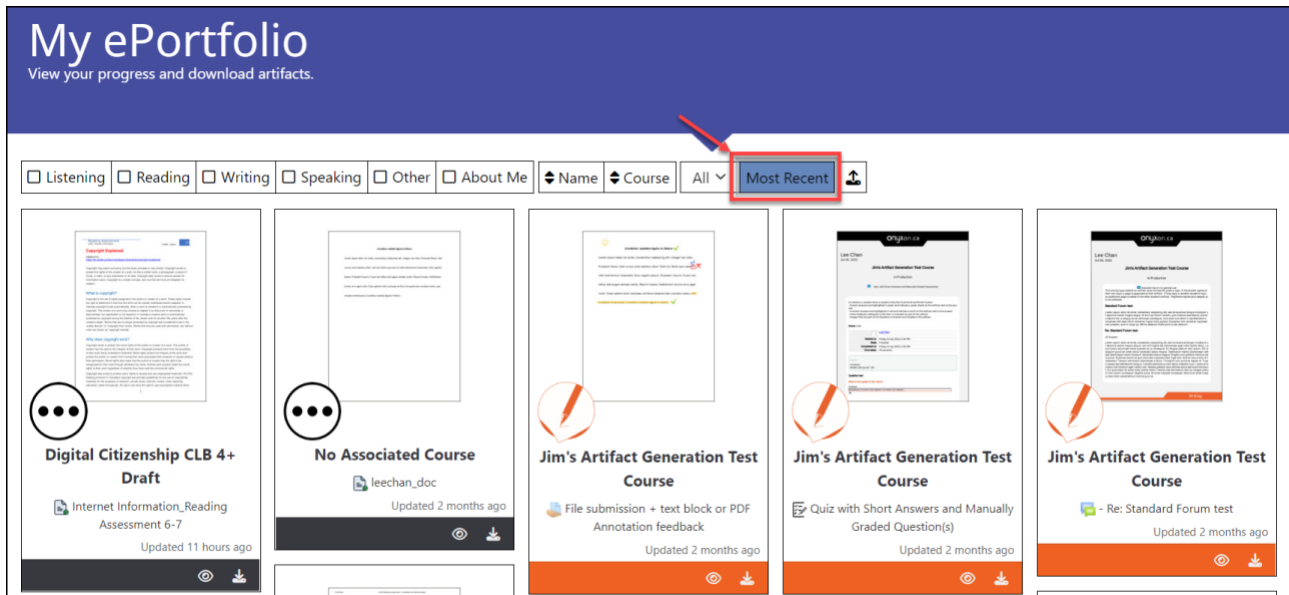
5. To view all the artifact cards of a course next to each other click on *Course*.



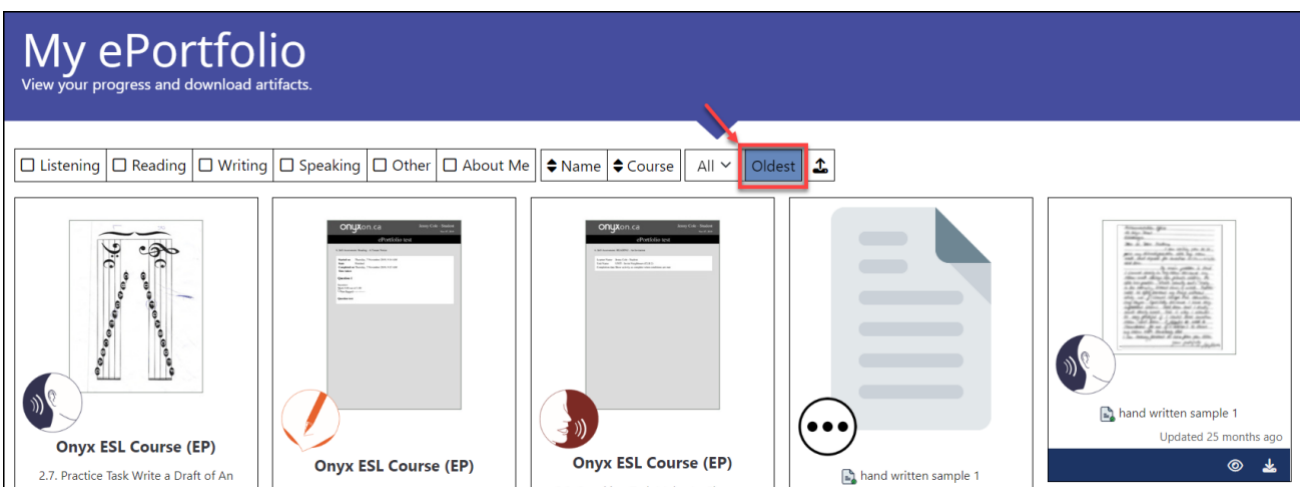
6. To set how many artifacts appear on a page, click on *All*. Here you can choose to see all of your artifacts on the same page, or 5, 10, 20 or 50 artifacts on one page.



7. Navigate to the next button, *Most Recent*. This button shows that the artifacts are ordered from new to old.



8. Click on the *Most Recent* button. The button changes to *Oldest*, and the artifacts are arranged from old to new.



9. To upload a new artifact, click on the *Upload* button. (See the document *Uploading a File to an Artifact* to learn more.)

The screenshot displays the 'My ePortfolio' dashboard. At the top, there's a blue header with the text 'My ePortfolio' and 'View your progress and download artifacts.' Below this is a navigation bar with filters for 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', and 'About Me'. There are also dropdown menus for 'Name', 'Course', and 'All', along with a 'Most Recent' view selector. A red arrow points to an 'Upload' icon (a document with a plus sign) in the top right corner of the navigation bar. The main area shows five artifact cards. The first card is titled 'Digital Citizenship CLB 4+ Draft' and is marked as a draft with a three-dot icon. The second card says 'No Associated Course' and is associated with 'leechan\_doc'. The other three cards are titled 'Jim's Artifact Generation Test Course' and show different types of artifacts: a file submission, a quiz, and a forum test. Each card has a red pencil icon and a download icon at the bottom.