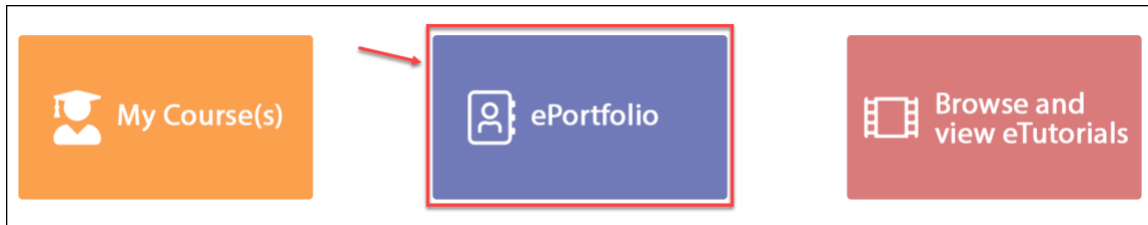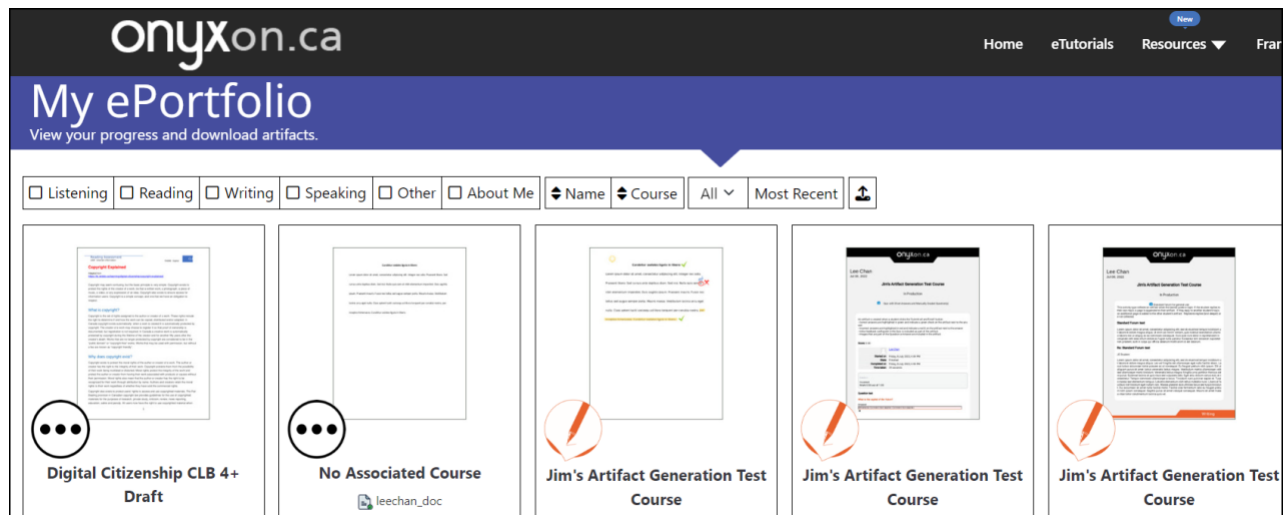# How to Change your ePortfolio View

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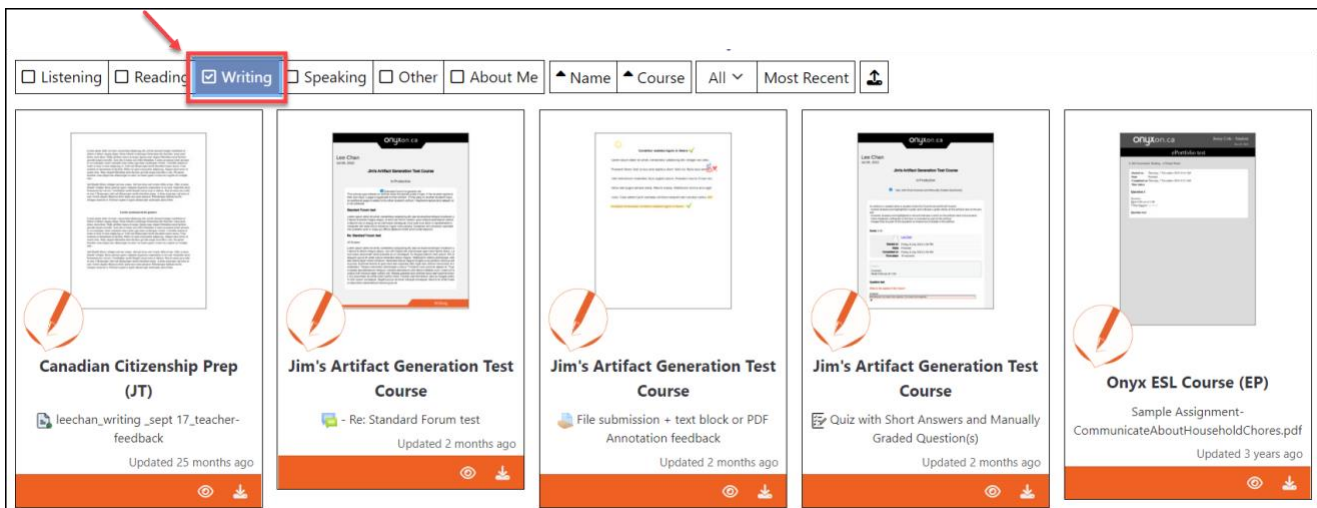
There is a toolbar on top of the artifact cards. You can change how you view your eportfolio by choosing the options from this toolbar.

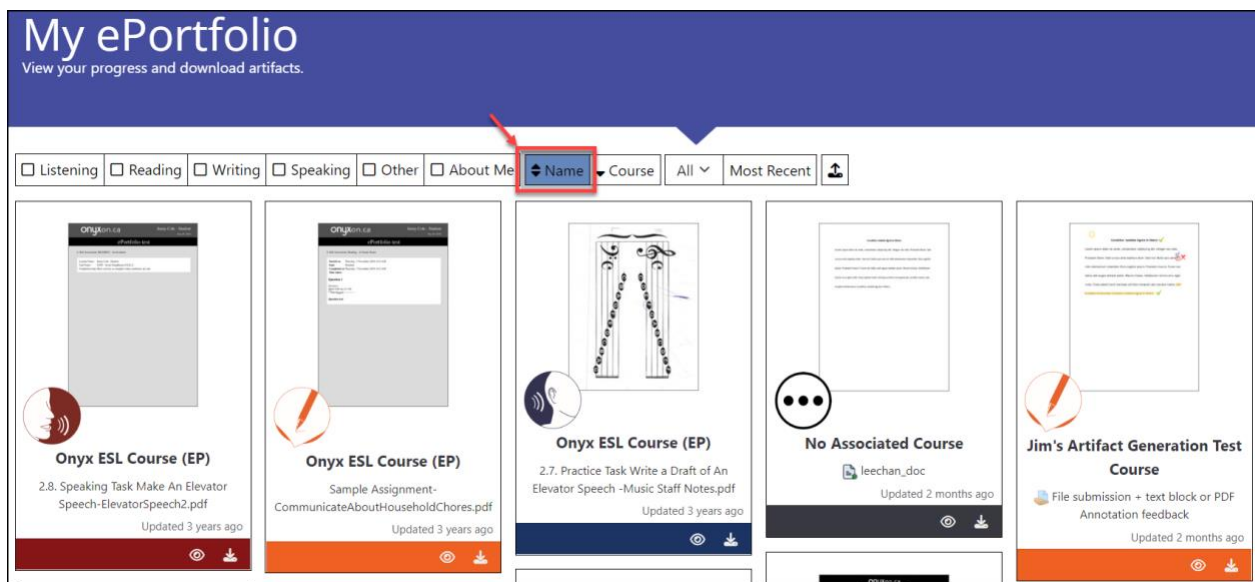3. To view artifacts for one skill, select the skill from the options, such as *Writing*.

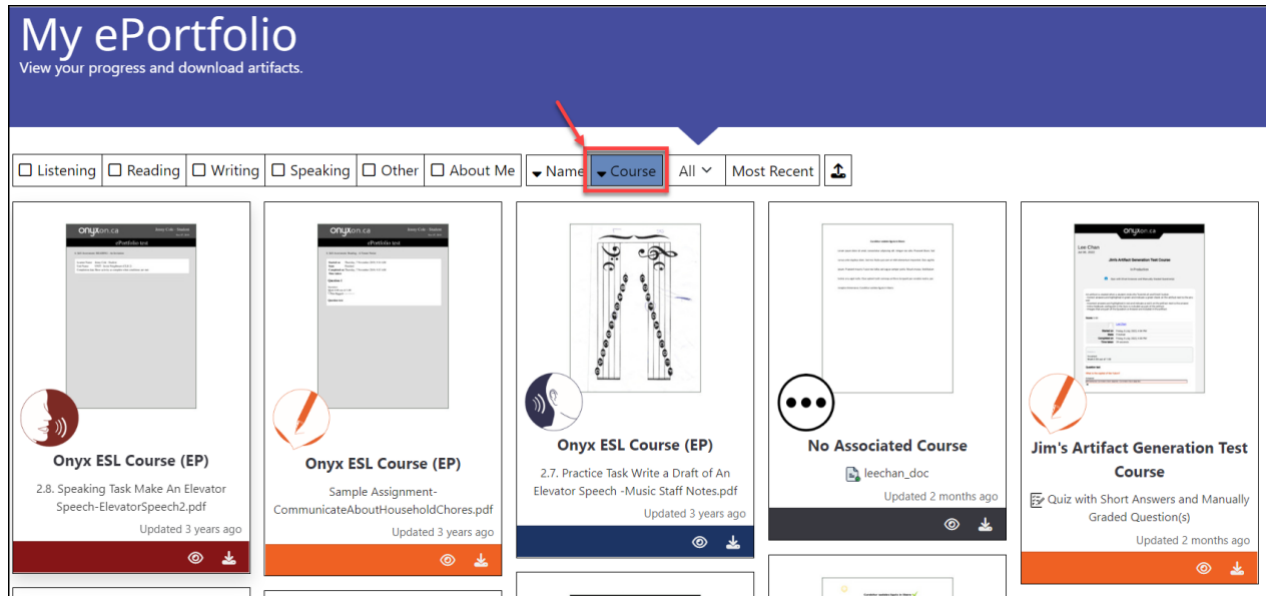The new page will only show *Writing* artifacts.
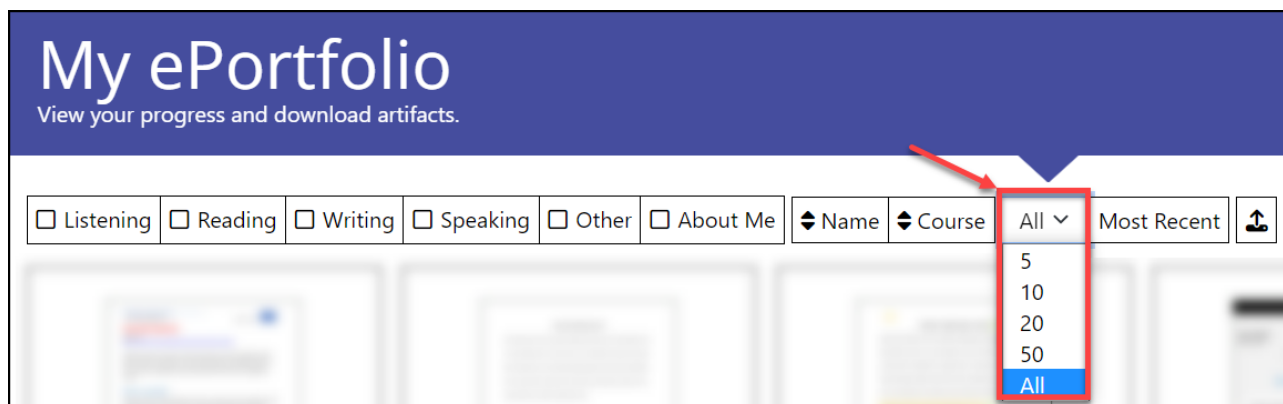
4. Navigate to the *Name* button.

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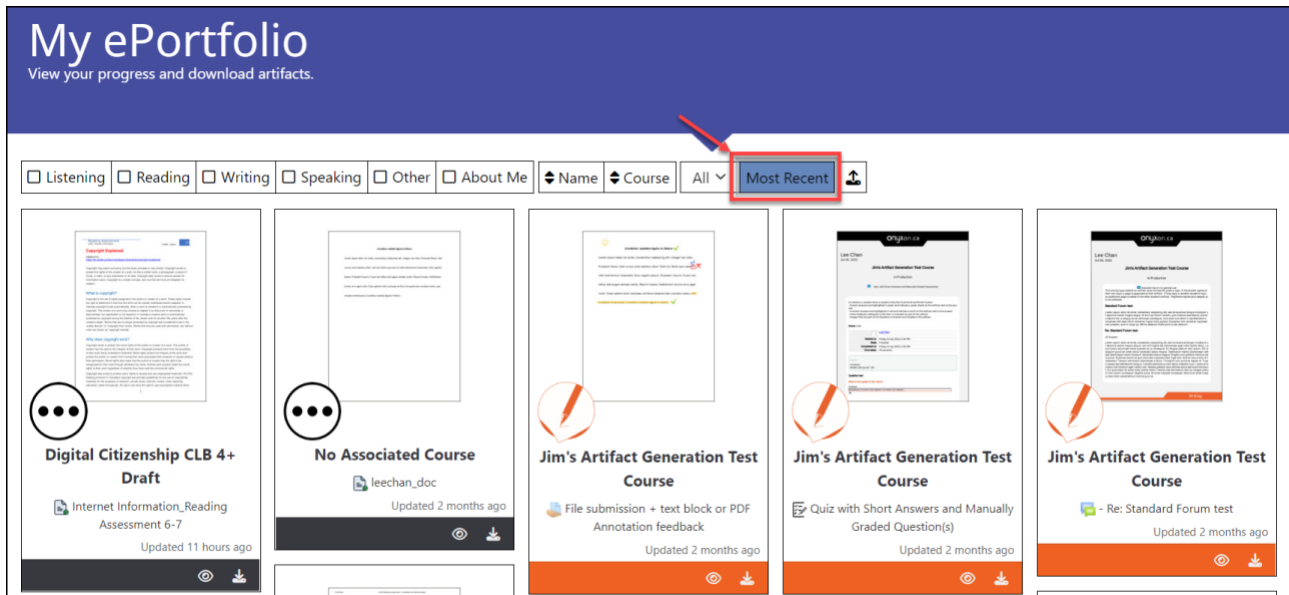
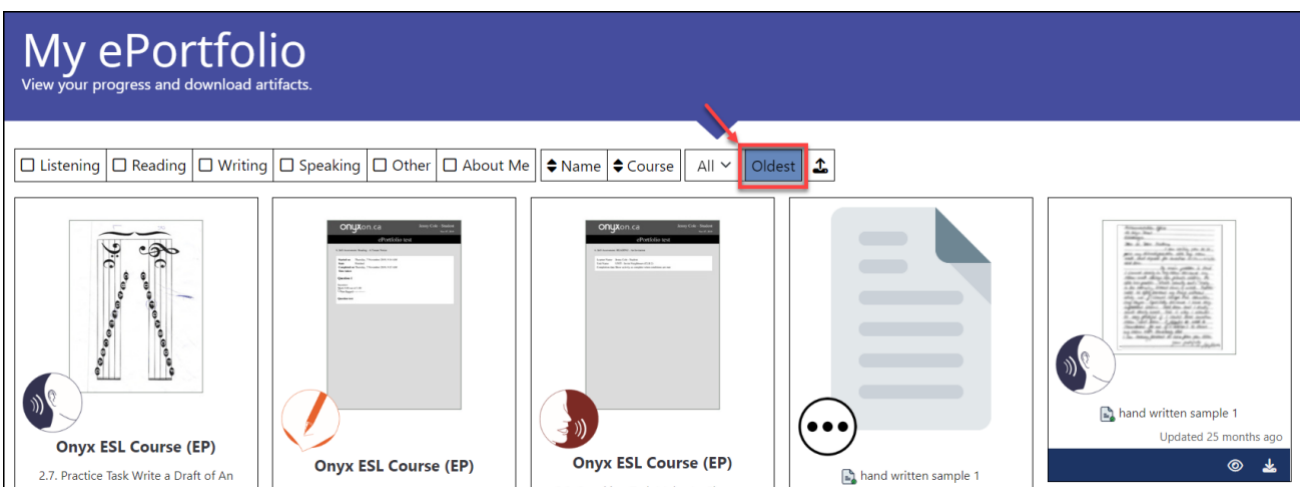5. To view all the artifact cards of a course next to each other click on *Course*.

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.)