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.

My ePortfolio View your progress and download artifacts.	
Listening Reading Writing Speaking Other About Me Aname Course All Most Rec	ent 🗘

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

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The new page will only show Writing artifacts.

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4. Navigate to the Name button.

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						Sort by Name	
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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.

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

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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.

My ePortfolio View your progress and download artifacts.		
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7. Navigate to the next button, *Most Recent*. This button shows that the artifacts are ordered from new to old.

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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.)

