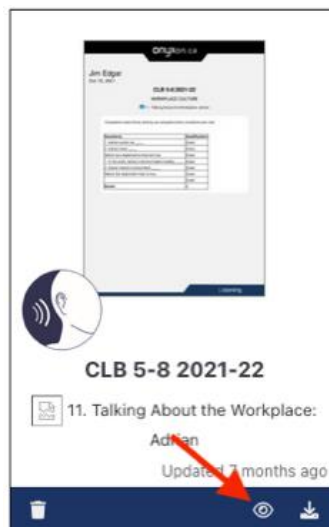


How to Edit an Artifact in an Onyxon.ca ePortfolio

Instructors can update some of the information in an artifact after it has been added to the **ePortfolio**. This pre-populated information includes the **Artifact name**, the **Course** it is associated with, the language **Skill** and the **About Me** or **Other** options. Instructors can also add more information about an artifact, such as the type of activity it is (**Skill-using**, **Assessment**, **Self-assessment**, or **Other**), its **CLB level**, the **Competency area/Can Do Statement** and whether or not the students' attempt was **successful**.

1. Display a learner's ePortfolio.
Refer to the "How to View a Learner's ePortfolio at Onyxon.ca" help file if necessary.
2. Click on the view icon to preview an artifact and its details.



The **Artifact Preview** panel appears. It displays the artifact on the right side of the panel. Information about the artifact is displayed on the left side. Instructors can edit the information here.

Artifact Preview

Source

Artifact name: **A**

Enter a short descriptive name for this artifact.

Course: **B**

Select the course where this artifact was created.

Activity Type

The activity type will determine how this task is represented in the Progress Report.

Other **C**

Skill-using task

Assessment

Self-assessment

Target Competency

Skill **D**

Select the skill that this artifact represents.

- A. Instructors can type directly in the **Artifact name** text box to modify it.
- B. Instructors use a dropdown menu to choose a **Course**. This menu lists all courses a teacher currently has with **Editing** or **Non-editing Teacher** roles.
- C. The **Activity Type** setting uses radio buttons to change the task type. **Other** is selected by default. When either **Skill-using task** or **Assessment** or **Self-assessment** is selected, additional settings appear.
- D. Under **Target Competency**, the **Skill** setting uses a dropdown menu to change this information. Note that if the **Other** option is selected from the **Activity Type** menu, the options will include the four language skills plus **Other** and **About Me**.

After selecting **Assessment** or **Skill-using task**, the **Target Competency** section will appear. This provides more editing options for an artifact will appear below **Skill**, **CLB Level** and **Outcome**.

Activity Type
The activity type will determine how this task is represented in the Progress Report.

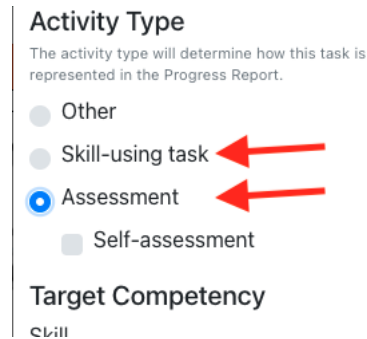
Other

Skill-using task

Assessment

Self-assessment

Target Competency
CLB:



4. Use the dropdown menu to select the **Skill**.

Target Competency

Skill

Writing

Select the skill that this artifact represents.



5. Select a level in the **CLB Level** dropdown menu, e.g. CLB 4.

CLB Level

CLB 4

Select the appropriate CLB level for this artifact.



After choosing a **CLB level**, the **Can Do Statements** for the selected **Skill** and **CLB Level** are automatically populated. Note that changing the **Skill** or **CLB Level** will automatically re-populate the **Can Do Statements**.

Can Do Statement(s)

Interacting with Others

- Write a short social message (up to 1 paragraph) to someone I know.

Getting Things Done

- Complete simple forms with 15-20 items.
- Write short, simple messages to get things done.

Reproducing Information

- Copy short, simple paragraphs.

Sharing Information

- Write 1 paragraph describing something familiar to me.

6. Select a **Can Do Statement** that is associated with the competency area of the **Assessment/Self-assessment** or **Skill-using** task.
7. The **Outcome** section is used to indicate if the artifact successfully meets the requirement for that CLB competency. Instructors can click on the **Successful** button if the artifact is successful. **Not Yet Successful** is the default setting.

Outcome

Not Yet Successful Successful

Indicate whether the learner was successful or not in this task.

8. Click the **Save** button to save the updates to the artifact. (Or Close to exit without saving.)