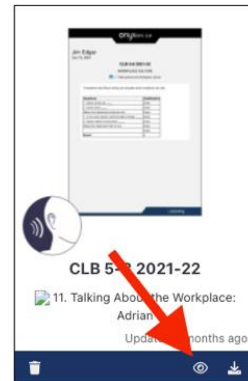# How to Preview Artifacts in an Onyxon.ca ePortfolio

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 the **Preview** button on an artifact thumbnail to view an artifact in your browser.
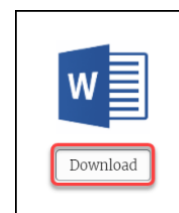

The **Preview** button will look different than the eye when viewing an audio or video file in an artifact.

Audio file preview button:

Video file preview button:

If a PDF file is uploaded/added to an artifact, it will display in the **Artifact Preview** panel of your web browser. Please note that some browsers (e.g. Firefox) may download the PDF file and not open the **Preview** panel when the **View** button is clicked. If this is happens to you, please try a different web browser, such as Chrome.
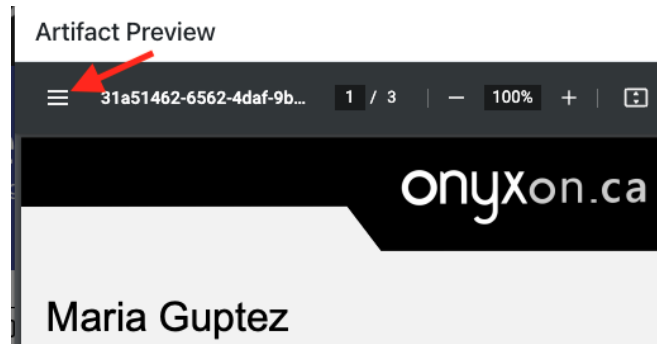
If a Microsoft Office document, such as one from MS-Word, PowerPoint or Excel file, is uploaded, the artifact will display as a thumbnail with a **Download** button in the **Artifact Preview** page. Click on this button to download and view the artifact on your device.
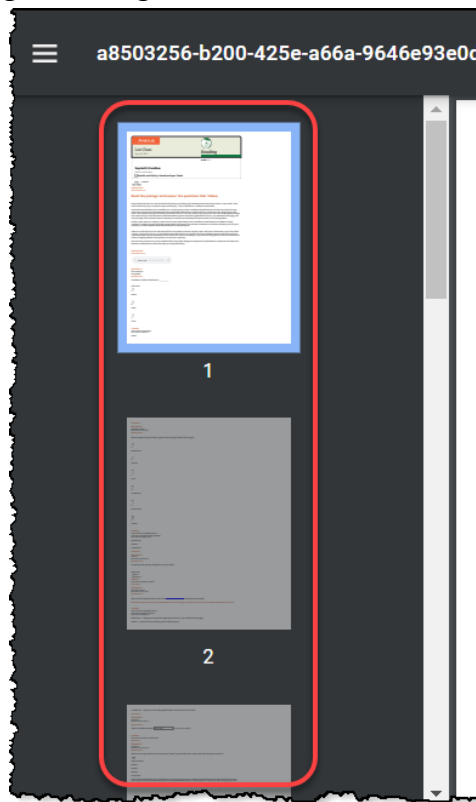

Audio and video files can be played in most browsers by clicking on the audio or video icons on the bottom of the artifact.

Updated on June 7, 2022

Viewing Multi-page Artifacts

Clicking on the **Menu** icon on the artifact will allow you to see the thumbnails for each page.

If the artifact has more than one page, you can click on each thumbnail to go to a page. This saves time if you are looking for a certain page in a longer artifact.

Updated on June 7, 2022

Viewing Multiple Submissions for an Activity

If learners have multiple submissions for an activity, they can be viewed by clicking on the number tabs at the bottom of the **Artifact Preview** page. Files that have been uploaded by the learner or the instructor can also be viewed using these tabs.