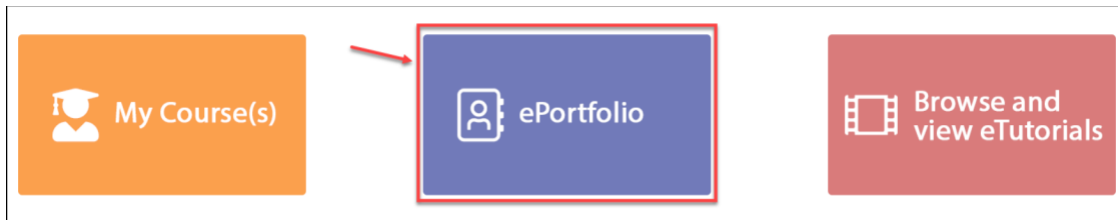


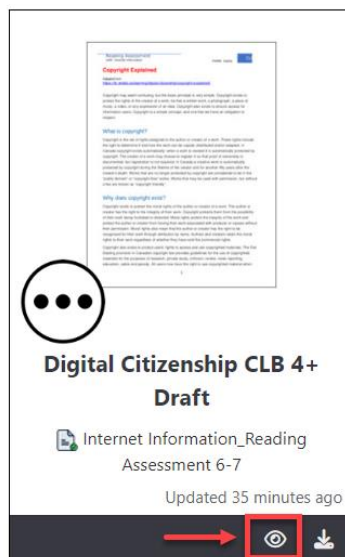
How to Preview ePortfolio Artifacts at Onyxon.ca

1. Go to Onyxon.ca.
2. Click the *ePortfolio* button.

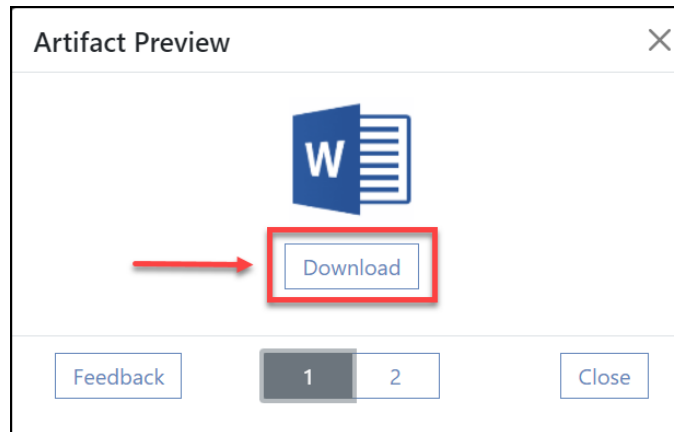


The page *My ePortfolio* appears.

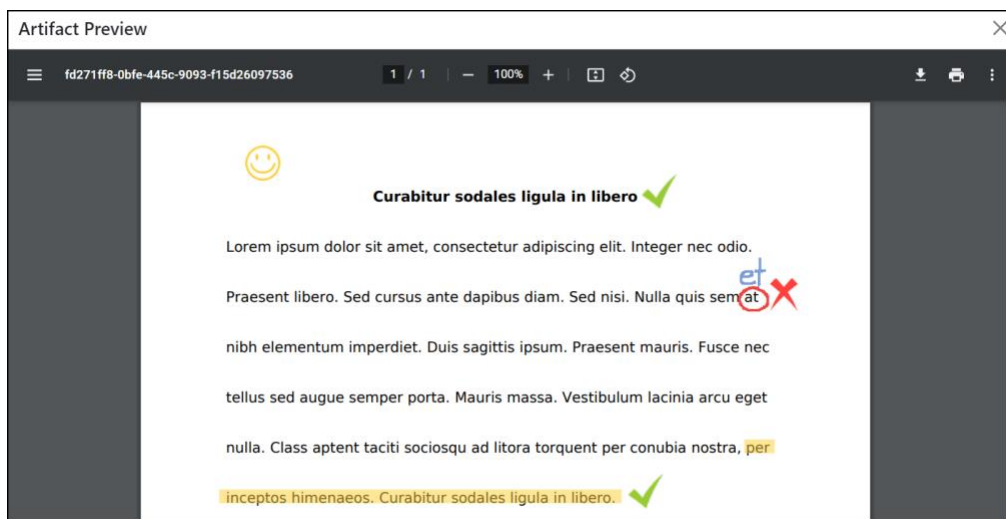
3. Click the *View* button on an artifact thumbnail to preview it.



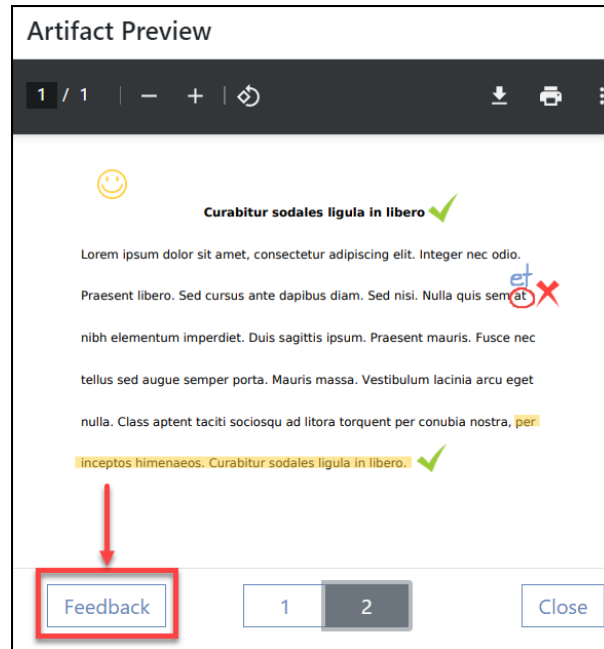
4. If the artifact is a Microsoft document such as a MS-Word, PowerPoint or Excel file, it will appear as a thumbnail with a *Download* button. Click on this button. The file will download on your computer automatically. Sometimes a *Save file* window appears. Choose the location of the file on your computer to save it. Open the file to view it.



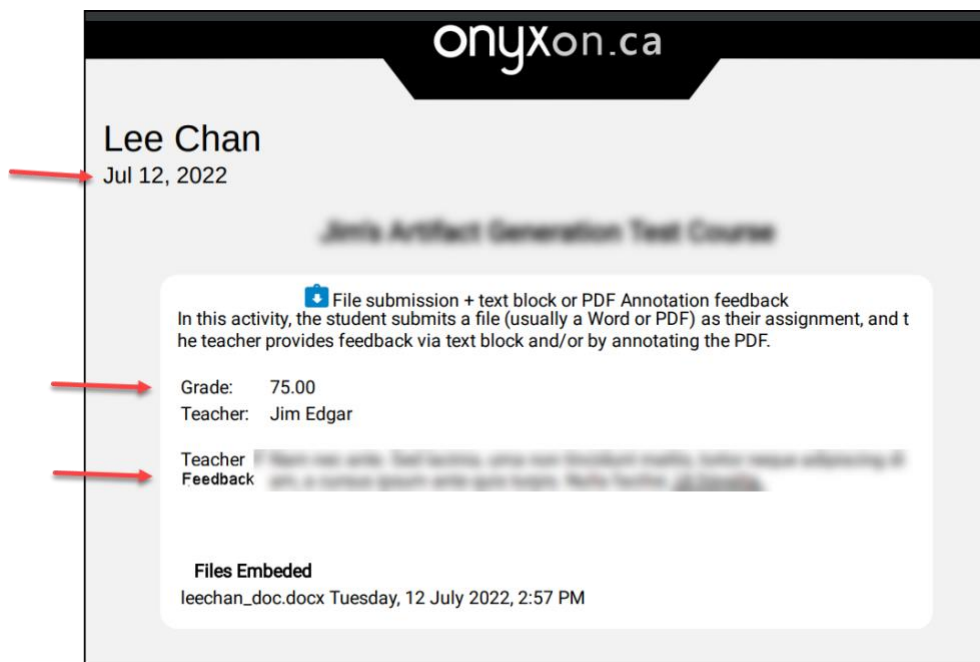
If the artifact was saved and uploaded as a pdf file, it will open in the *Artifact Preview* panel. You may also see your instructor's marks and comments.



5. To see more feedback and information about the artifact, click on the *Feedback* button, if available.



Here you can see the date, your grade, and your instructor's feedback.

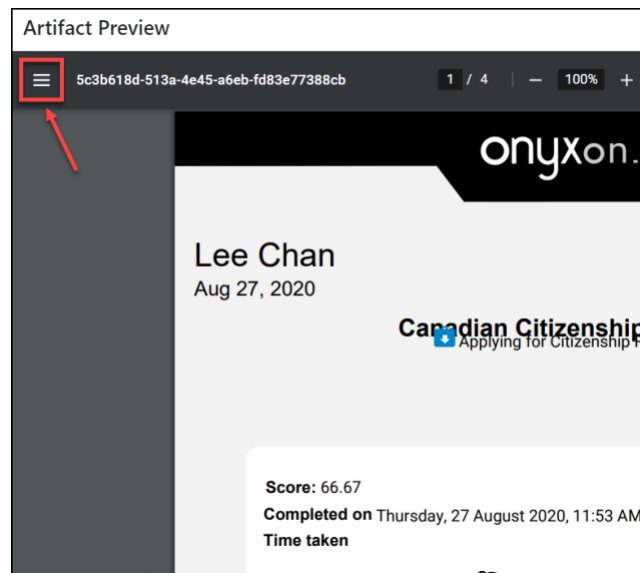


6. You can view audio and video files without downloading them. Click on the audio or video icons on the bottom of the artifact card.

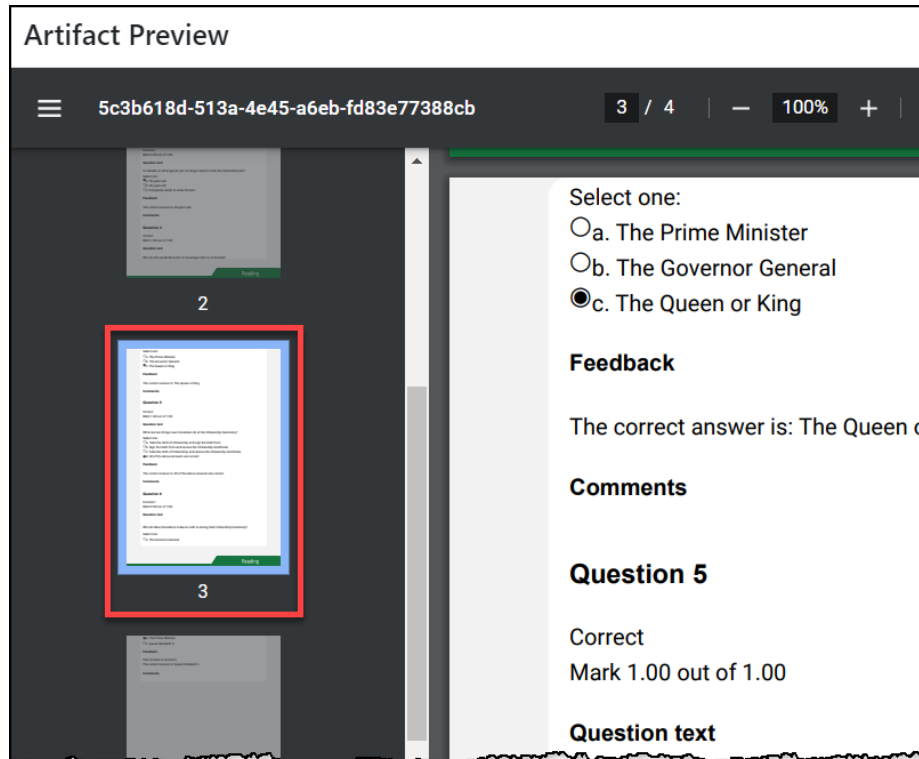


Viewing Artifacts with Several Pages

If the artifact is in pdf format, you can see the thumbnails for each page by clicking on the *Menu* icon.



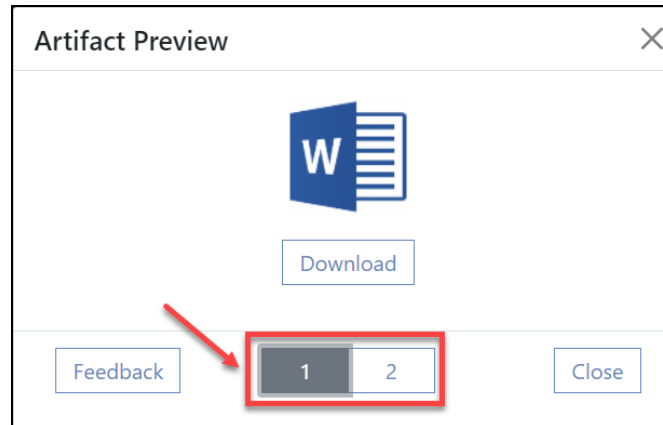
If the artifact has more than one page, you can click on each thumbnail to go to a page.



This saves time if you are looking for a page in a long artifact.

Viewing Several Files for an Activity

If you have several files for an activity, you can view each file by clicking on the number tabs at the bottom of the *Artifact Preview* page.



If there are more files such as an audio or video recording or a PowerPoint file, they will appear in these number tabs as well.