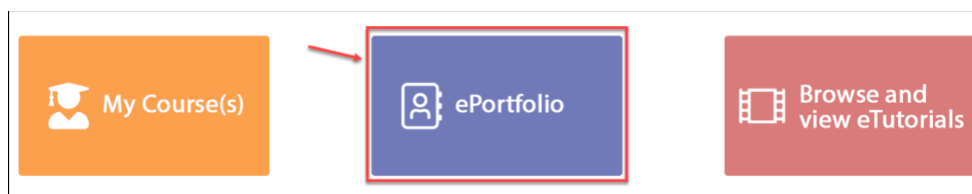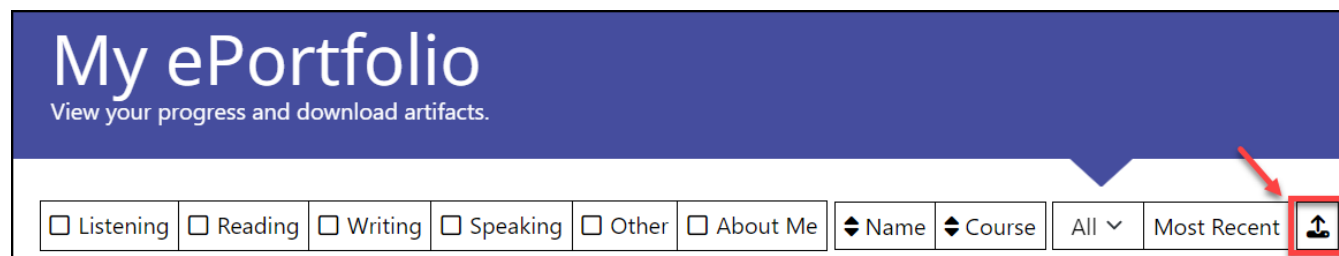# How to Upload a File to Create a New Artifact

1. Log in to Onyxon.ca.

2. Click on the *ePortfolio* button.

The page *My ePortfolio* appears.

3. Click the *Upload* button on the ePortfolio toolbar.

The *Upload* panel appears.

4. Go to *Choose Course:* and click on the drop-down menu.

5. If your course is on the list, click to choose it. If your file is not part of any course, choose *No Associated Course*.

7. From the *Choose Skill…* section, select the *Skill*, or *Other*, or *About Me*.
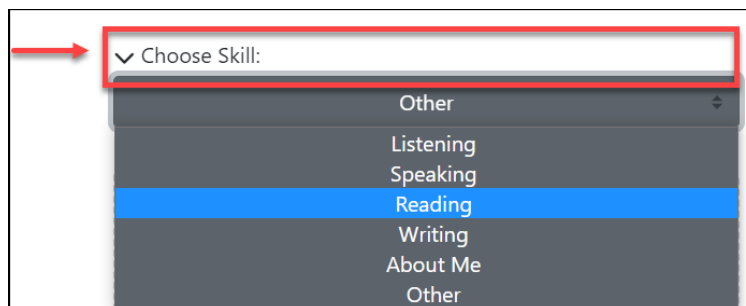
8. Drag and drop the file onto the *Drop area* of the panel. You can also click on the *Choose File* button and select a file from your computer.

Drop files here or click the button to select a file from your computer.

Allowed file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, .mkv
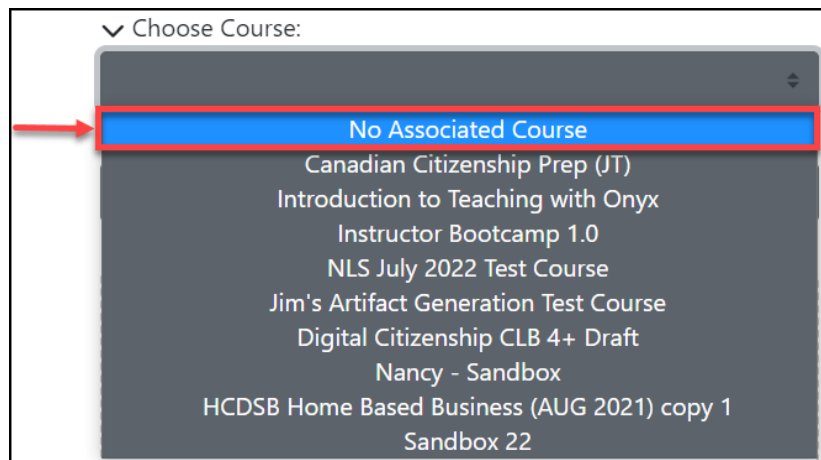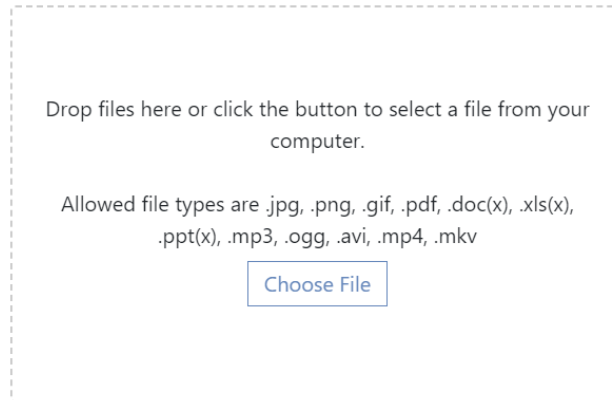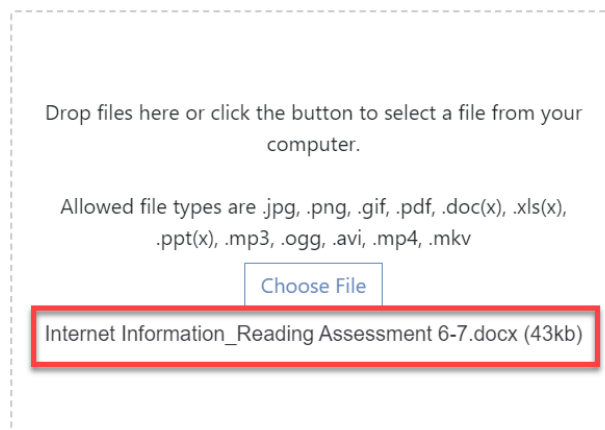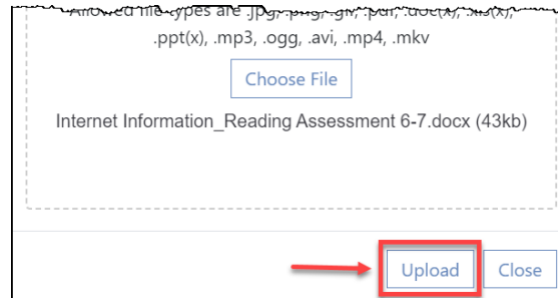
Choose File

After dropping a file onto the panel or selecting it from your device, the file name appears under the *Choose File* button.

Drop files here or click the button to select a file from your computer.

Allowed file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, .mkv

Choose File

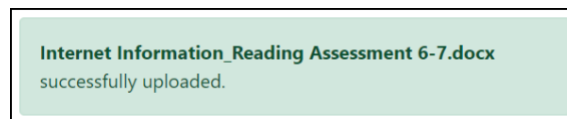Internet Information_Reading Assessment 6-7.docx (43kb)

Note that you can only upload those file types listed in the *Choose File* area. These file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, and .mkv.
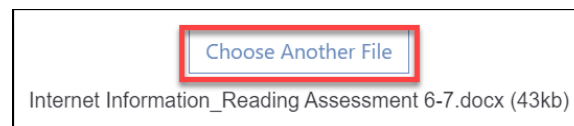
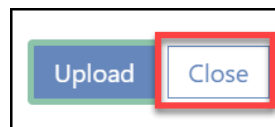9. Click on the *Upload* button at the bottom of the panel.

A message appears that shows the file was uploaded successfully.

10. If you need to add another file, click the *Choose Another File* button.

11. Click the *Close* button when you finish uploading all your files.

The file is added, and the artifact thumbnail appears on your *ePortfolio* page.