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How to Upload a File to an Existing 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.

My ePor View your progress and do									
Listening Reading	U Writing	Speaking	Other	🗆 About Me	Name	Course	All \sim	Most Recent	1

The Upload panel appears.

Upload	\times				
Choose Related Artifact:					
No Related Artifact					
✓ Choose Course:	_				
Digital Citizenship CLB 4+ Draft	¢				
✓ Choose Skill:					
Other					
 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 					
Upload Clos	e				

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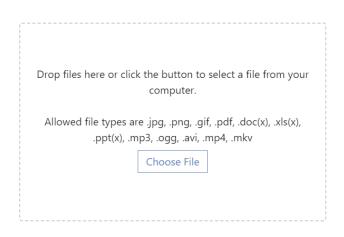
4. Click on the Choose Related Artifact: drop-down menu to view the list of available artifacts.

Choose Related Artifact:
No Related Artifact
No Related Artifact
2.7. Practice Task Write a Draft of An Elevator Speech -Music Staff Notes.pdf Squirrel
Sample Assignment-CommunicateAboutHouseholdChores.pdf
2.8. Speaking Task Make An Elevator Speech-ElevatorSpeech2.pdf
hand written sample 1
hand written sample 1
smoke.alarm.ex3
leechan_writing _sept 17_teacher-feedback
Applying for Citizenship Review Quiz
goal setting sept 12
CLB 6 Complete Reading Assessment Computers and Safety - Google Forms
Standard forum for general use - Standard Forum test
Quiz with Short Answers and Manually Graded Question(s)
File submission + text block or PDF Annotation feedback

5. Find the artifact you are looking for and click on its name. The most recent artifacts will be at the bottom of the list.

6. 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.



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



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.

8. Click on The *Upload* button at the bottom of the panel.

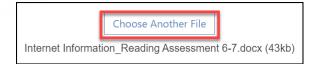


A message appears that shows the file was uploaded successfully.



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

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



The file is added to the chosen artifact. (It can viewed by clicking the new numbered button at the bottom of the artifact preview panel.)