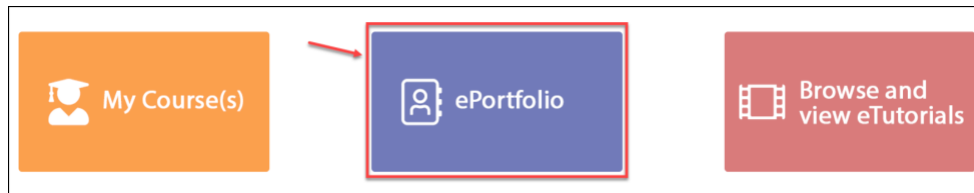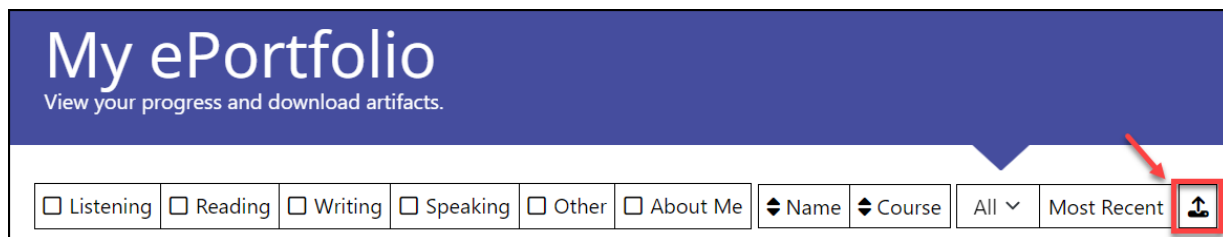onyxon.ca

How to Upload a File to an Existing Artifact

1. Log in to Onyxon.ca.

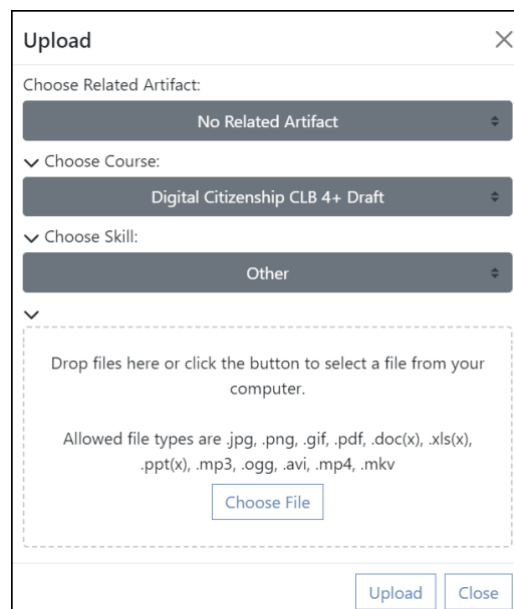2. Click on the *ePortfolio* button.
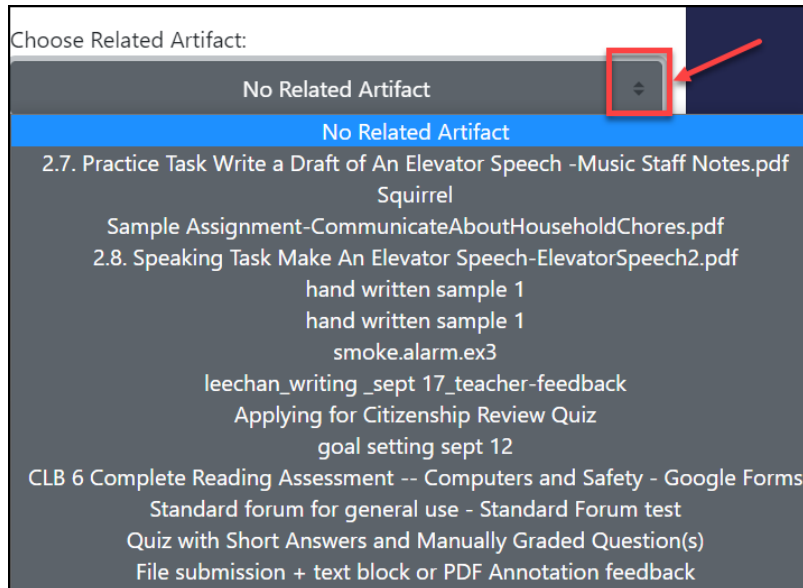

The page *My ePortfolio* appears.

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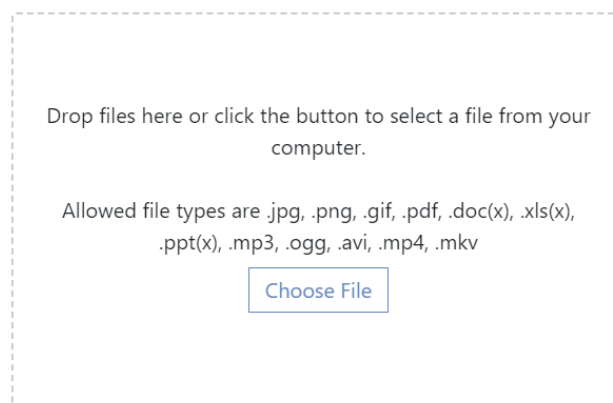

The *Upload* panel appears.

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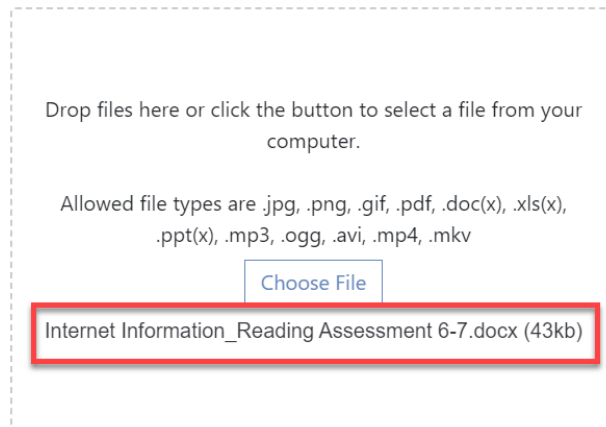

5. Find the artifact you are looking for and click on its name. The most recent artifacts will be at the bottom of the list.

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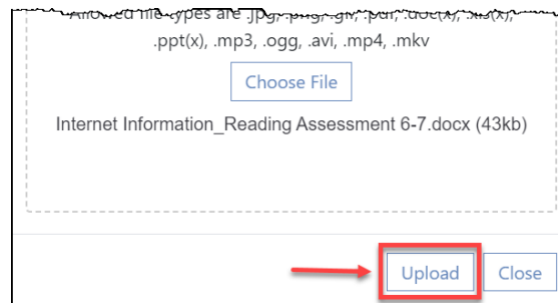
After dropping a file onto the panel or selecting it from your device, the file name appears under the *Choose File* button.

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

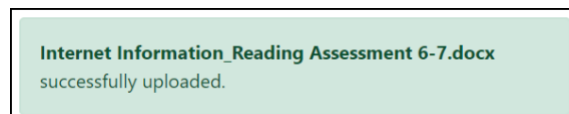Internet Information_Reading Assessment 6-7.docx (43kb)

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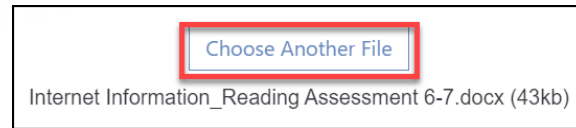
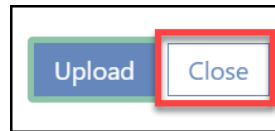8. Click on The *Upload* button at the bottom of the panel.

.ppt(x), .mp3, .ogg, .avi, .mp4, .mkv

Choose File

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

Upload   Close

A message appears that shows the file was uploaded successfully.

Internet Information_Reading Assessment 6-7.docx
successfully uploaded.

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

Choose Another File

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

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

Upload   Close

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.)