

## How to Download Files from your ePortfolio

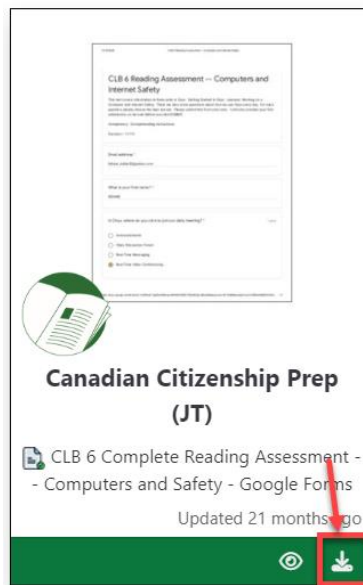
1. Log in to Onyxon.ca.
2. Click on the *ePortfolio* button.



The page *My ePortfolio* appears.

## Downloading a Single Artifact

Click the *Download* button on an artifact thumbnail to download an artifact.

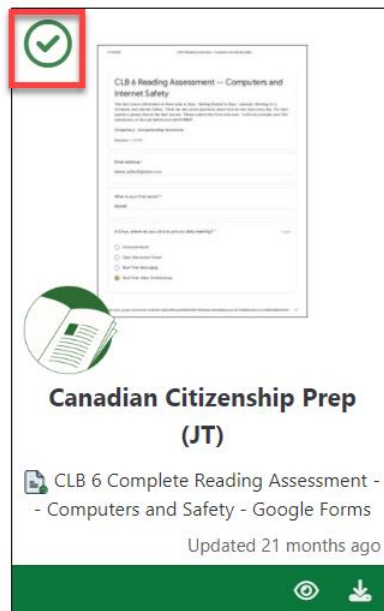


The file will download automatically on your computer. Sometimes a *Save file* window appears. Choose the location of the file on your computer to save it.

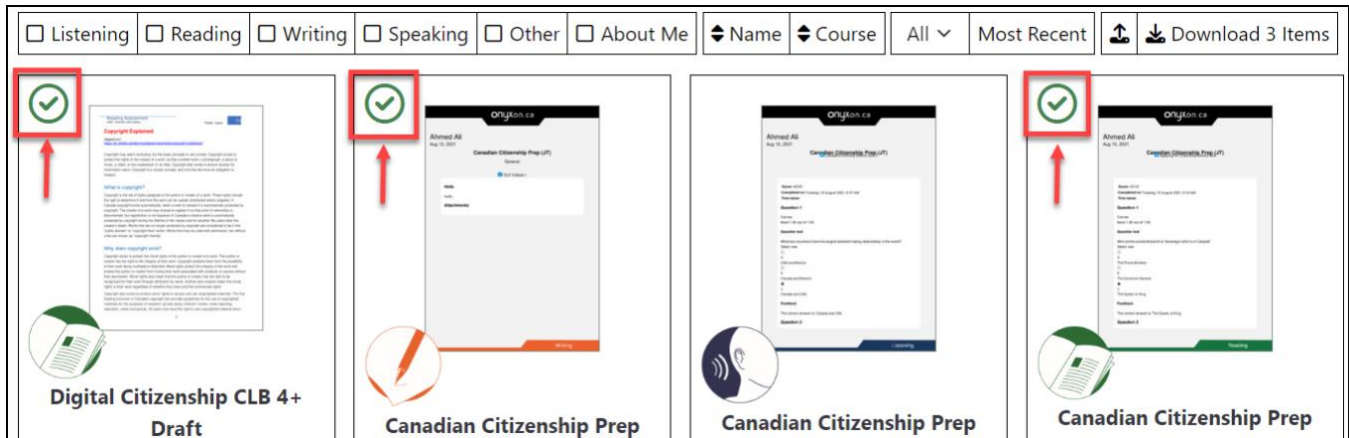
## Downloading Several Artifacts

You can download several artifacts at the same time without clicking on the download button. To do this:

1. Click on each artifact thumbnail to select it for downloading. A checkmark appears on the top left corner when an artifact is selected.



2. Repeat this step and choose all of the artifacts you want to download.



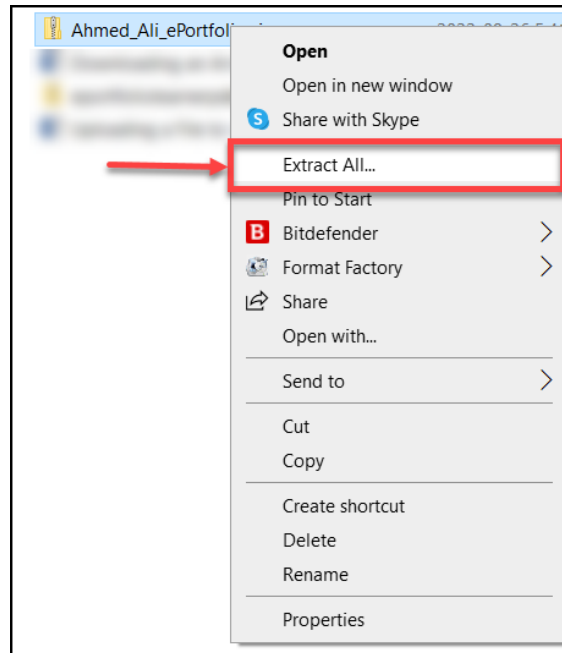
3. Click the *Download (number) Items* button in the toolbar. In this example, 3 artifacts were selected.



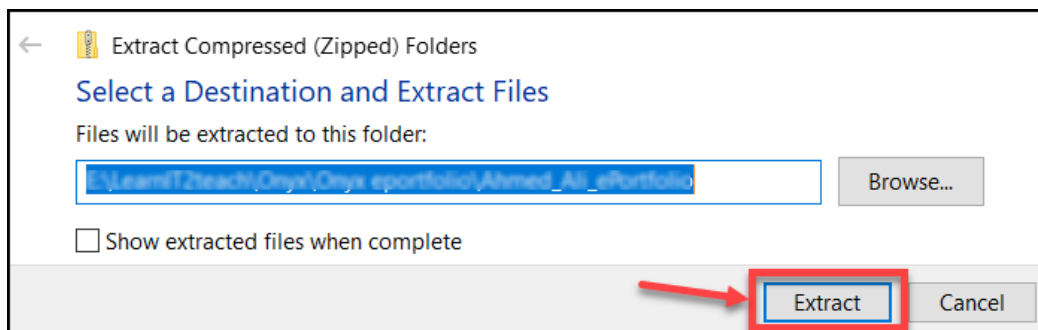
A .zip file will download automatically to your computer. Sometimes a *Save file* window appears. Choose the location of the file on your computer to save it.

4. Right click on this .zip file. A new menu opens.

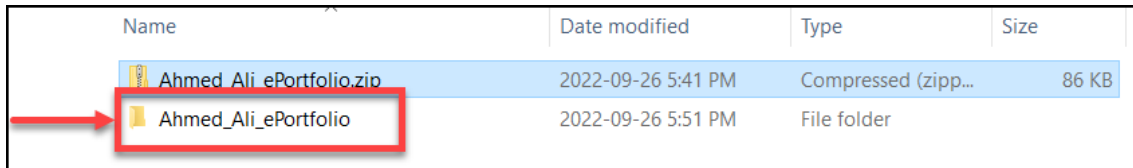
5. Click on *Extract All...*



6. Click on *Extract*.

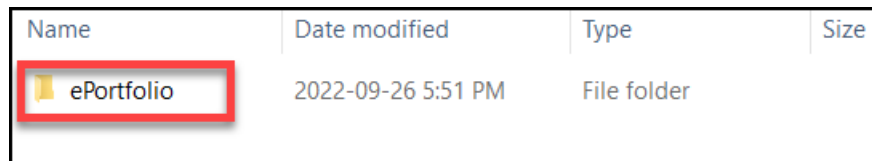


7. Click on the extracted file. Note that it is saved with the same name as the first file, without the .zip extension.



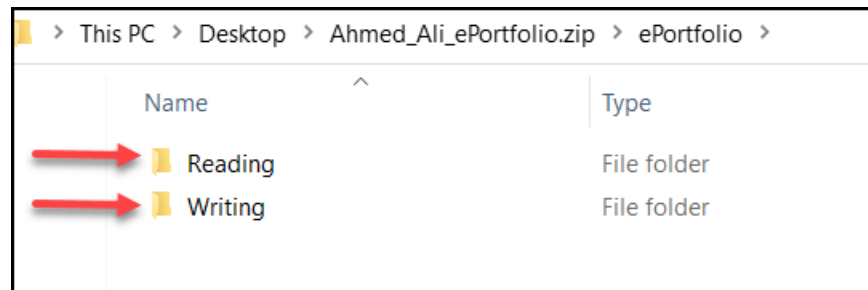
Name	Date modified	Type	Size
Ahmed_Ali_ePortfolio.zip	2022-09-26 5:41 PM	Compressed (zipp...	86 KB
Ahmed_Ali_ePortfolio	2022-09-26 5:51 PM	File folder	

8. Open the file and click on the ePortfolio file.



Name	Date modified	Type	Size
ePortfolio	2022-09-26 5:51 PM	File folder	

Separate folders appear for each skill. Click on the folders to view the artifacts for each skill.



> This PC > Desktop > Ahmed\_Ali\_ePortfolio.zip > ePortfolio >

Name	Type
Reading	File folder
Writing	File folder