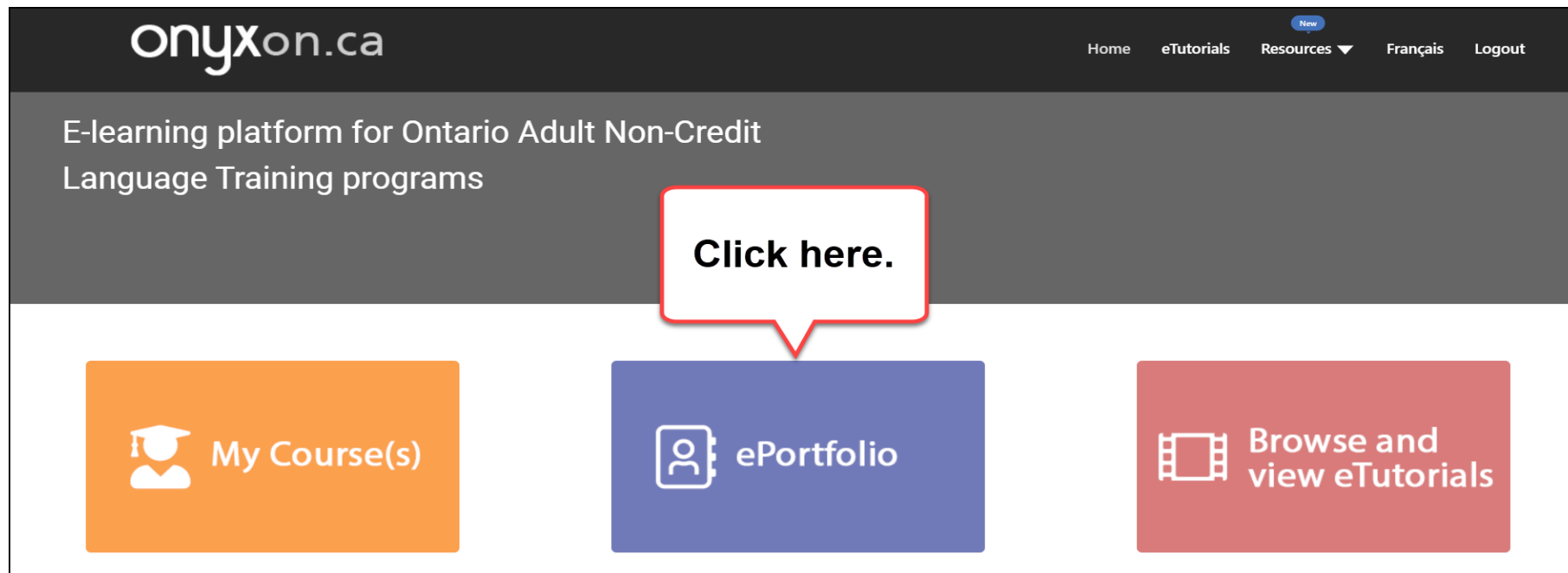


# How to Change your ePortfolio View

# 1. Click on ePortfolio.



## 2. Look at your artifact cards.

Each artifact has a card in your ePortfolio.

The image displays five artifact cards from the ePortfolio interface, each with a distinct color-coded bottom bar and a callout box explaining the color:

- Card 1 (Red):** Titled "Beverly's Class" with the subtitle "Speaking: Starting a Conversation". The bottom bar is red. A callout box below it says "Speaking is red."
- Card 2 (Green):** Titled "Beverly's Class" with the subtitle "Reading Assessment Task: Introducing yourself to the new neighbors". The bottom bar is green. A callout box below it says "Reading is green."
- Card 3 (Blue):** Titled "Beverly's Class" with the subtitle "Listening: Ending a Conversation". The bottom bar is blue. A callout box below it says "Listening is blue."
- Card 4 (Orange):** Titled "Beverly's Class" with the subtitle "Where do you shop for clothes?". The bottom bar is orange. A callout box below it says "Writing is orange."
- Card 5 (Black):** Titled "Beverly's Class" with the subtitle "Ahmed Ali". The bottom bar is black. A callout box below it says "About me is black."

### 3. Do you want to see only listening files?

The screenshot shows the 'My ePortfolio' interface. At the top, there is a blue header with the text 'My ePortfolio' and 'View your progress and download artifacts.' Below this is a horizontal menu with several filter options: 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', and 'About Me'. Each option has a small square icon to its left. The 'Listening' option is highlighted with a red rectangular box. A red callout box with a pointer pointing to the 'Listening' option contains the text: 'Click here to see all of your listening files.'

There is only one listening file.

The screenshot displays a user interface for a language learning platform. At the top, there is a navigation bar with several filter buttons:  Listening,  Reading,  Writing,  Speaking,  Other, and  About Me. To the right of these filters are sorting options: a dropdown menu set to 'Name', an 'Course' dropdown, and a filter set to 'All'. Further right, there are icons for 'Oldest' and 'Download 3 Items'. Below the navigation bar, a single item is displayed. It features a cassette tape icon and a speaker icon, with the title 'Beverly's Class' and the subtitle 'Listening: Ending a Conversation'. Below the subtitle, it says 'Updated 7 hours ago'. At the bottom of the item card, there are three icons: a trash can, a speaker, and a download arrow. A red speech bubble points to the item with the text 'There is only 1 listening file.'

## 4. Do you want to see files for other skills?



**My ePortfolio**  
View your progress and download artifacts.

Listening  Reading  Writing  Speaking  Other  About Me

**Click here to see files for other skills.**

The image shows a screenshot of a web interface titled "My ePortfolio" with the subtitle "View your progress and download artifacts." Below the title is a horizontal menu with six buttons: "Listening", "Reading", "Writing", "Speaking", "Other", and "About Me". Each button has a small square icon to its left. A red rectangular box highlights the "Reading" and "Speaking" buttons. A red callout box with a pointer pointing to the "Reading" button contains the text "Click here to see files for other skills."

## 5. Do you want to see About Me files?



**My ePortfolio**  
View your progress and download artifacts.

Listening  Reading  Writing  Speaking  Other  About Me

**Click here to see files for About Me.**

The image shows a screenshot of a web interface titled "My ePortfolio" with the subtitle "View your progress and download artifacts." Below the title is a horizontal menu of filter options: "Listening", "Reading", "Writing", "Speaking", "Other", and "About Me". Each option has a small square checkbox to its left. The "About Me" option and its checkbox are highlighted with a red rectangular border. A red callout box with a pointer pointing to the "About Me" checkbox contains the text "Click here to see files for About Me." in bold black font.

## 6. Click on Name.



The screenshot shows the 'My ePortfolio' header with the text 'View your progress and download artifacts.' Below the header is a navigation bar with several menu items: 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', and 'About Me', each with a checkbox. To the right of these are two dropdown menus: 'Name' and 'Course', both with double-headed arrows. Further right are 'All' with a dropdown arrow and 'Most Recent'. A red callout box with the text 'Click here.' points to the 'Name' dropdown menu.

Your files change to alphabetical order.



## 7. Click on Course.



**My ePortfolio**  
View your progress and download artifacts.

**Click here.**

Listening  Reading  Writing  Speaking  Other  About Me   All ▾ Most Recent 

The screenshot shows the 'My ePortfolio' header in a blue bar. Below it is a navigation bar with several filter buttons: 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', and 'About Me', each with a checkbox. To the right are 'Name' and 'Course' buttons with double-headed arrows, a dropdown menu labeled 'All' with a downward arrow, and 'Most Recent' with an upload icon. A red callout box with the text 'Click here.' points to the 'Course' button.

# All the files of the course are next to each other.

View artifacts from Beverly's class.

Listening 
  Reading 
  Writing 
  Speaking 
  Other 
  About Me 
 ▲ Name 
 ▲ Course 
 All ▾ 
 Oldest 
 Download 3 Items

**Beverly's Class**

**Beverly's Class**

**Beverly's Class**

Listening: Ending a Conversation

Updated 7 hours ago

**Beverly's Class**

**Beverly's Class**

# How many artifacts do you want to see?

**View Learner ePortfolio**  
View and update a learner's ePortfolio.

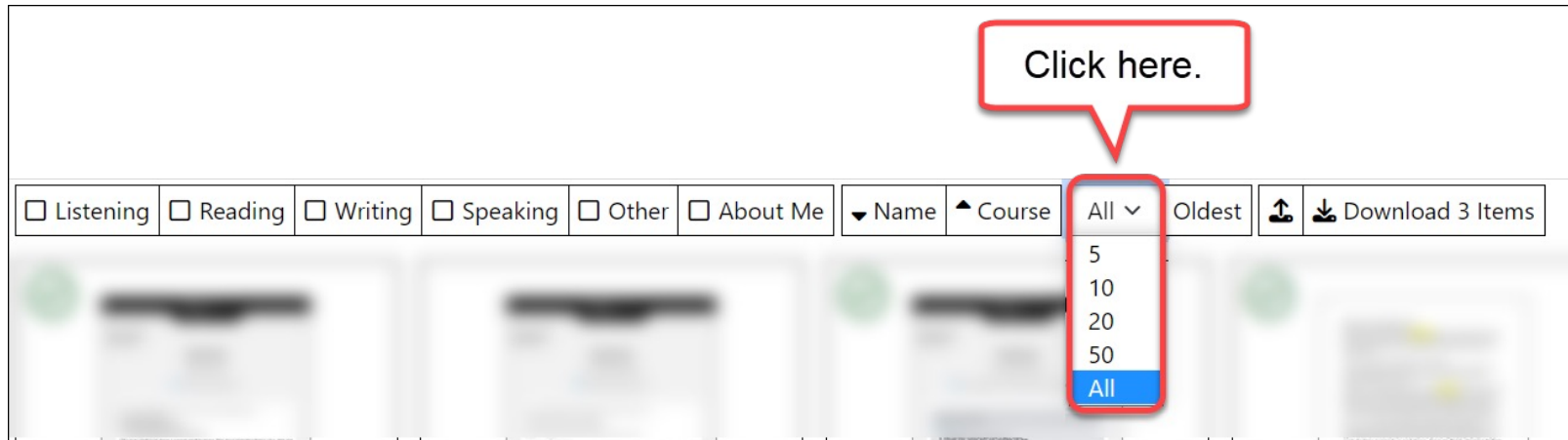
Digital Citizenship CLB4 Ahmed Ali

Listening  Reading  Writing  Speaking  Other  About Me

▼ Name ▼ Course All ▼ Oldest



Click here.

# Choose a number.



The screenshot shows a web interface with a navigation bar and a list of items. The navigation bar includes several filter buttons:  Listening,  Reading,  Writing,  Speaking,  Other, and  About Me. It also features sorting options: a dropdown arrow, Name, Course, and Oldest. A 'Download 3 Items' button is visible on the right. A dropdown menu is open, showing options: 5, 10, 20, 50, and All. A red callout box with the text 'Click here.' points to the 'All' option in the dropdown menu.

Click here.

Listening  Reading  Writing  Speaking  Other  About Me ▼ Name ▲ Course All ▾ Oldest   Download 3 Items

5  
10  
20  
50  
All