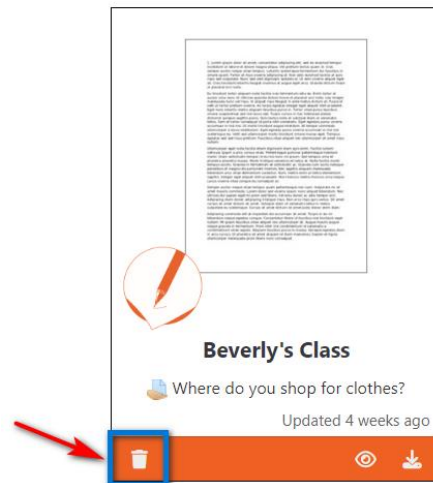


## How to Delete an Artifact in an Onyxon.ca ePortfolio

Artifacts in a learner's eportfolio can be deleted in two ways. You can either delete an entire artifact or delete a single file.

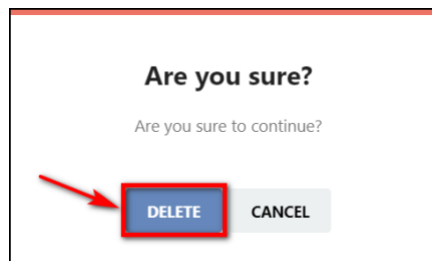
### Deleting the Entire Artifact

1. Open a learner's **ePortfolio**.  
Refer to the "How to View a Learner's ePortfolio at Onyxon.ca" help file if necessary.
2. To delete an artifact directly from a learner's **ePortfolio** page, click the **Trash can button** on the artifact thumbnail, in the lower left corner.



A confirmation panel appears.

3. Click **DELETE** in the confirmation panel.



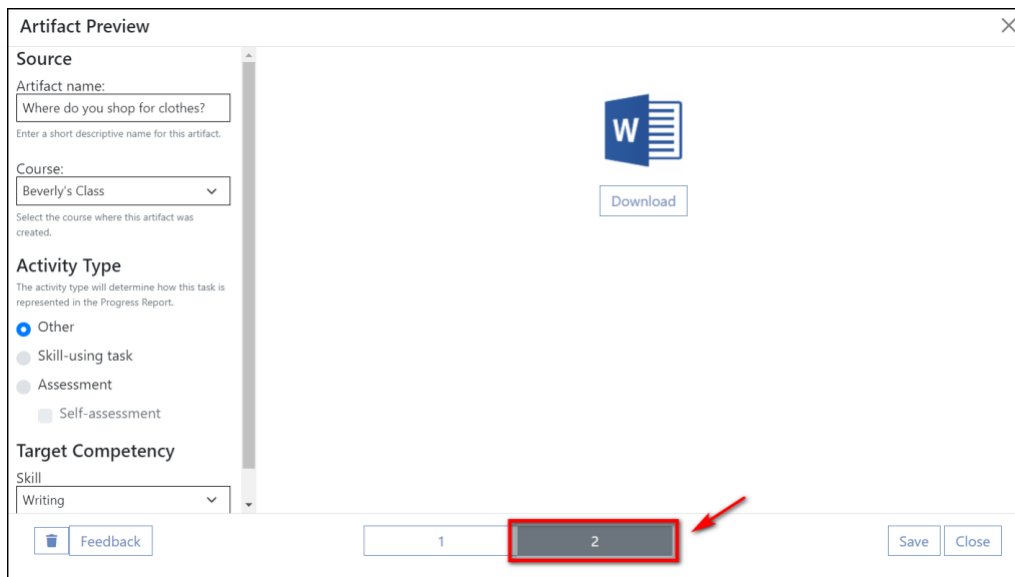
Note: Deleting an artifact is permanent and cannot be undone.

## Deleting a Single File from an Artifact

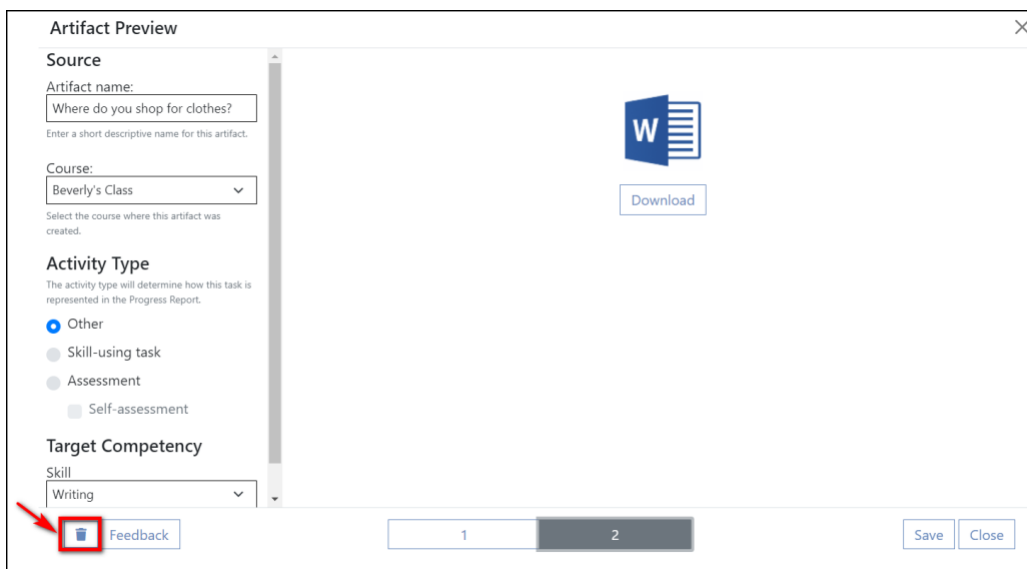
1. Open a learner's ePortfolio.  
Refer to the "How to View a Learner's ePortfolio at Onyxon.ca" help file if necessary.
2. To delete a single file from a multipage artifact, click on the **View** button on the bottom of the artifact.



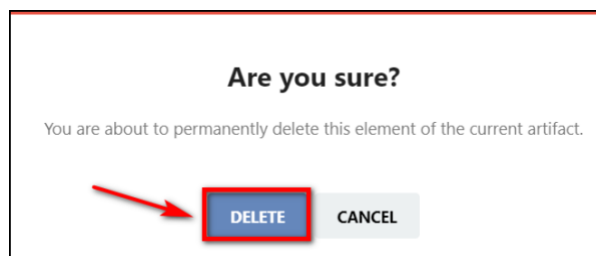
3. To view all artifact files and choose a file to delete, click on the number on the bottom of the page. In this example, file #2 is selected.



4. Click on the **Trashcan** icon.

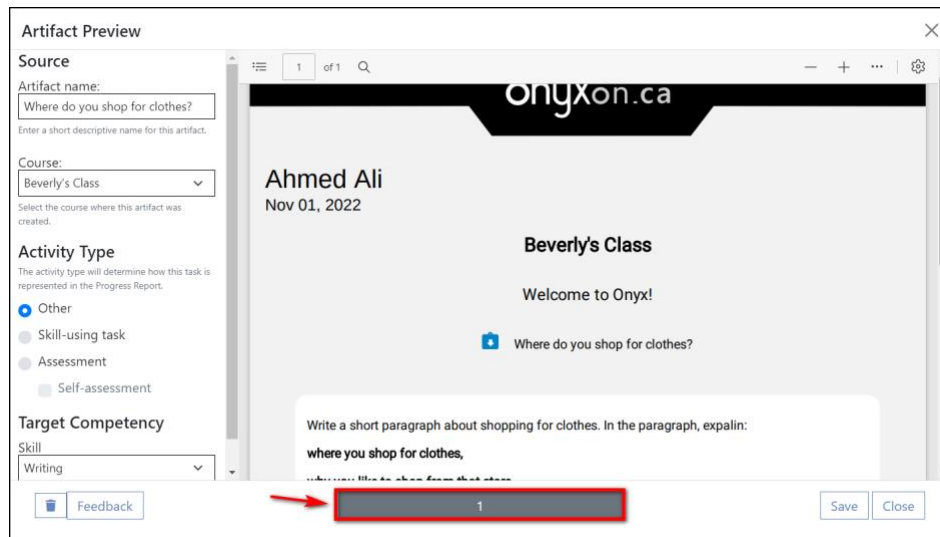


A confirmation pop-up appears.



5. Click **DELETE** to remove the word file from the artifact.

The file is deleted from the artifact.



Note: Deleting an artifact is permanent and cannot be undone.