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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

- 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.

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Deleting a Single File from an Artifact

- 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.

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Artifact Preview		×
Source		
Artifact name:		
Where do you shop for clothes?		
Enter a short descriptive name for this artifact.	WE	
Course:		
Beverly's Class 🗸	Developed	
Select the course where this artifact was created.	Downioad	
Activity Type		
The activity type will determine how this task is represented in the Progress Report.		
Other		
 Skill-using task 		
Assessment		
Self-assessment		
Target Competency		
Skill		
Writing ~		
Feedback	1 2	Save Close

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

Artifact Preview		×
Source		
Artifact name:		
Where do you shop for clothes?		
Enter a short descriptive name for this artifact.	W	
Course:		
Beverly's Class 🗸	Download	
Select the course where this artifact was created.	Dominoud	
Activity Type		
The activity type will determine how this task is represented in the Progress Report.		
Other		
 Skill-using task 		
Assessment		
Self-assessment		
Target Competency		
Skill		
Writing 🗸 🗸		
Feedback	1 2	Save Close

A confirmation pop-up appears.



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

The file is deleted from the artifact.

Artifact Preview					×
Source	🗮 🔲 of 1 Q	_	+		ŝ
Artifact name:	ODI Xon ca				
Where do you shop for clothes?	OngAon.ca				-
Enter a short descriptive name for this artifact.					
Course:					
Beverly's Class 🗸	Ahmed Ali				
Select the course where this artifact was created.	Nov 01, 2022				
Activity Type	Beverly's Class				
The activity type will determine how this task is					
represented in the Progress Report.	Welcome to Onyx!				
O Other					
Skill-using task	Where do you shop for clothes?				
Assessment					
Self-assessment					
Target Competency	Write a short paragraph about shopping for clothes. In the paragraph, expalin:				
Skill	where you shop for elether				
Writing ~	where you shop for clothes,				
	under under Hilfen den sehnen die nie enteren die het enteren	F		1	_
Feedback	1		Save	Cic	ise

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