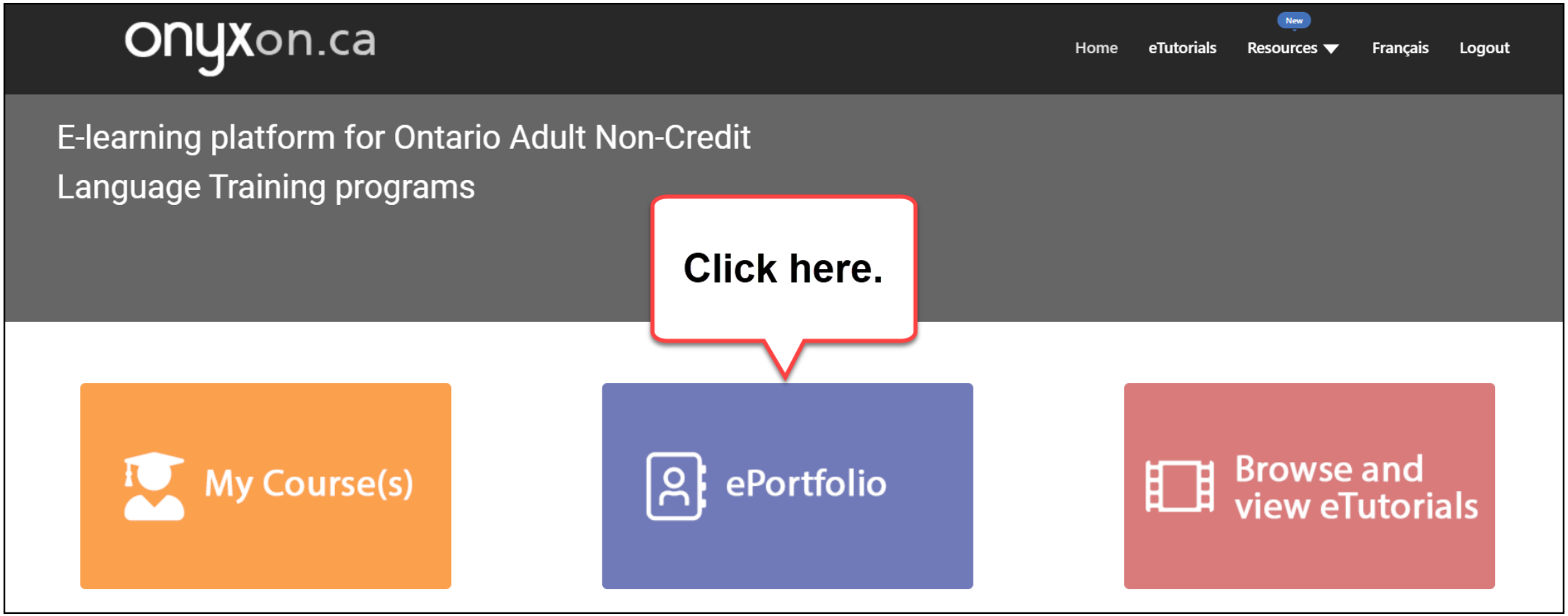
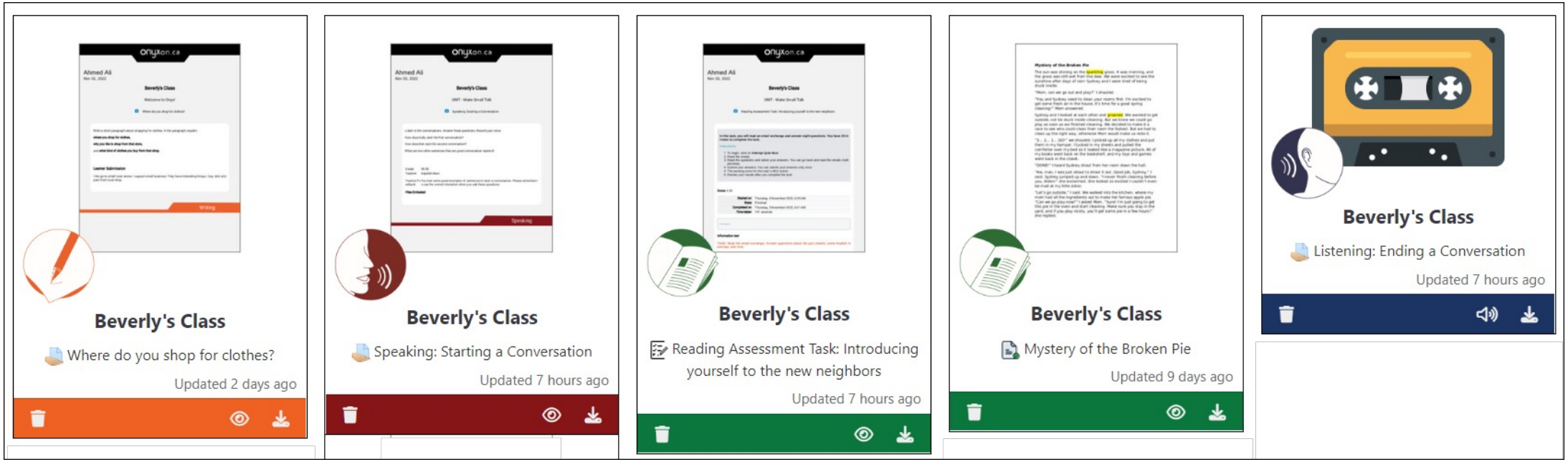
onyxon.ca
Français
How to Upload a File to Your Course ePortfolio

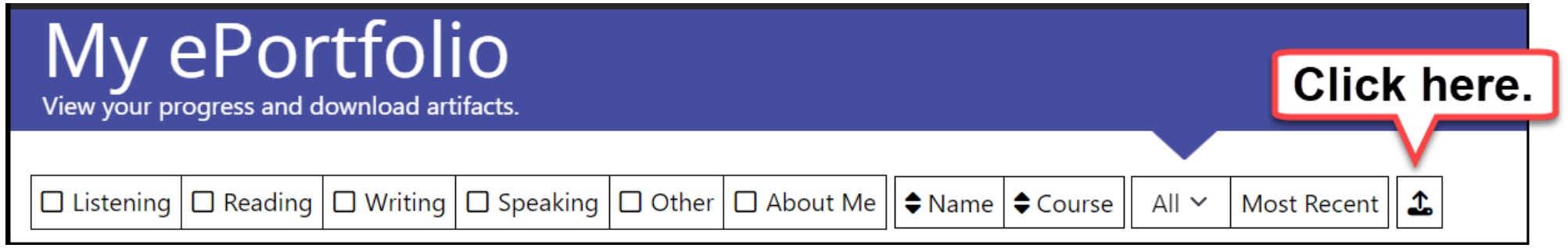
1. Click on **ePortfolio**.



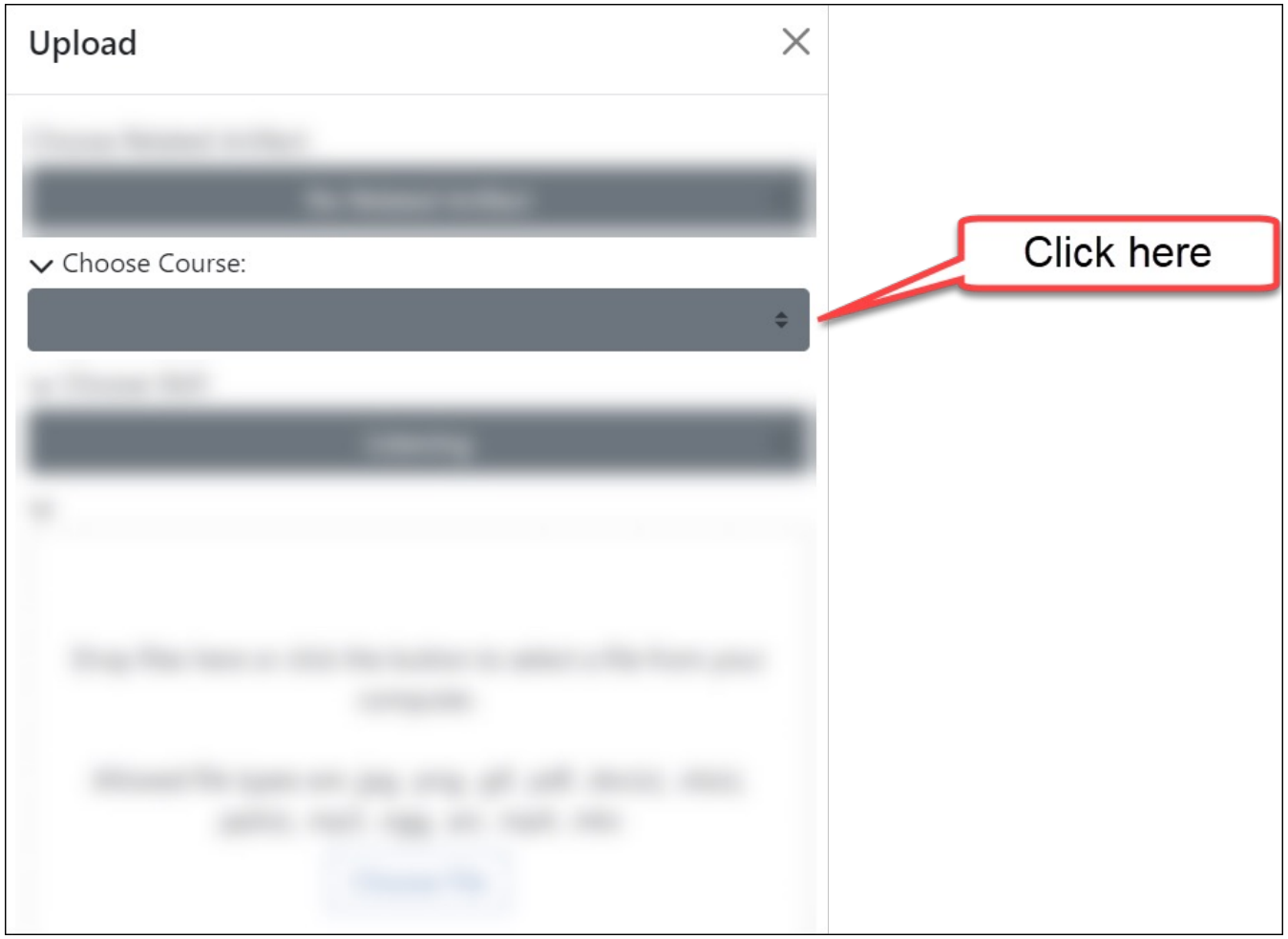
2. Look at your **artifact** cards.



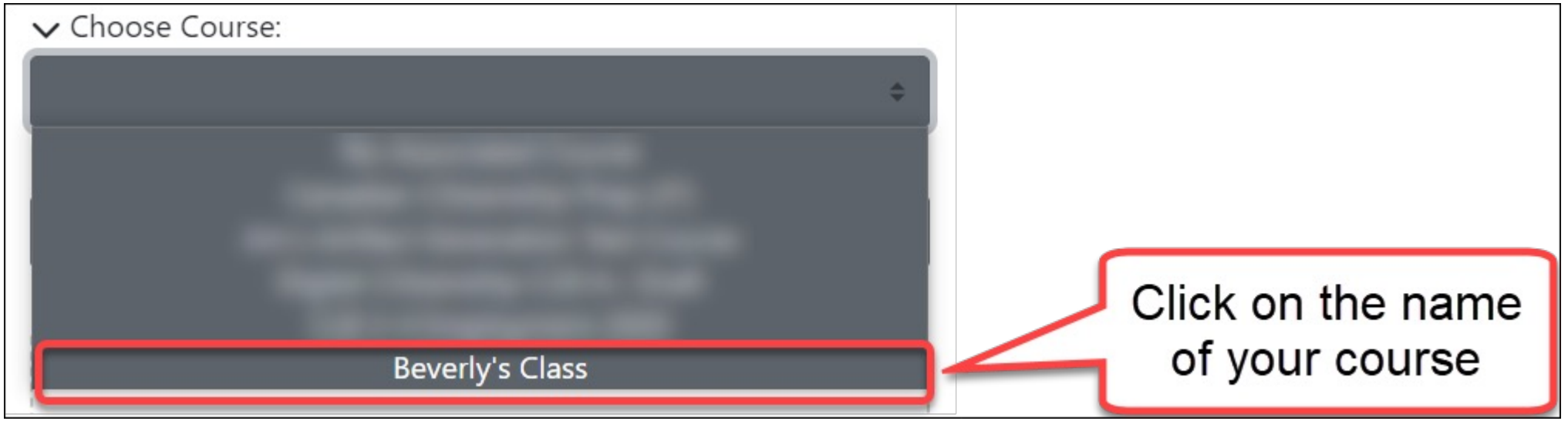
3. Click on the **Upload** button.



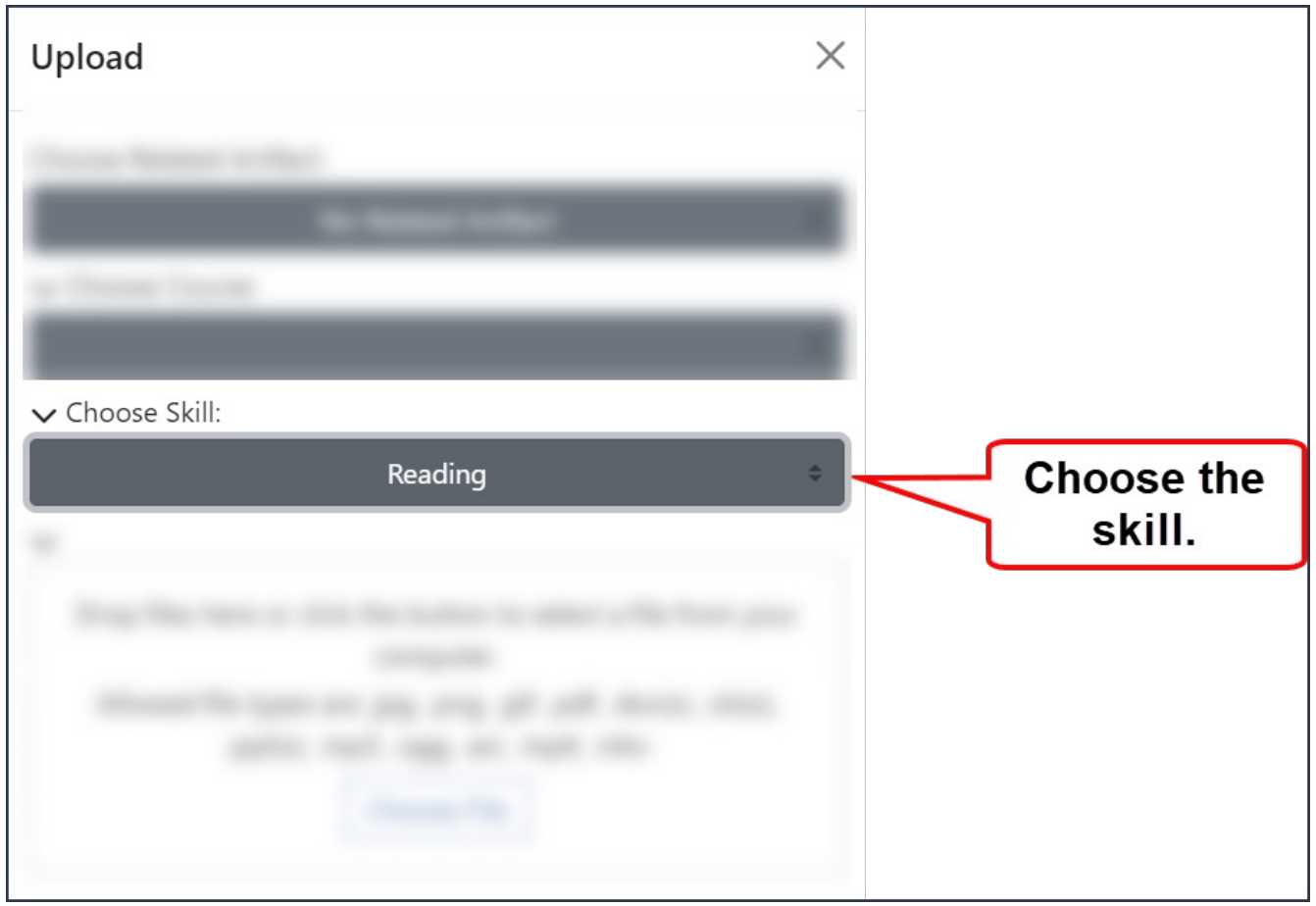
4. Click on **Choose Course**.



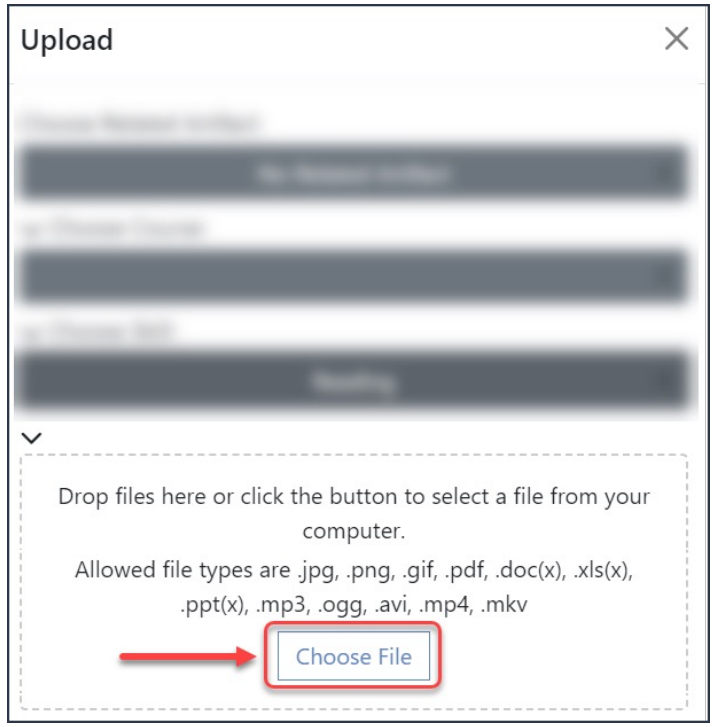
5. Find the name of your course.



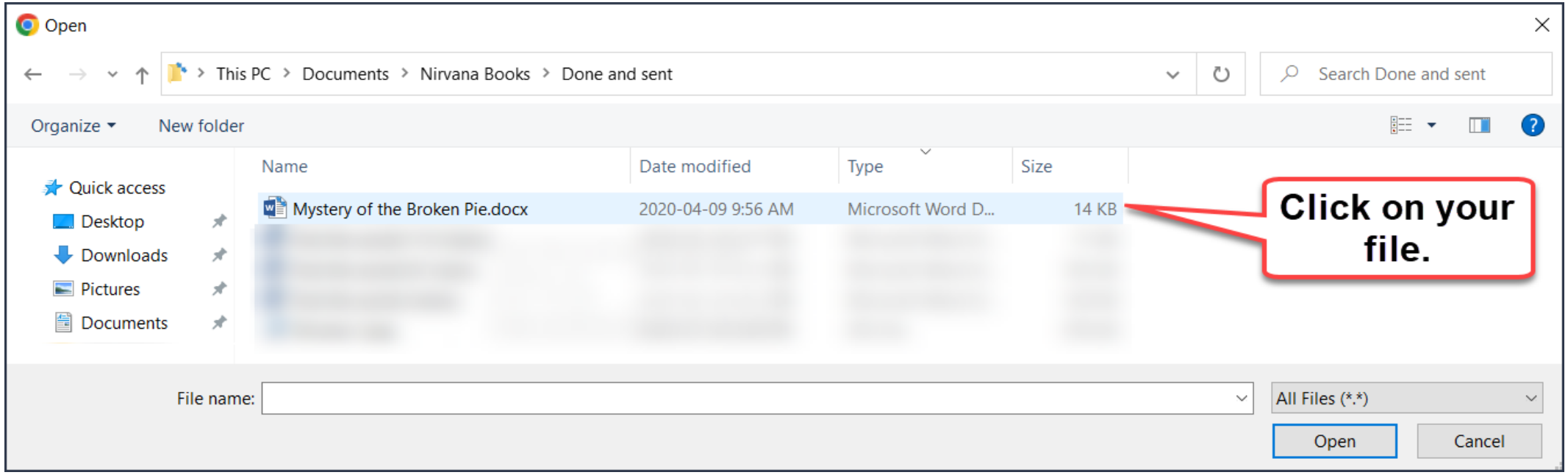
6. Choose the skill, for example **Reading**.



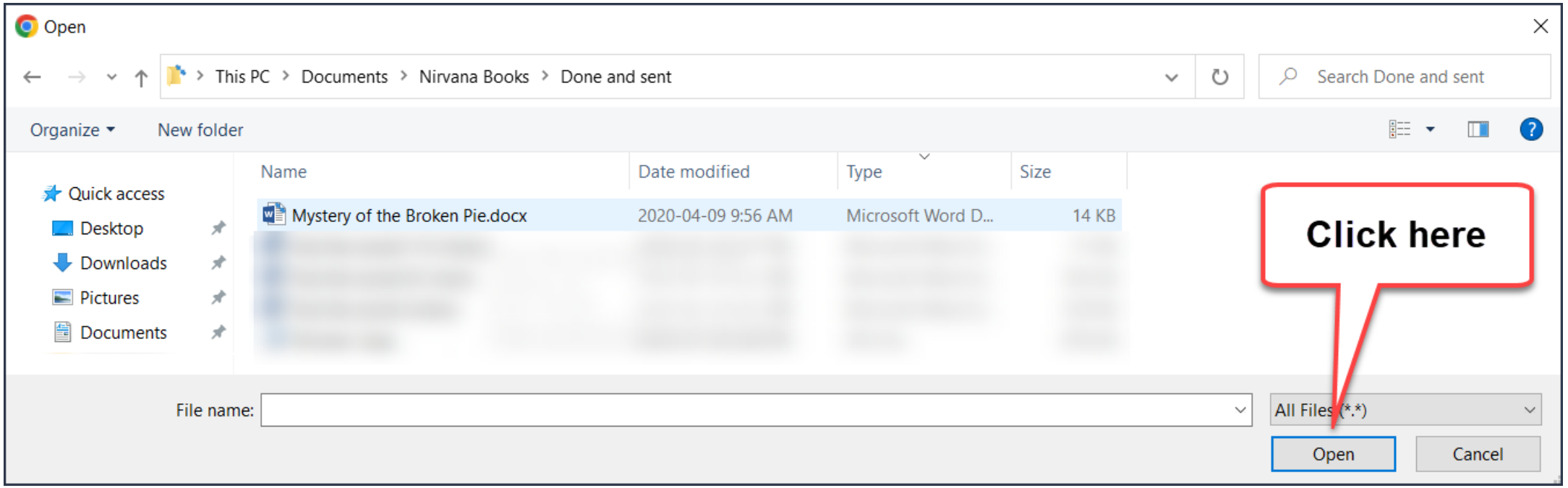
7. Click on **Choose File**.



8. Choose the file from your computer.

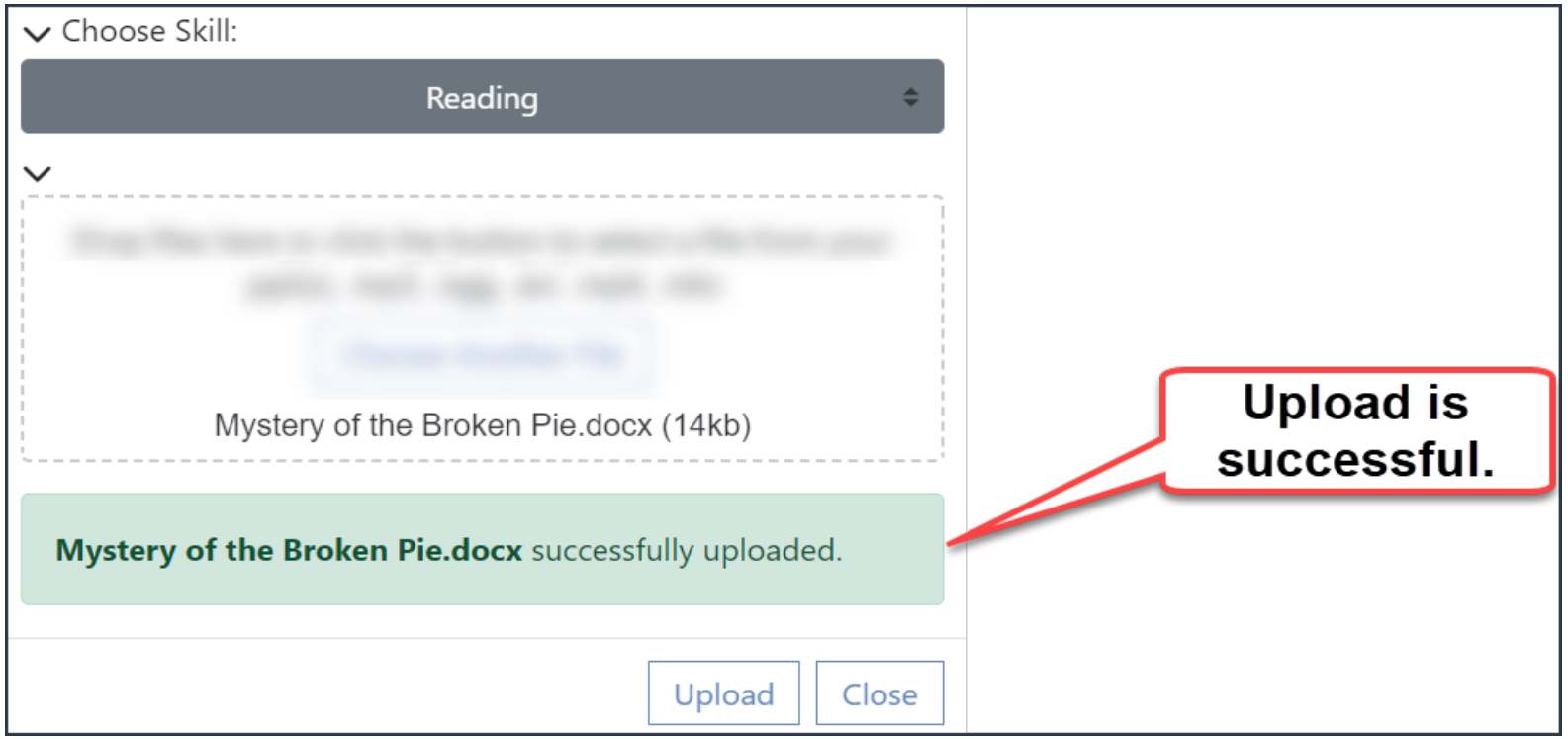


9. Click on **Open**.

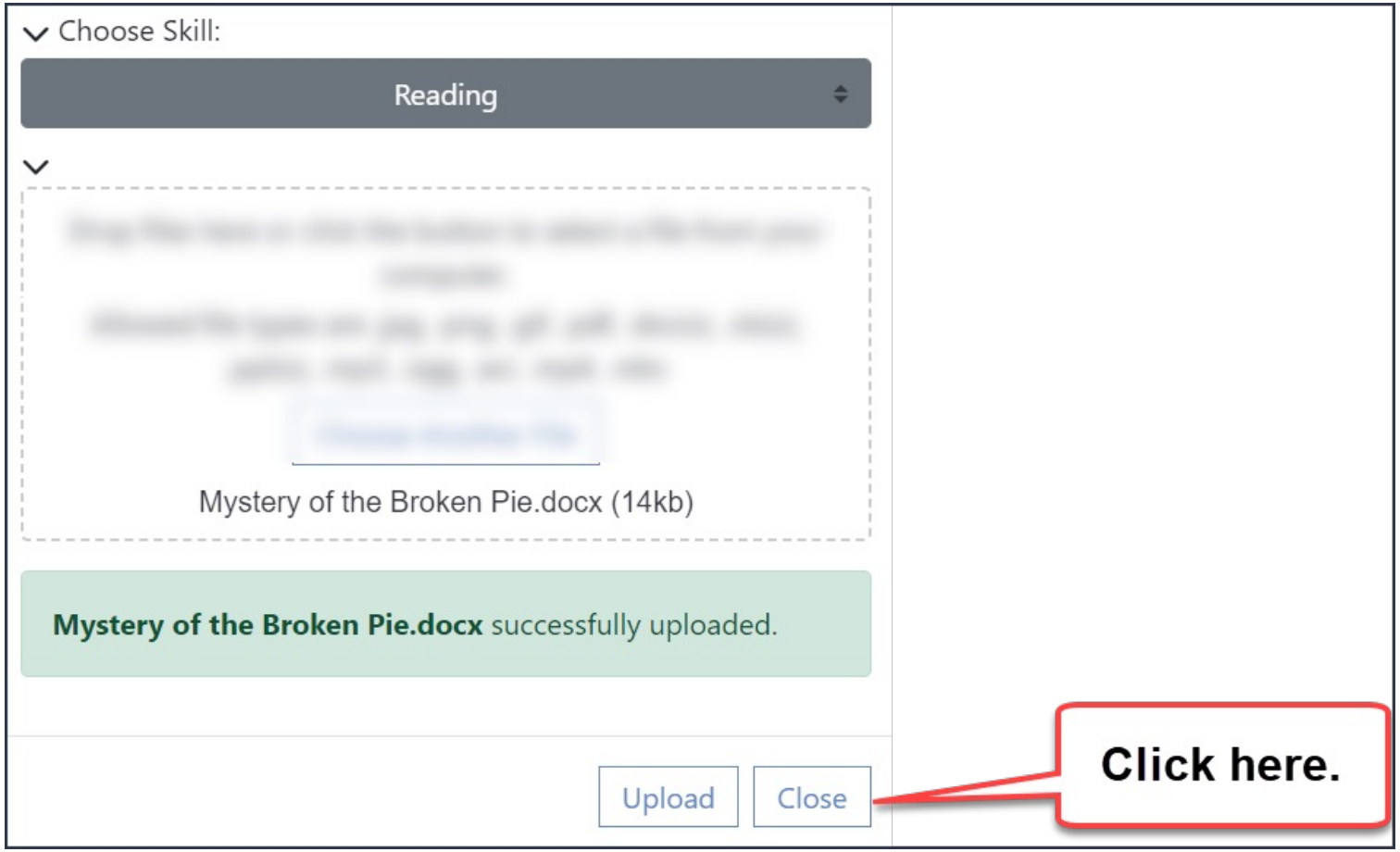
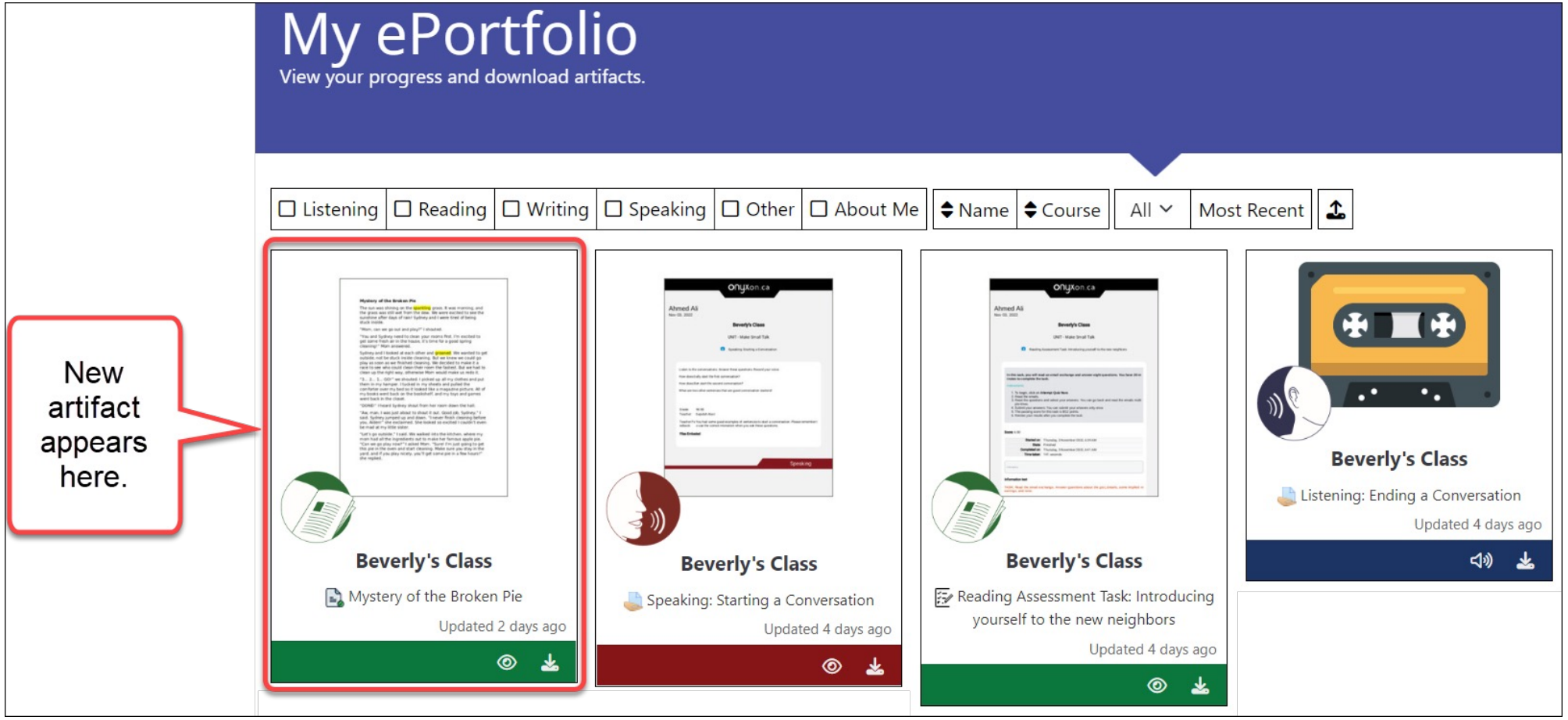


10. Click on **Upload**.

Upload is successful!



11. Click on **Close**.



The new artifact appears on the left.