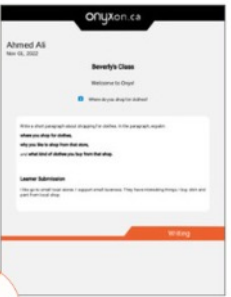


How to Upload a File to Your Course ePortfolio

1. Click on ePortfolio.

The screenshot displays the onyxon.ca website interface. At the top left is the logo 'onyxon.ca'. To the right, a navigation menu includes 'Home', 'eTutorials', 'Resources' (with a dropdown arrow), 'Français', and 'Logout'. Below the navigation is a dark grey banner with the text 'E-learning platform for Ontario Adult Non-Credit Language Training programs'. The main content area features three large, colored buttons: an orange button for 'My Course(s)' with a graduation cap icon, a blue button for 'ePortfolio' with a person icon, and a red button for 'Browse and view eTutorials' with a film strip icon. A red speech bubble with the text 'Click here.' points to the 'ePortfolio' button.

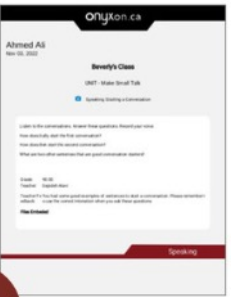
2. Look at your artifact cards.



Beverly's Class

Where do you shop for clothes?


Updated 2 days ago



Beverly's Class

Speaking: Starting a Conversation


Updated 7 hours ago



Beverly's Class

Reading Assessment Task: Introducing yourself to the new neighbors


Updated 7 hours ago



Beverly's Class

Mystery of the Broken Pie

Updated 9 days ago



Beverly's Class

Listening: Ending a Conversation

Updated 7 hours ago

3. Click on the Upload button.

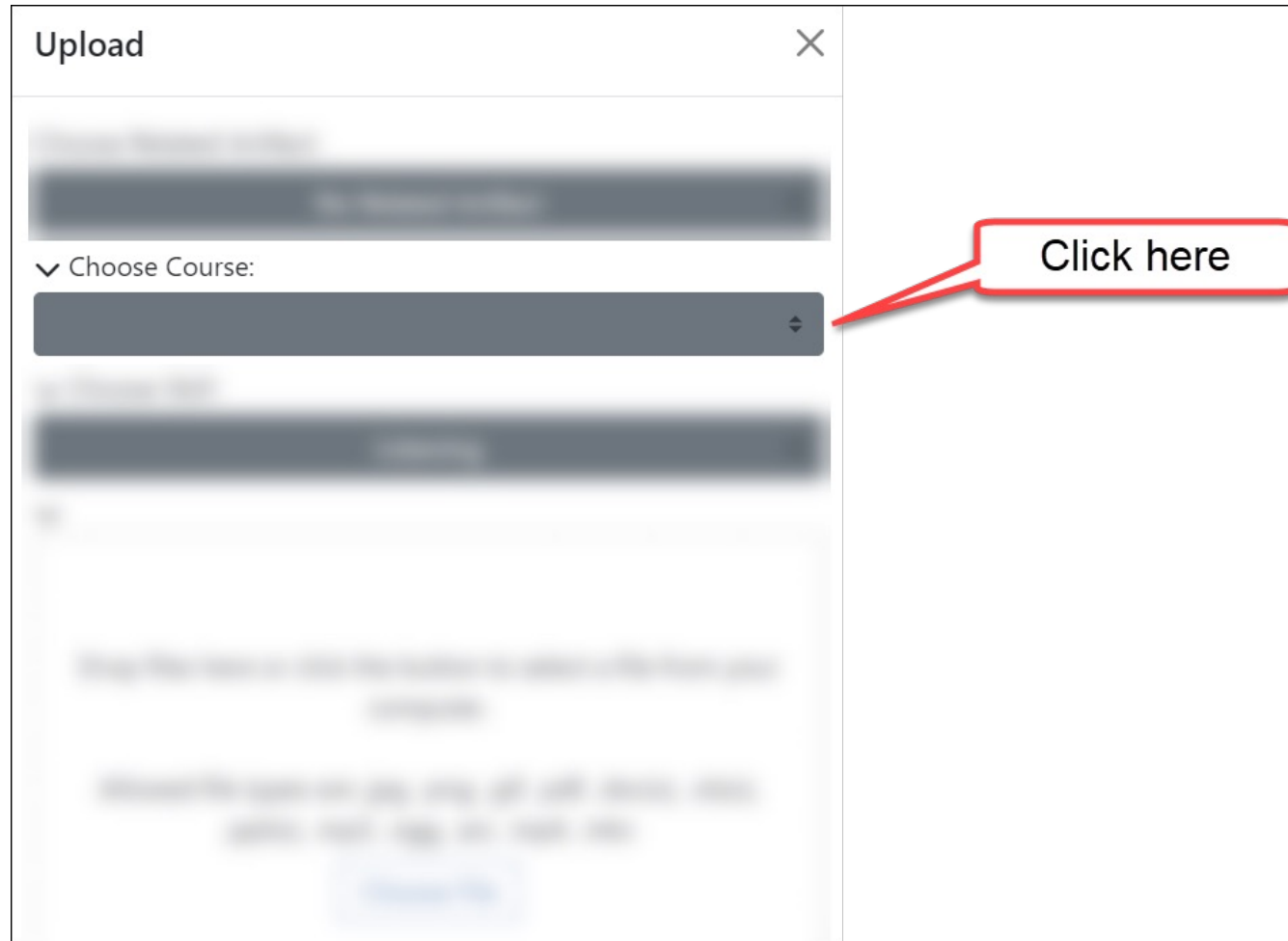


The screenshot shows the 'My ePortfolio' header in a blue bar with the text 'View your progress and download artifacts.' Below this is a navigation bar with several buttons: 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', 'About Me', 'Name', 'Course', 'All', 'Most Recent', and an 'Upload' button represented by an upward-pointing arrow icon. A red callout box with the text 'Click here.' points to the 'Upload' button.

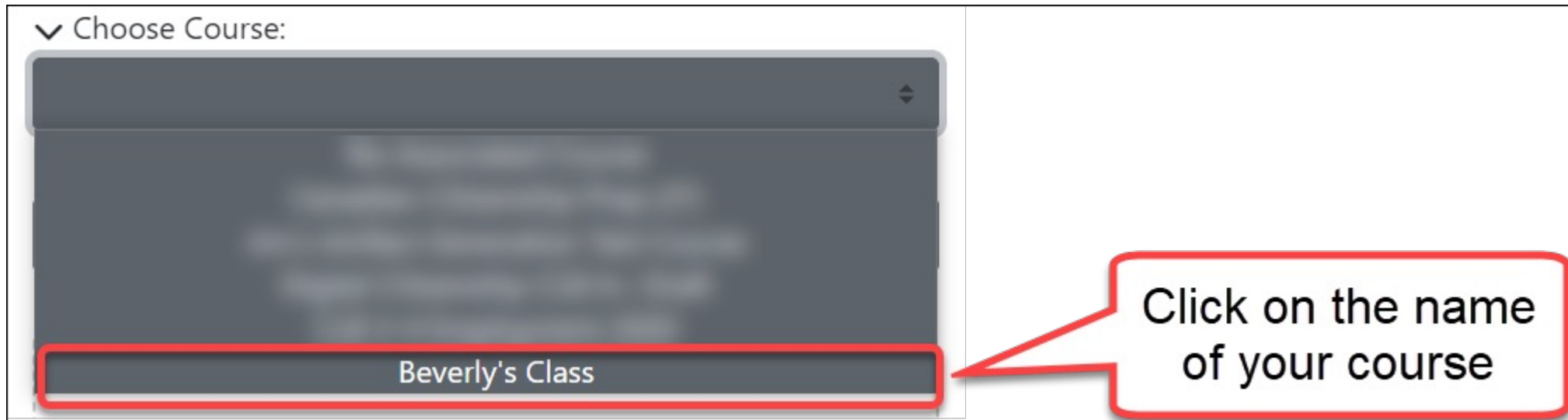
My ePortfolio
View your progress and download artifacts.

Listening Reading Writing Speaking Other About Me

4. Click on Choose Course.



5. Find the name of your course.



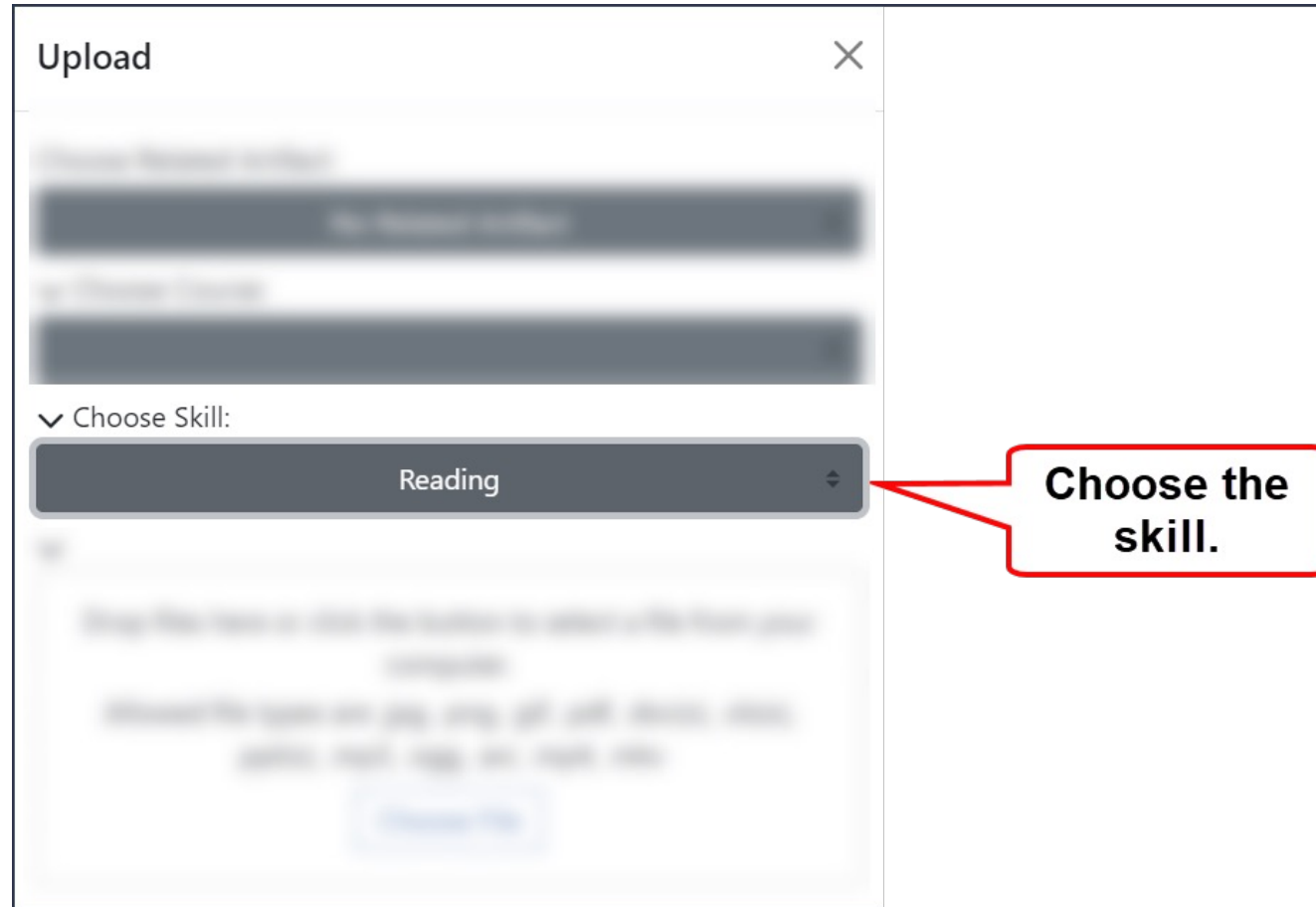
Choose Course:

Beverly's Class

Click on the name of your course

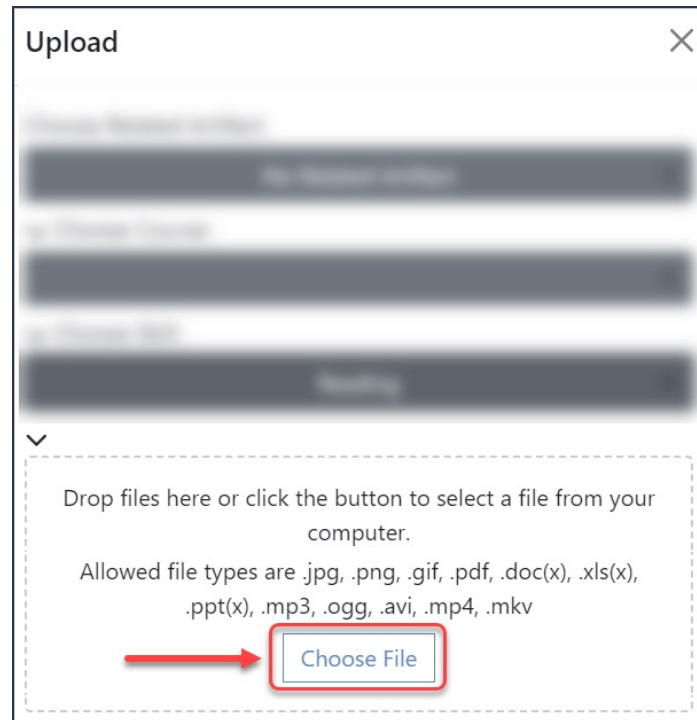
The image shows a user interface for selecting a course. At the top left, there is a label "Choose Course:" with a downward-pointing chevron icon. Below this is a dark grey dropdown menu. The menu is currently open, showing a list of course options. The option "Beverly's Class" is highlighted at the bottom of the list. A red rectangular box is drawn around the "Beverly's Class" option. To the right of the dropdown menu, a red callout box with a tail pointing to the highlighted option contains the text "Click on the name of your course".

6. Choose the skill, for example Reading.

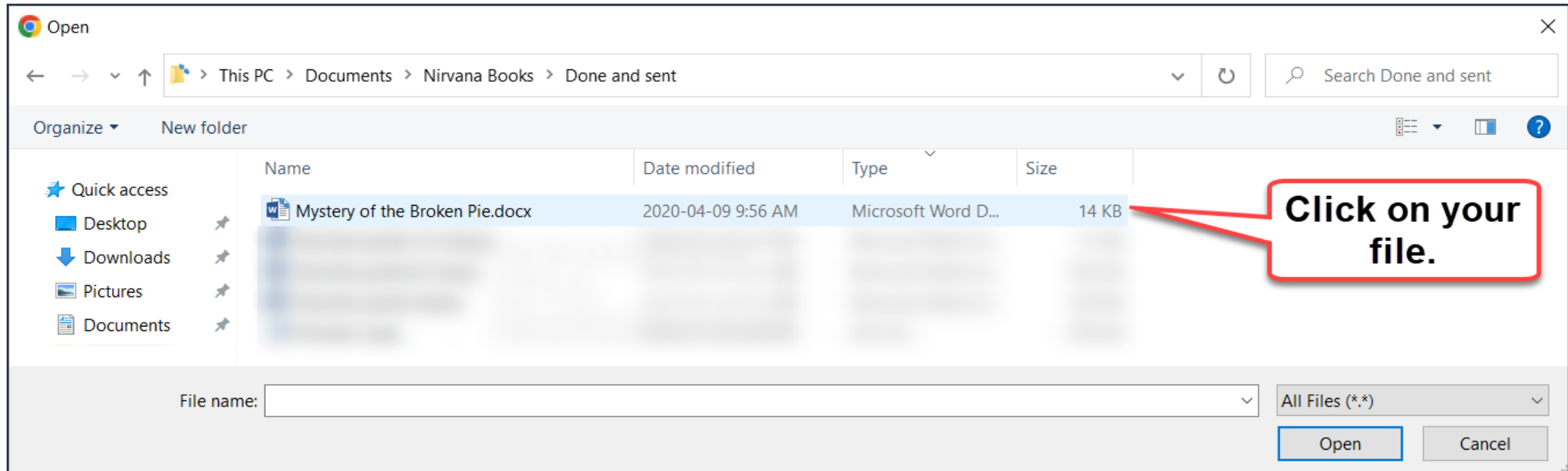


The image shows a screenshot of a web form titled "Upload" with a close button (X) in the top right corner. The form contains several blurred input fields. Below these fields is a dropdown menu labeled "Choose Skill:" with a checkmark icon on the left and a downward arrow on the right. The dropdown menu is currently set to "Reading". A red callout box with a pointer pointing to the dropdown menu contains the text "Choose the skill." Below the dropdown menu, there is a blurred text area and a blue button.

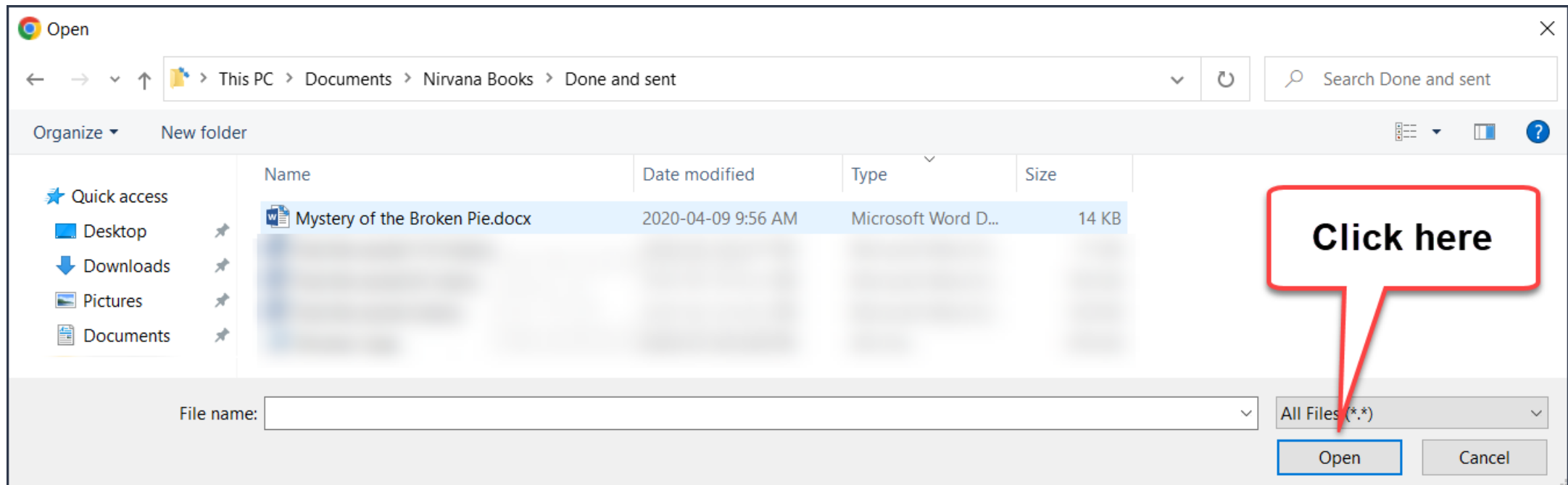
7. Click on Choose File.



8. Choose the file from your computer.



9. Click on Open.



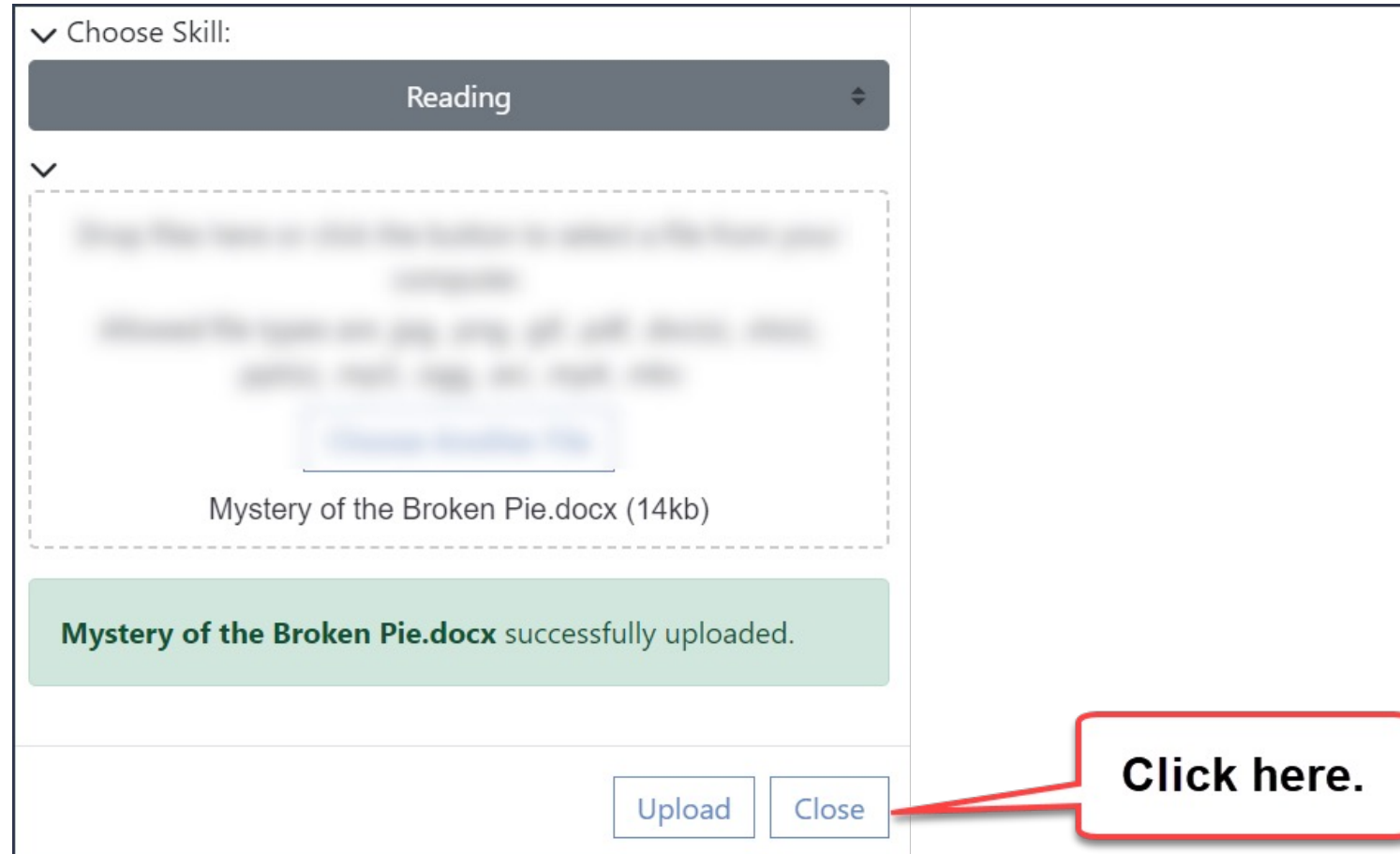
10. Click on Upload.



Upload is successful!

The screenshot shows a user interface for uploading a document. At the top left, there is a dropdown menu labeled "Choose Skill:" with "Reading" selected. Below this is a dashed box representing the document preview area, containing the text "Mystery of the Broken Pie.docx (14kb)". A green notification box at the bottom left of the interface displays the message "Mystery of the Broken Pie.docx successfully uploaded." in bold green text. At the bottom right, there are two buttons: "Upload" and "Close". A red speech bubble with a white background and black text points to the green notification box, containing the text "Upload is successful."

11. Click on Close.



Choose Skill:

Reading

Mystery of the Broken Pie.docx (14kb)

Mystery of the Broken Pie.docx successfully uploaded.

Upload Close

Click here.

