

Accessing Your Program's Courses and Learners' ePortfolios

This document is here to assist program managers courses to access Onyx ePortfolios.

Logging in

1. Go to the web address, <https://onyxon.ca>.



2. In the *Email Address* field, enter your Onyx associated email address.
3. In the *Password* field, type your Onyx password.
4. Click on the Log in button.

Locating Your Program's Courses

1. Choose the *My Courses(s)* button.

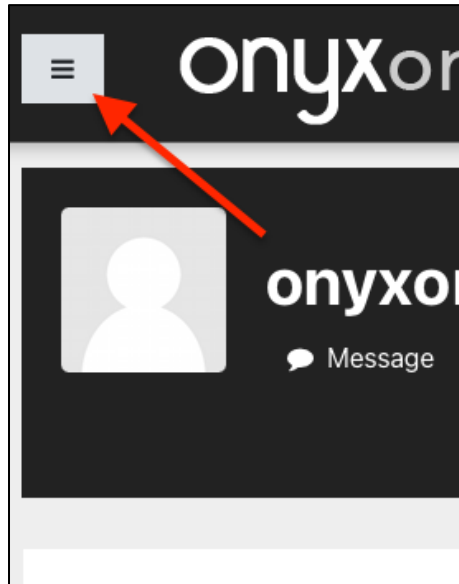


2. If the *My Courses* block is present, ignore steps 3 to 8, and go to step 9.

- Near the top of the right-side of the screen, click on the *Customize this page* button.

Customise this page

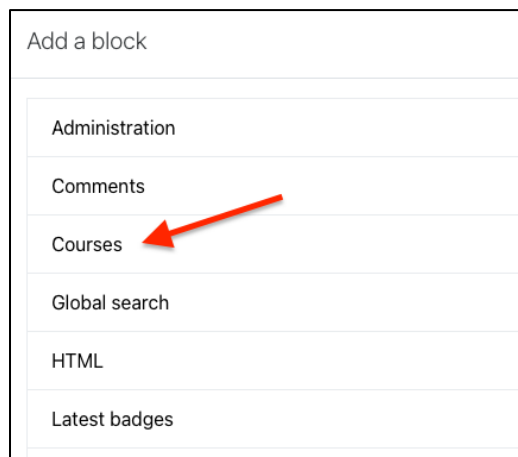
- If necessary, click to open the *Navigation Drawer*.



- At the bottom of the *Navigation Drawer*, click on the *+ Add a block* link.

+ Add a block

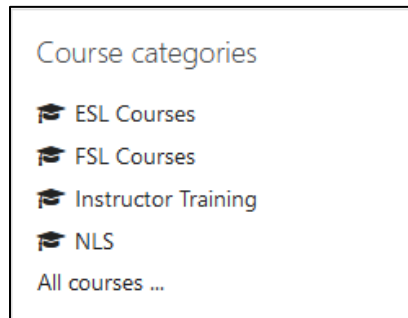
- Choose *Courses* from the pop-up menu.



7. The *Courses – Course categories* block appears in the right column of your screen.
8. At the top right-side of the screen, click on the *Stop customize this page* button.

Stop customising this page

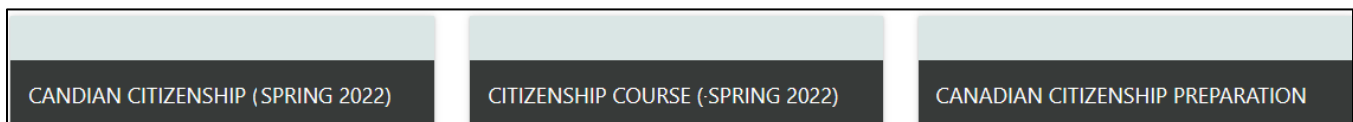
9. The Course categories block appears similar to this one with your courses grouped into one or several categories.



10. Click on a *course category*.
11. A list of categories appears (if you only have one category, only one appears).
12. Click on the arrow head icon to display the full course list.

▶ Hamilton School Board

13. The courses in this category are displayed.



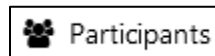
14. Click on one of *course icons* to view the course.

Enrolling as a (non-editing) Instructor in the Participants' Page

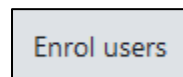
Once in the *course*, ensure that the *Navigation Drawer* is visible.



1. Click on the *Show Hide Navigation Drawer* icon if it is hidden.
2. In the *Navigation Drawer*, click on the *Participants* link.



3. Click on the *Enrol users* button.



4. Ensure that the *Assign role* setting is set to *Instructor (non-editing)*.

Enrolment options

Select users No selection

Search

Assign role Instructor (non-editing)

5. Continue by clicking in the *Select users*, *Search* box.
6. Type your name or email.
7. Your ONYX user name should appear in a small pop-up. You may need to scroll downwards to see it.
8. Click on your username.

Select users No selection

john allan

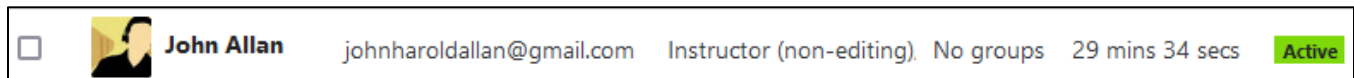
Assign role John Allan johnharoldallan@gmail.com

9. Your name should appear beside *Select users*. Of so, click on the *Enrol users* button.



Enrol users

In the course *Participant's* list, your name appears as an *Instructor (non-editing)*.



Accessing the ePortfolio

1. Click on the *Onyx Portal* link at the top of the screen.

Onyx Portal ▾

2. In the drop-down, click on the *Onyx Home Page* link.

3. Click on the ePortfolio button.



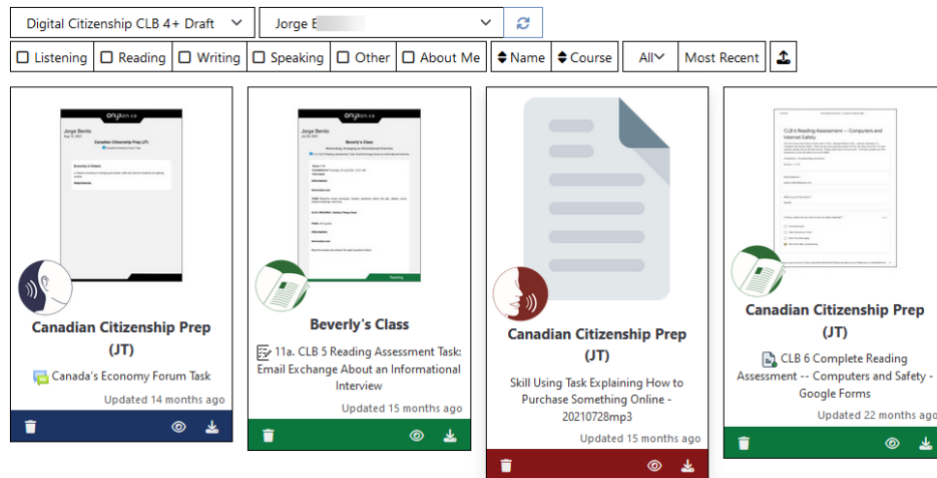
4. The ePortfolio screen appears. Click in the *Select Course...* box.

5. Select the desired course name from the list that appears.

6. Click in the Select Student box.

7. A list of the course activities and resources pop up appears in the middle of the screen.

8. From the list that appears choose one student name at a time, to view their portfolios.



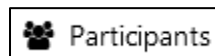
Note: After you have reviewed the eportfolios, you should return to the course unenroll yourself as a non-editing teacher.


Unenrolling Yourself from the course

1. Click on the *Home* link in the menu at the top of the eportfolio screen.
2. Choose the *My Courses(s)* button.



3. Click on the course in the *Most Recently accessed courses* section. (This should be at the top of the main area).
4. In the *Navigation Drawer*, click on the *Participants* link.



5. Beside your name, click on the *Unenrol* icon. (looks like a trash can) 
6. Click on your name in the top right corner of the screen.
7. In the drop-down menu, click on *Log out*.