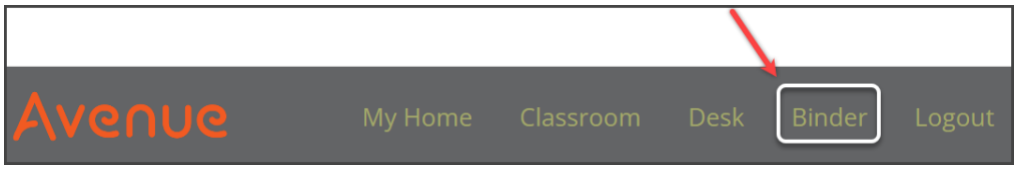
How to Upload to a Learner's ePortfolio

1. Log in to avenue.ca.

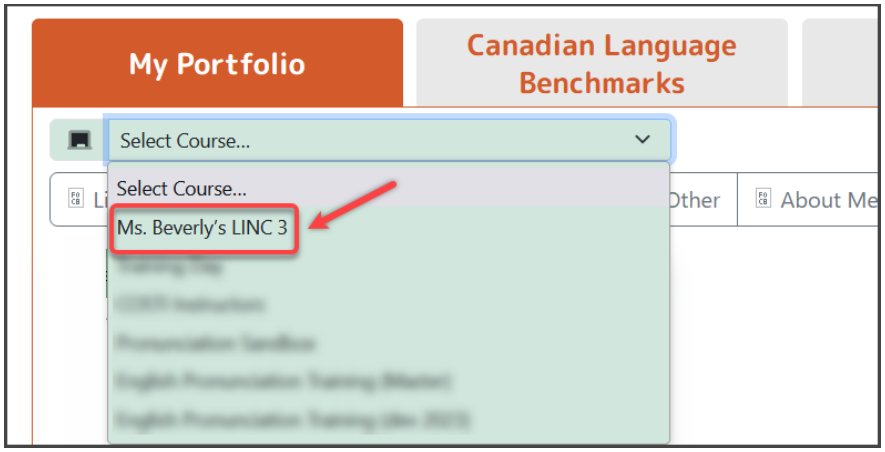
2. Click the **Binder** link in the main menu.



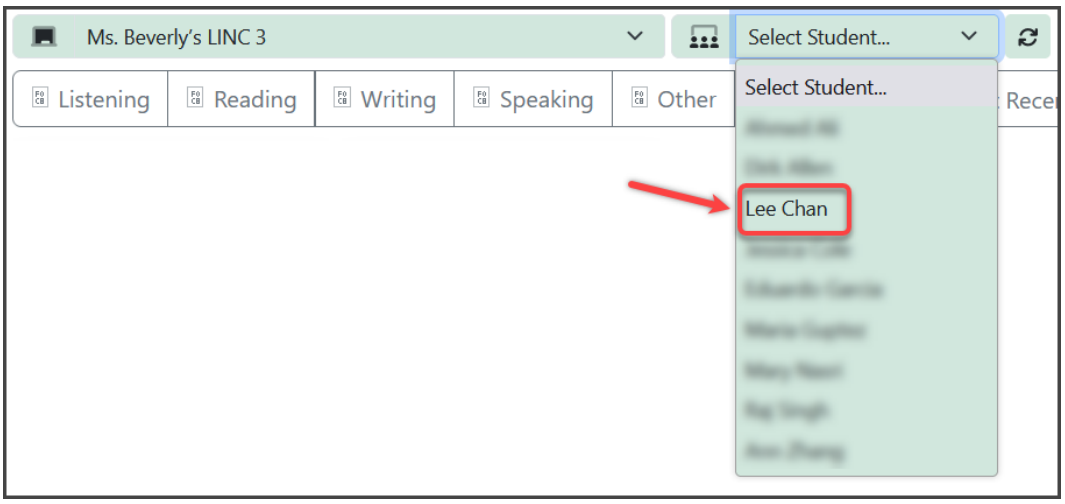
The **My Portfolio** page appears.



3. Click the **Select Course...** drop-down menu and choose a course.



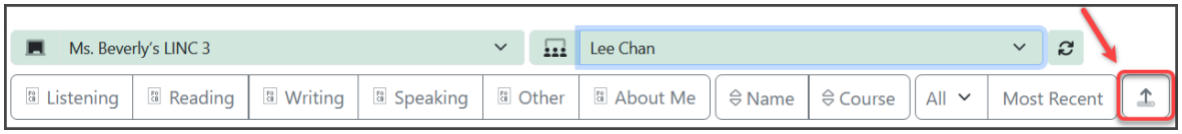
4. Click the **Select Student...** drop-down menu and click on a student's name.



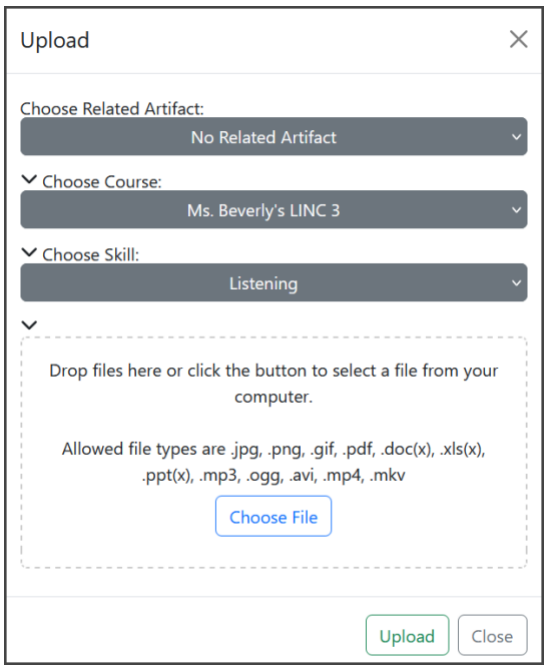
The student's ePortfolio is displayed.



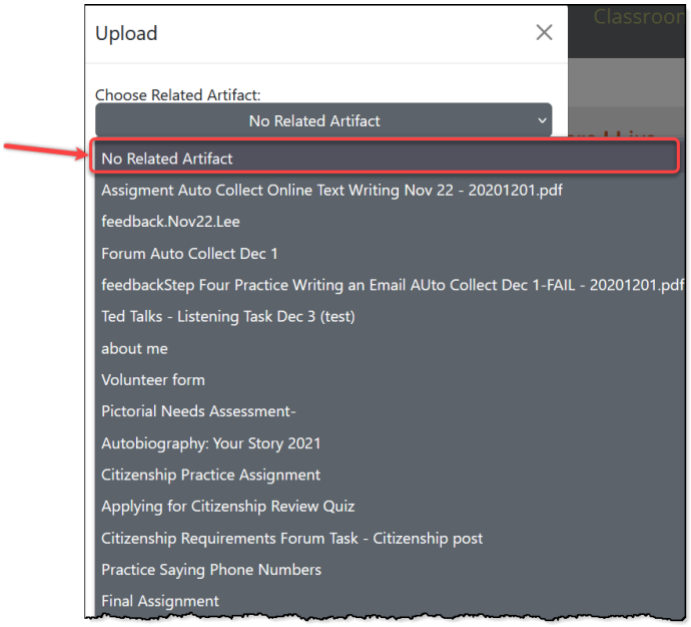
5. Click the upload button on the **My Portfolio** toolbar.



The **Upload** panel appears.

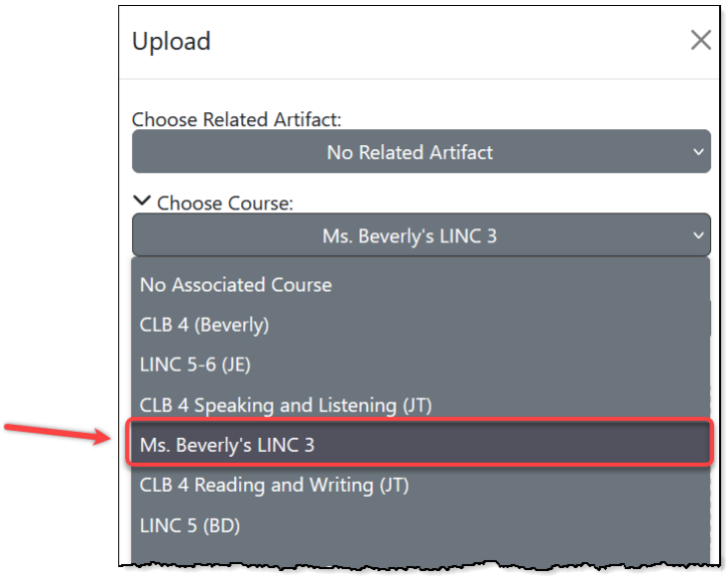


6. Use the **Choose Related Artifact** drop-down menu to select the name of the artifact that the uploaded file will be associated with. The uploaded file will be added to that artifact and can be accessed when the **View** button is clicked in the artifact thumbnail. If the uploaded file is not associated with an artifact, do not change the **Choose Related Artifact** drop-down menu. Leave it set to **No Related Artifact**.

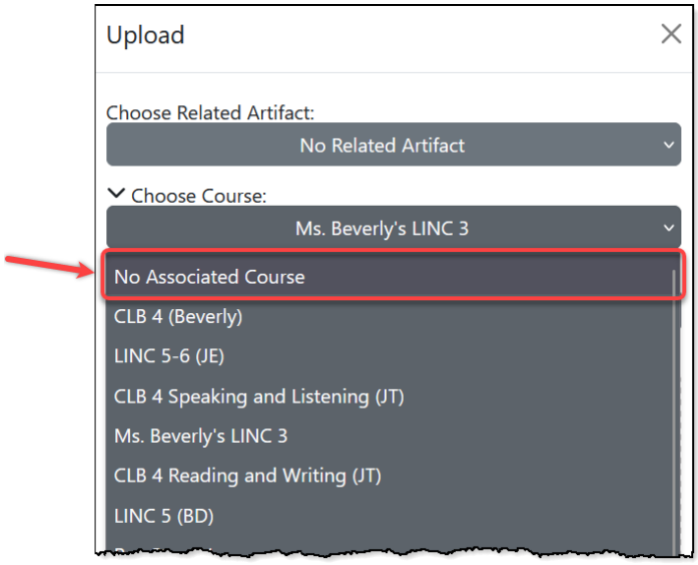


If an artifact is selected, skip to Step 9. (Choosing a **Course** or **Skill** is not necessary.)

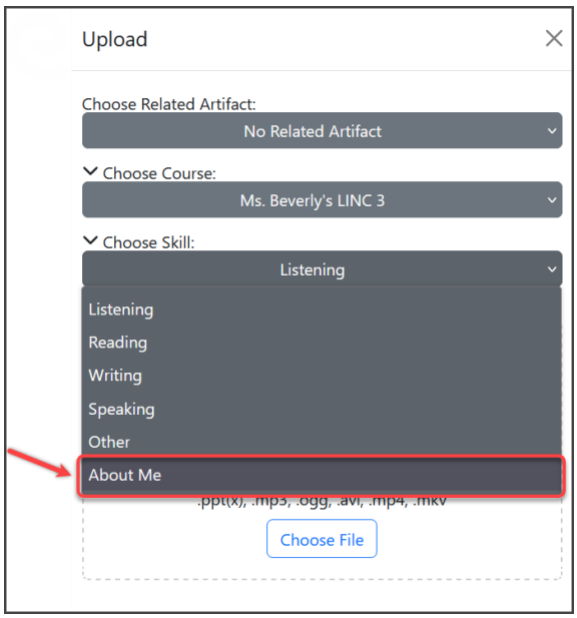
7. Select the course in the **Choose Course** drop-down menu.



If the uploaded file is not part of a course, leave it set to "**No Associated Course**".

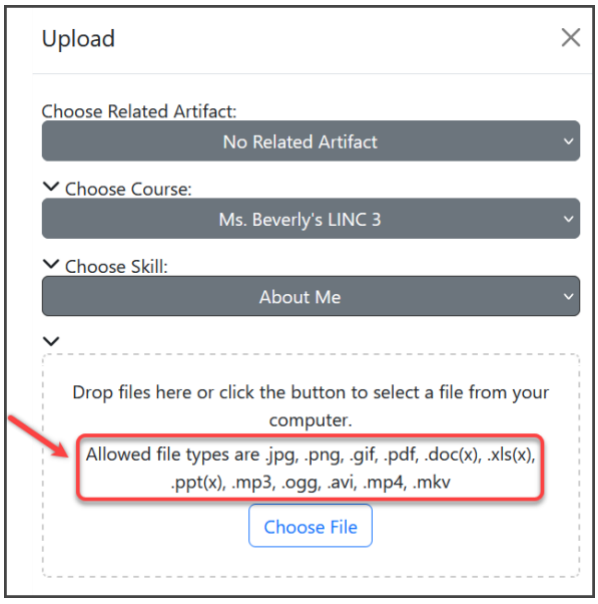


8. Select the **Skill** (or **Other** or **About Me**) in the **Choose Skill…** drop-down menu.



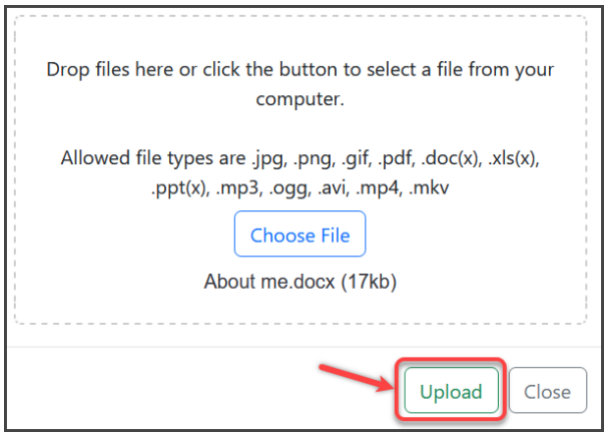
9. **Drag and drop** the file onto the drop area in the panel OR click the **Choose File** button and navigate to the file on your computer and choose it. After dropping a file onto the panel or selecting it on your device, the file name will appear below the **Choose File** button.

   Note that only those file types listed above the **Choose File** button can be uploaded.

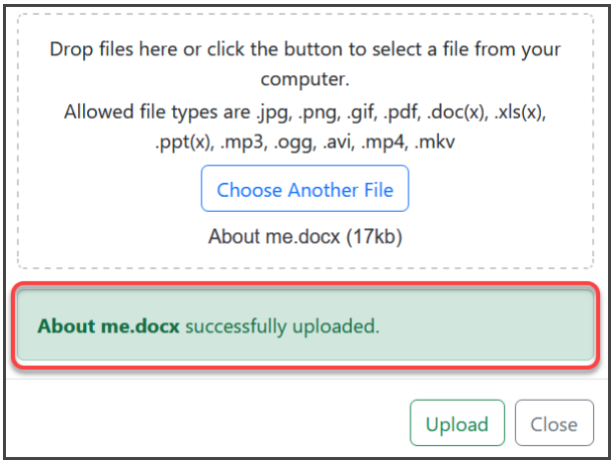


(Allowed file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, .mkv)

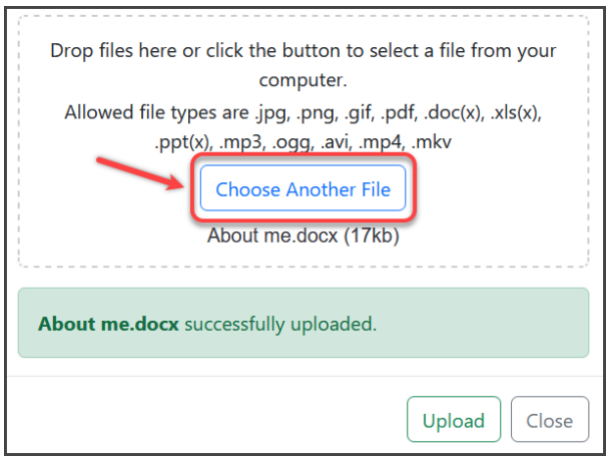
10. Click the **Upload** button at the bottom of the panel to upload the file.



A message will appear confirming that the file has been uploaded.



11. Click **Choose Another File** button to upload another file.



Note: If a file was first uploaded to a specific artifact and you do not want to upload another file to that same artifact, change the selection in the **Choose Related Artifact** drop-down menu to a different artifact or to **No Related Artifact**.

12. Click the **Close** button when you are done.

The file(s) is uploaded and the artifact(s) thumbnail appears in the learner's **My Portfolio** page.

