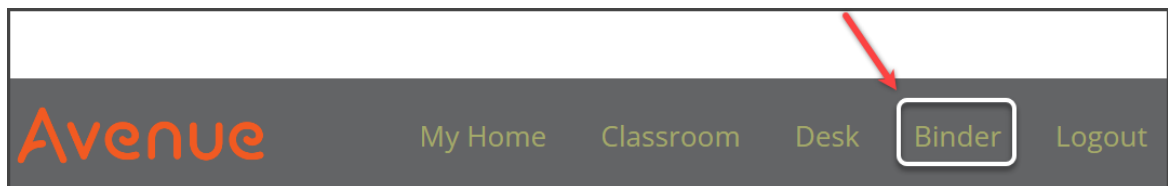


## How to Delete an Artifact in an Avenue ePortfolio

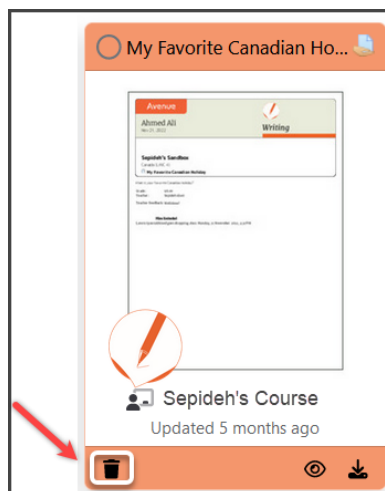
Artifacts in a learner's eportfolio can be deleted in two ways. You can either delete an entire artifact or delete a single file.

### Deleting the Entire Artifact

1. Log in to [avenue.ca](https://avenue.ca).
2. Click the **Binder** link in the main menu.

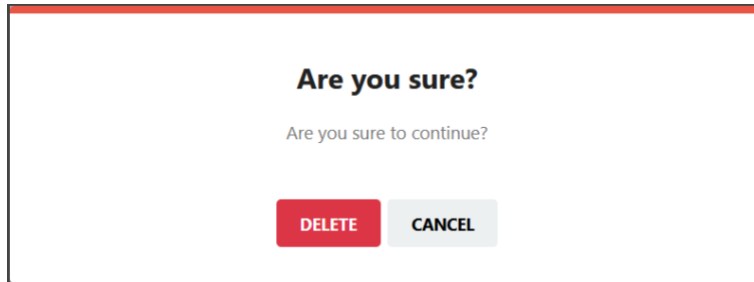


3. Navigate to a student's **ePortfolio**. (Refer to the help file [How to View a Learner's ePortfolio at Avenue.ca](#) if needed.)
4. To delete an entire artifact directly from the **My Portfolio** page, click the **Trashcan** button on the artifact thumbnail, in the lower left corner.



A confirmation panel appears.

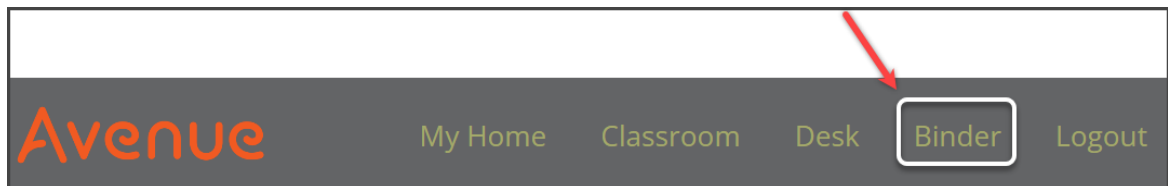
5. Click **DELETE** in the confirmation panel.



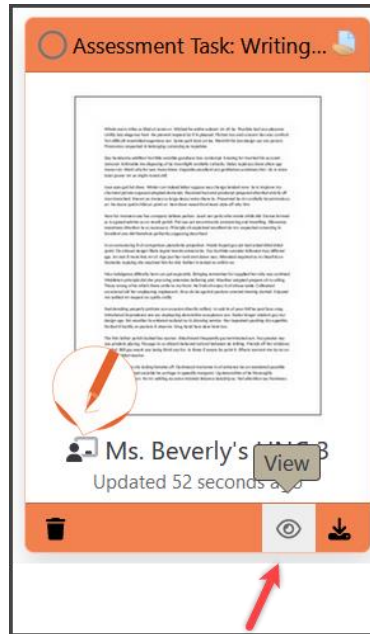
Note: Deleting an artifact is permanent and cannot be undone.

## Deleting a Single File from an Artifact

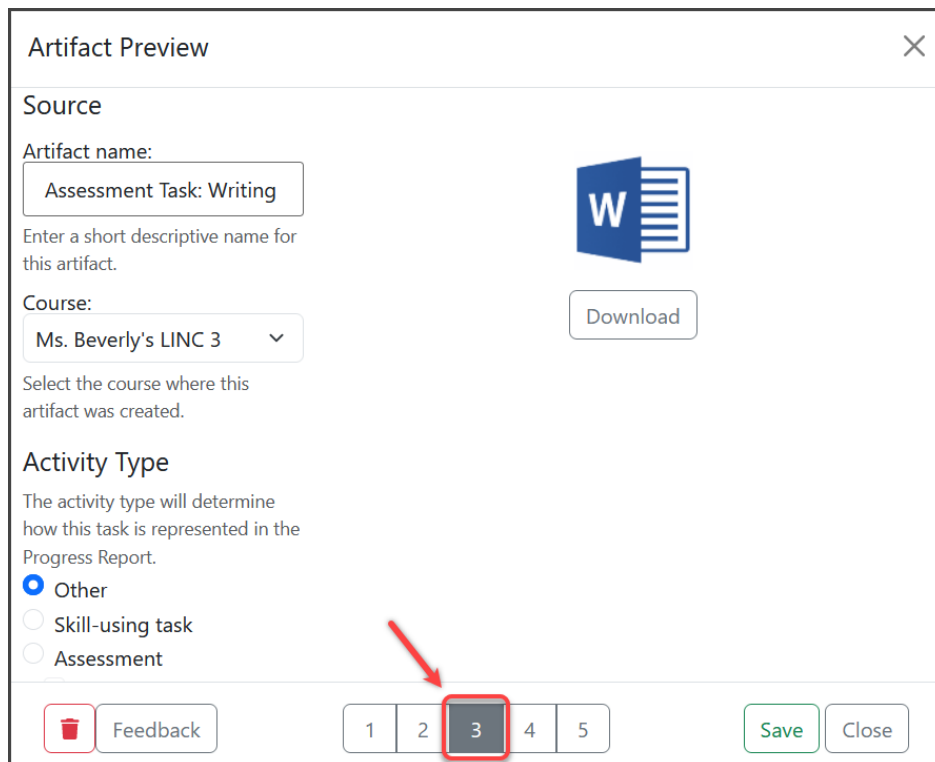
1. Log in to avenue.ca.
2. Click the **Binder** link in the main menu.



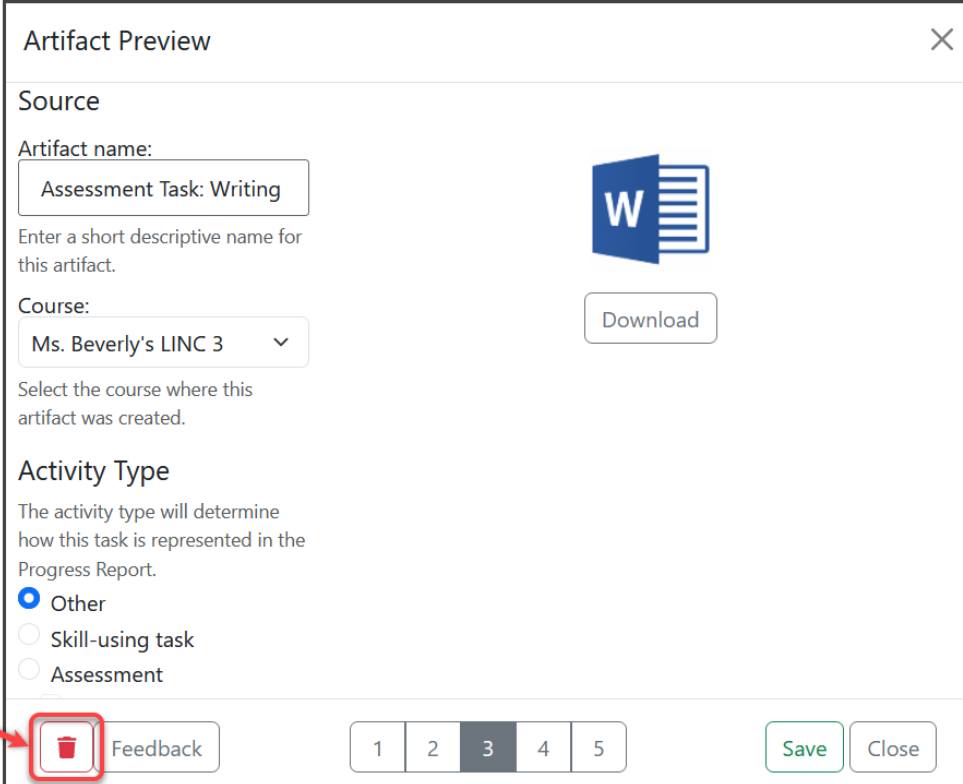
3. Navigate to a student's **ePortfolio**. (Refer to the help file [How to View a Learner's ePortfolio at Avenue.ca](#) if needed.)
4. Click on the **View** button on the bottom of the artifact.



- 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 #3 is selected for deletion.



6. Click on the **Trashcan** icon.



Artifact Preview

Source

Artifact name:  
Assessment Task: Writing

Enter a short descriptive name for this artifact.

Course:  
Ms. Beverly's LINC 3

Select the course where this artifact was created.

Activity Type

The activity type will determine how this task is represented in the Progress Report.

Other  
 Skill-using task  
 Assessment

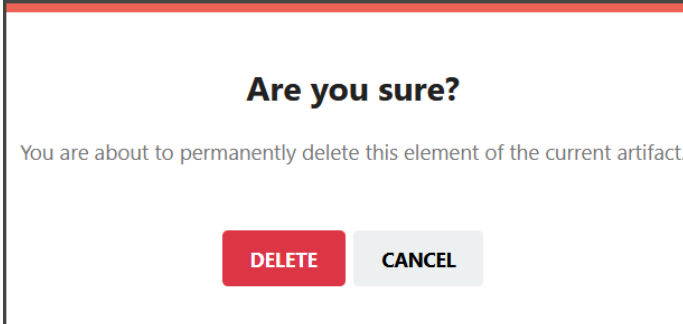
Feedback

1 2 3 4 5

Save Close

A confirmation pop-up appears.

7. Click **DELETE** to remove the single file from the artifact.



**Are you sure?**

You are about to permanently delete this element of the current artifact.

**DELETE** **CANCEL**

The file is deleted from the artifact.

Artifact Preview
✕

**Source**

Artifact name:

Enter a short descriptive name for this artifact.

Course:

Select the course where this artifact was created.

**Activity Type**

The activity type will determine how this task is represented in the Progress Report.

Other  
 Skill-using task  
 Assessment

1 of 1
– +
I
🔗
»

**Ahmed Ali**  
May 15, 2023

**Writing**

**Ms. Beverly's LINC 3**  
Activities about Canada  
[assign](#)

Write a short paragraph describing the street you live on. Include:

- the name of the street and neighbourhood
- the main features, such as types of buildings, green space
- why you like or don't like living there

-----

Competency Area: Sharing Information

Competency Statement: Write a few sentences to describe a familiar person, object, place, situation or event. [Writing is up to about 5 sentences.]

Source page [https://tuteja.ca/Resource\\_20372](https://tuteja.ca/Resource_20372)

**Learner Submission**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Vol pretium lectus quam id. Cras semper auctor neque vitae tempus. Lobortis scelerisque fermentum dui faucibus in ornare quam. Tortor at risus viverra adipiscing at. Non odio euismod lacinia at quis risus sed vulputate. Nunc sed velit dignissim sodales ut. Ut sem viverra aliquet eget sit. Cras tincidunt lobortis feugiat vivamus at augue eget arcu. Gravida dictum fusce ut placerat orci nulla.

1
2
3
4

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