

How to Edit an Artifact in an Avenue ePortfolio

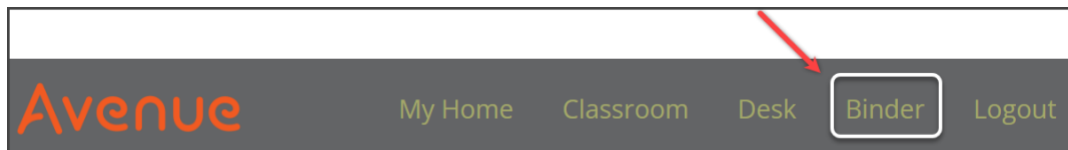
Instructors can update some of the information in an artifact after it has been added to the **ePortfolio**. This pre-populated information includes the **Artifact name**, the **Course** it is associated with, the language **Skill** and the **About Me** or **Other** options. Instructors can also add more information about an artifact, such as the type of activity it is (**Skill-using**, **Assessment**, **Self-assessment**, or **Other**), its **CLB level**, the **Competency area/Can Do Statement** and whether or not the students' attempt was **successful**. This additional information is used to populate the course **Generated Artifact** counter in the **Class Register** and the **Learner Progress Summary** report.

Note: if an activity is **Tagged** using the **Edit Settings** menu, it will not be necessary to edit the artifact in the **Binder** to add it to the **Generated Artifacts** counter on the **Class Register**. However, to be counted in the **Learner Progress Summary** report, it will still be necessary to edit the skill, CLB level, competency area, activity type, and whether it meets PBLA requirements successfully or not in the artifact.

individual artifacts to indicate whether. (See [Avenue.ca ePortfolio Auto Collection: Tagging and Adding CLB Information to an Activity](#) and [Tagging for Auto-collection After a Quiz or Assignment is Complete and Graded](#) to learn more about tagging an artifact.)

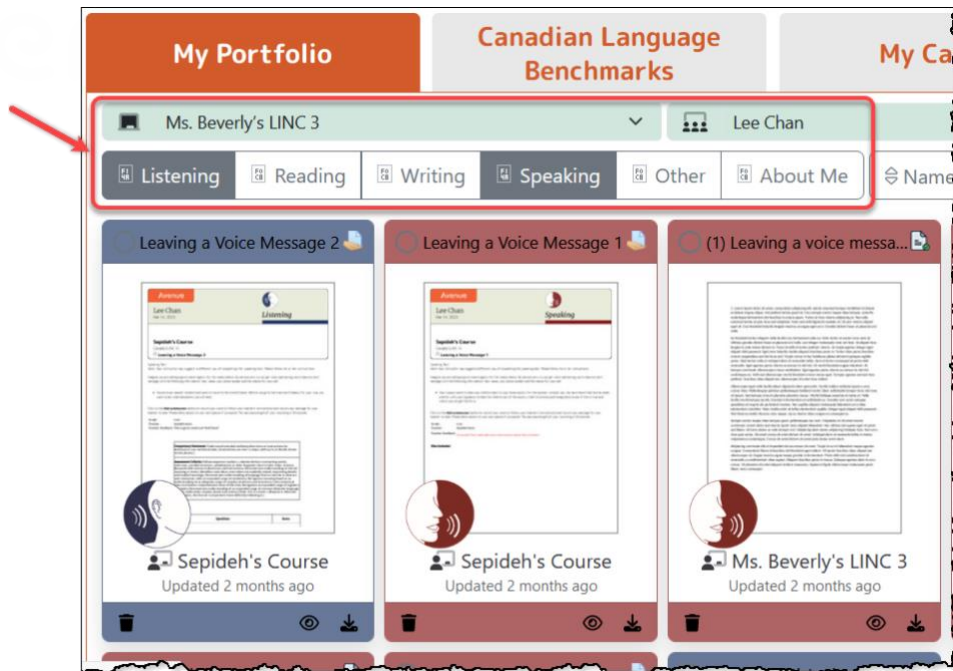
Coming soon to Avenue during the summer 2023: If an activity's **ePortfolio Additional info.** settings are completed in the learning management system (Classroom), it will not be necessary to edit each artifact for it to be added to the **Learner Progress Summary** report. It will still be necessary to edit individual artifacts to indicate that they successfully meet the PBLA requirement. The **ePortfolio Additional info.** settings feature will only apply to activities that support artifact auto collection, e.g. quiz, assignment, forum, H5P, SCORM.

1. Go to the Avenue portal and click on **Binder**.



The **My Portfolio** page appears.

2. Select the course, student and skill(s) to view the available artifacts.



3. Click on the view icon to preview the artifact and its details.



The **Artifact Preview** panel appears. It displays the artifact on the right side of the panel. Information about the artifact is displayed on the left side. Instructors can edit the information here.

- a. Instructors can type directly in the **Artifact name** text box to modify it.
- b. Instructors use a dropdown menu to choose a **Course**. This menu lists all courses a teacher currently has with **Editing** or **Non-editing Teacher** roles.
- c. The **Activity Type** setting uses radio buttons to change the task type. **Other** is selected by default. When either **Skill-using task** or **Assessment** or **Self-assessment** is selected, additional settings appear.
- d. Under **Target Competency**, the **Skill** setting uses a dropdown menu to change this information. Note that if the **Other** option is selected from the **Activity Type** menu, the options will include the four language skills plus **Other** and **About Me**.

Artifact Preview

Source

1 Artifact name:

Enter a short descriptive name for this artifact.

2 Course:

Select the course where this artifact was created.

3 Activity Type

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

Other
 Skill-using task
 Assessment
 Self-assessment

4 Target Competency


Skill

Select the skill that this artifact represents.

After selecting **Assessment** or **Skill-using task**, more editing options for an artifact will appear below **Skill**, **CLB Level** and **Outcome**.


Activity Type

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

- Other
- Skill-using task
- Assessment 
- Self-assessment

4. Select the **Skill**.

Skill

Listening 

Listening


Reading

Writing

Speaking

5. Select a level in the **CLB Level** dropdown menu, e.g. CLB 4.

CLB Level

CLB 4 

Pre-CLB

CLB 1

CLB 2

CLB 3

CLB 4

CLB 5

CLB 6

CLB 7

CLB 8

After choosing a **CLB level**, the **Can Do Statements** for the selected **Skill** and **CLB Level** appear. Note that changing the **Skill** or **CLB Level** will automatically re-populate the **Can Do Statements**.

Can Do Statement

Interacting with Others

Understand short social conversations that include small talk.

Getting Things Done

Understand common persuasive requests.

Comprehending Instructions

Follow 4- to 5-step common instructions and directions for familiar everyday situations.

Comprehending Information


Understand short descriptions or stories.


6. Select a **Can Do Statement** that is associated with the competency area of the **Assessment/Self assessment** or **Skill-using** task.

Note that the selected **Can Do Statement** is used by the **Learner Progress Summary** to tabulate the number of artifacts for that competency area, e.g. **Interacting with Others, Speaking, CLB 4**.

7. The **Outcome** section is used to indicate if the artifact successfully meets the requirement for that CLB competency. Instructors can click on the **Successful** button if the artifact is successful. **Not Yet Successful** is the default setting.

Outcome


Successful

Not Yet Successful 

Indicate whether the learner was successful or not in this task.

8. Click the **Save** button to save the updates to the artifact.



Artifacts that have been edited and saved as **Skill-Using**, **Assessment** and **Self-Assessment** tasks are added to a learner's **Learners Progress Summary**. This report tracks artifacts by CLB level, skill, competency area and whether or not they were successful. See the **Learner Progress Summary** help file for more information.