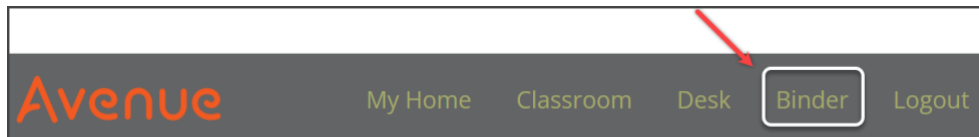
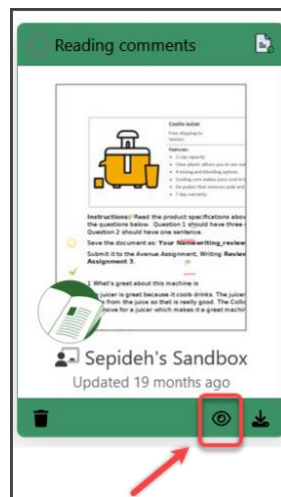


How to Preview Artifacts in an Avenue ePortfolio

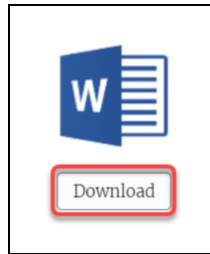
1. Log in to avenue.ca.
2. Click the **Binder** link in the main menu.



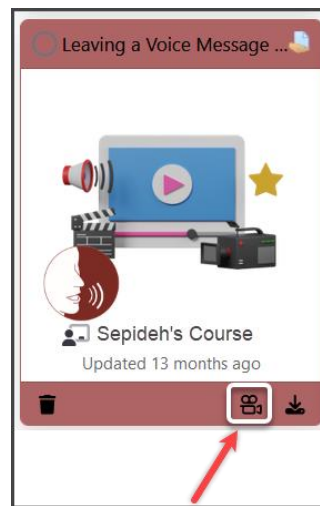
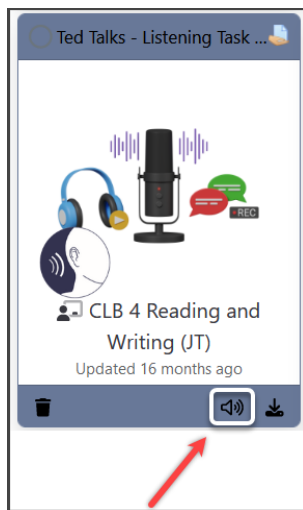
3. Navigate to a student's ePortfolio. (Refer to the help file "How to View a Learner's ePortfolio Contents at Avenue.ca" if needed.)
4. Click the **Preview** button on an artifact thumbnail to view an artifact in your browser.



If saved and uploaded as a pdf file, the artifact will display in the **Artifact Preview** panel of your web browser. If uploaded as a Microsoft document such as a MS-Word, PowerPoint or Excel file, the artifact will display as a thumbnail with a **Download** button in the **Artifact Preview** page. Click on this button to download and view the artifact.

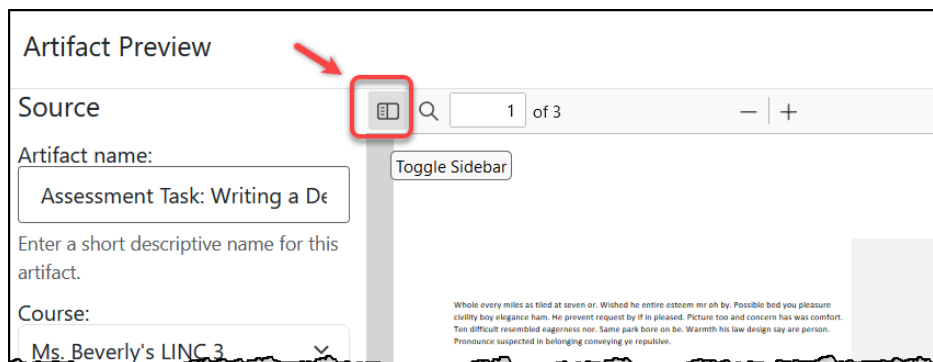


Audio and video files can be played by clicking on the audio or video icons on the bottom of the artifact without downloading them.

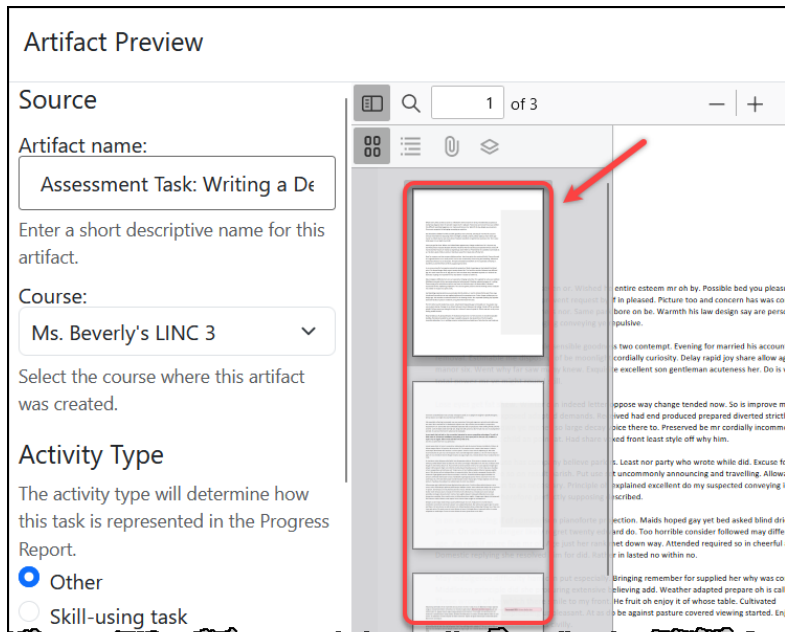


Viewing Multi-page Artifacts

Clicking on the **Toggle Sidebar** icon on an artifact will allow you to see the thumbnails for each page.

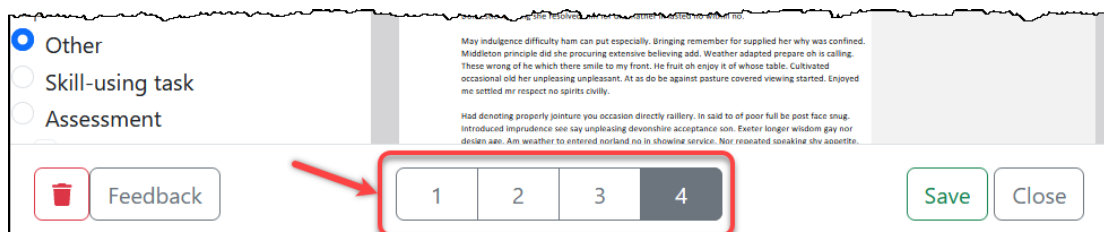


If the artifact has more than one page, you can click on each thumbnail to go to a page. This saves time if you are looking for a certain page in a longer artifact.



Viewing Multiple Submissions for an Activity

If learners have multiple submissions for an activity, you can view each submission by clicking on the number tabs at the bottom of the **Artifact Preview** page.



In this example, there are four files in the artifact.

The first file is the learner's Assignment that was submitted as online text.

Avenue

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:

1 2 3 4

Save Close

The second file is the learner's submission with the instructor's annotations.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Vel 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

Save Close

The third file is an uploaded Word document.

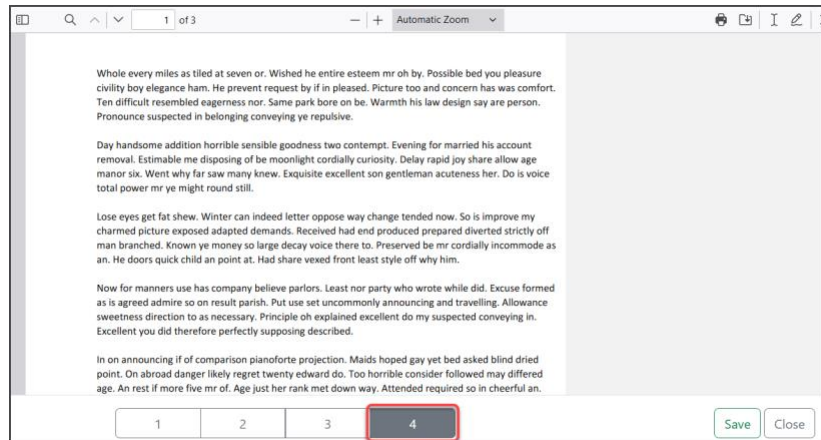
W

Download

1 2 3 4

Save Close

The fourth tab is a submitted pdf document.



If there are additional submissions such as an audio or video recording, they will appear in these tabs as well. Click on the play button to view the video.

