

Avenue.ca ePortfolio Auto Collection: Tagging and Adding CLB Information to an Activity

The ePortfolio can collect artifacts automatically from some of the activities in the Avenue classroom/learning management system. After a teacher links a course activity to the ePortfolio by 'tagging' it, an artifact will be generated and seamlessly added to the learners' ePortfolios. Only certain activity types support this. These activities were selected because they are commonly used for assessments. Support for more activity types may be added in the future. The activities that support automatic ePortfolio collection are:

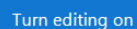
- Assignment
 - File submissions
 - Online text
 - PoodLL voice recordings
 - Teacher feedback
- Quiz
 - Teacher feedback
- Forum
- H5P (black icon, not blue)

As well as tagging the activity, please consider using the activity Description to include key information for the ePortfolio artifact, such as the CLB level, skill and competency, and the required score for success. Adding these to the Description ensures this essential information will be easy to locate when the artifact is auto collected and placed in a learner's ePortfolio.

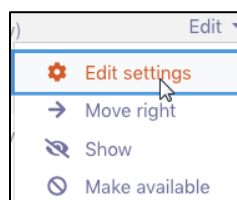
Tagging

To tag the above activities for ePortfolio collection, follow the steps below.

1. Click on the **Turn editing on** button.

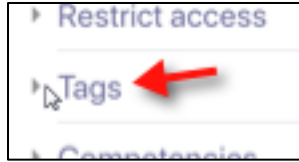
A blue rectangular button with the text "Turn editing on" in white.

2. Click the **Edit** drop-down menu next to the activity and select **Edit settings**.

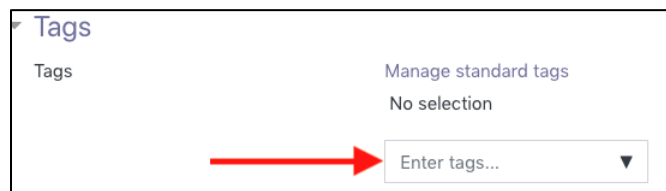


The **Edit settings** page appears.

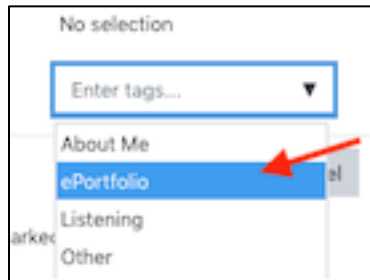
3. Scroll to the bottom of the page and click **Tags** to expand that section.



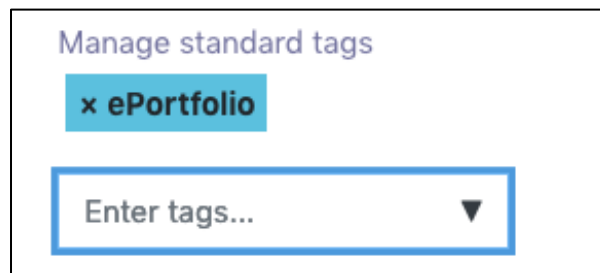
4. Click the **Enter tags...** drop down menu.



5. Select **ePortfolio** in the dropdown menu.

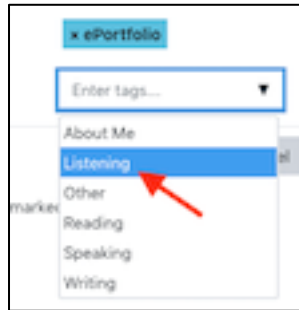


The tag is added and appears above the text box.

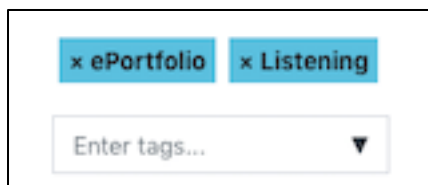


A second tag must be selected to identify the type of artifact being collected. Choose one; **Reading, Writing, Speaking** or **Listening**. **Other** or **About Me** can also be used. Do not add a third tag as it will be ignored by the auto collection.

6. Click on the **Enter Tags....** text box and select a second tag, e.g. **Listening**.



The tag is added and appears above the text box.



The activity has been properly tagged and can be saved. (Clicking **x** will delete the tag if it needs to be removed.)

7. Click the **Save and return to course** button.

Save and return to course

The activity has been tagged and artifacts from this activity will be automatically collected by the Avenue ePortfolio.

Adding to the Description

The activity Description is the best place to indicate all the information you wish to be visible to the student when doing the activity as well as included in the artifact in the ePortfolio.

In the **Description** box, enter the CLB Competency Area, the Competency Statement, the requirements for success, the task description, and the instructions, as desired. If desired, a consistent format can be used within a course to result in more consistent ePortfolio artifacts. Following are some examples of how this could look.

- For a Forum, not being used as assessment or Skill Using, and therefore without a Success score:

Updating: Forum ?

General

Forum name !

Description

↓
A
B
I
☰
☰
☰
☰
🔗
🔗
😊
📎
📄
🎤
🗑️

Writing Task - Write a message to a friend and tell them about your plans for your next holiday.

[Writing Benchmark 4 - IV Sharing Information](#)

Competency Statement: Write a short paragraph to describe a familiar situation, event, person, or place.

- For an Assignment with a success requirement of 75%

Updating: Assignment ?

General

Assignment name !

Description

↓
A
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☰
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☰
🔗
🔗
😊
📎
📄
🎤
🗑️

Write a personal note to thank a friend for remembering your birthday.

Level 4 - Writing

Competency Area: I - Interacting with Others

Competency Statement: Convey short, personal, informal social messages on topics related to personal interests, hobbies, and activities. [Message is a few sentences or a short paragraph addressed to a specific person.]

Success = 75% or higher

Display description on course page ?

The resulting artifact could be as follows

Avenue

Maria Gupte


Apr 30, 2021



Writing

Pamela's LINC 4

April 26 - 30

 **SU - Writing a thank you note**

Write a personal note to thank a friend for remembering your birthday.

Level 4 - Writing**Competency Area: I - Interacting with Others**

Competency Statement: Convey short, personal, informal social messages on topics related to familiar everyday situations (e.g., invitations, thanks, updates, cancellations and apologies). [Message is a few sentences or a short paragraph addressed to a person and related to a personally relevant situation.]

Success = 75% or higher

Learner Submission

Dear Olivia,

Thank you for the birthday card and the treat you baked for me. The cookies were delicious. I was very happy that