

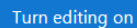
Tagging Activities for the Avenue.ca ePortfolio

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:

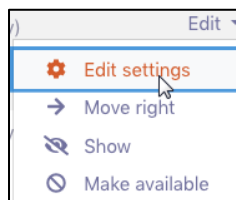
- Assignment
 - File submissions
 - Online text
 - PoodLL voice recordings
 - Teacher feedback
- Quiz
 - Teacher feedback
- Forum
- H5P (black icon, not blue)

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

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

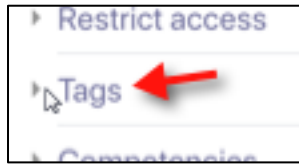
A blue rectangular button with the text "Turn editing on" in white.

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

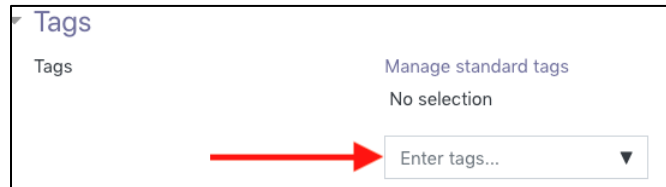


The **Edit settings** page appears.

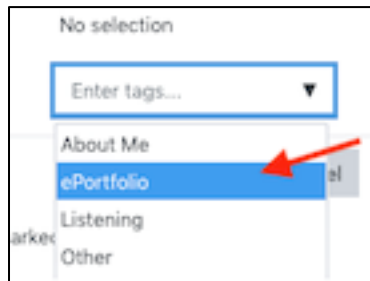
3. Scroll to the bottom of the page and click **Tags** to expand that section.



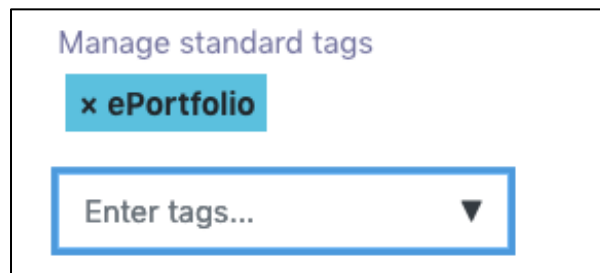
4. Click the **Enter tags...** drop down menu.



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

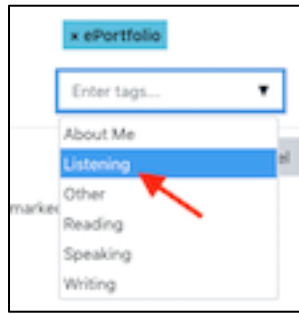


The tag is added and appears above the text box.

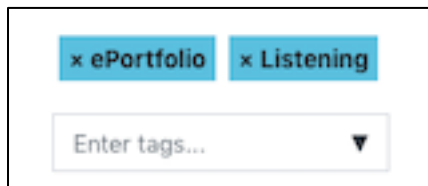


A second tag must be selected to identify the type of artifact being collected. Choose one: **Reading, Writing, Speaking** or **Listening**. **Other** or **About Me** can also be used. Do not add a third tag as it will be ignored by the auto collection.

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.