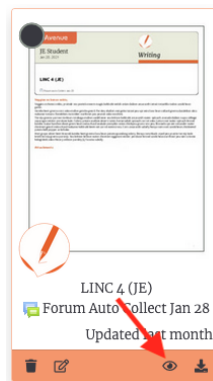


## How to Preview Artifacts in an Avenue ePortfolio

1. Go to the Teachers' Home on 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.

The file will display automatically in your web browser. Audio and video files can be played without downloading them.

### What about Microsoft Office files?

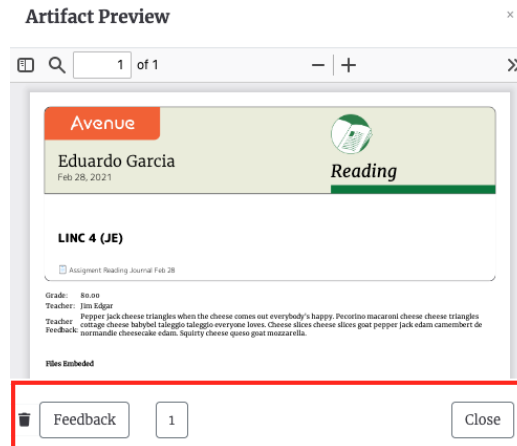
MS-Word, PowerPoint and Excel files will not display in a web browser, so the **Preview** button has been removed from the artifact thumbnail. These files must be downloaded and viewed with the appropriate software.



## Multi Page Artifacts

Auto collected artifacts with more than element (e.g. an assignment submission and teacher feedback) are auto collected in one artifact thumbnail. The Preview button gives access to the various elements.

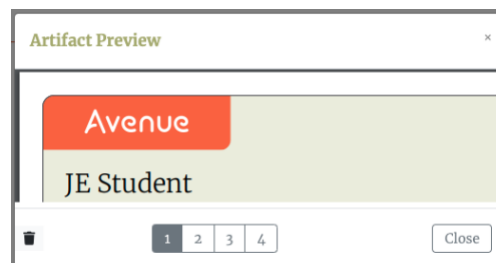
In the following screen shot, the bottom part of this **Artifact Preview page** has four buttons. They are, from left to right, a Trash can, Feedback, “1” and Close.



The **Trash button** can be used by the teacher to delete whatever is currently previewed, i.e. one element of this artifact. (This is different than the **Delete** button on the artifact thumbnail, which will delete an entire thumbnail and all elements within it.)

The **Feedback button** will display the teacher's feedback.

The **numbered button** will display the each attempt or submission by the learner. In the above example, there is only one submission, so it displays “1”. In the following example, four forum postings by this learner were auto collected. Clicking on each number will display a different posting.



The **Close button** closes the Artifact Preview.