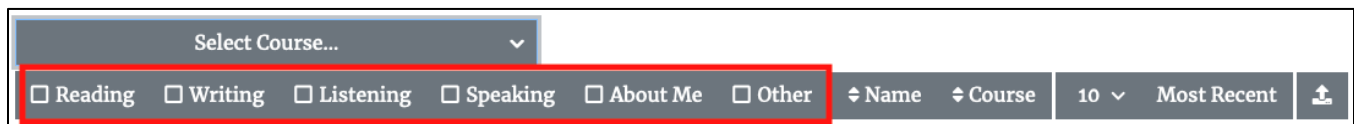


Filtering and Sorting Artifacts in the ePortfolio

The ePortfolio toolbar can be used to change how the artifacts are displayed. **Filters** can be used to restrict the number and type of items displayed on the page. Sorting changes the order items are displayed. The toolbar also has an option to increase and decrease the number of items displayed.

Filtering

The toolbar filters on the Avenue ePortfolio page restrict what is displayed. Artifacts can be filtered by **language skill** or by **About Me** or **Other**. The filters on the ePortfolio toolbar are shown in the red box below.



Click on a filter button to enable it. When selected, a filter will display a check box and the button gets darker. Clicking on the filter a second time de-selects it. In the following example, the **About Me** filter has been selected, so only **About Me** artifacts would be displayed on the page.



More than one filter can be used at the same time. In the following screenshot, two filters have been applied to the page. In this example, only **Listening** and **Speaking** artifacts will be displayed on the **My Portfolio** page.



Sorting

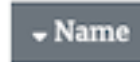
The **Name** and **Course** toolbar buttons sort artifacts in ascending (lowest to highest) and descending (highest to lowest) order. In the following screenshot, the chevrons next to both **Name** and **Course** buttons point up and down, so neither of these sort options have been enabled.



A single click on one of these two sort buttons will arrange the artifacts in ascending (alphabetical) order by their file name when the chevron points up.



A second click on the same button will arrange the artifacts in descending (reverse alphabetical) order when the chevron points down.

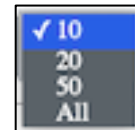


Clicking a third time will disable the button's sort function.



Number of Artifacts

Use the drop-down menu next to the **Course** button to increase or decrease the number of artifacts on the page. Display options are 10, 20, 50 or All.



Most Recent

Click the **Most Recent** button to sort the artifacts by the date they were added to the ePortfolio.



What is the difference between the Select Course... and the Course tools?

These tools have two different functions.



The **Select Course...** tool is a dropdown menu for teachers to view a student's ePortfolio. Students do not have this menu. After selecting a course they teach, a second menu appears to select a student to display his/her ePortfolio.

CLB 4 Speaking and Listening (JT) ▾	Select Student... ▾
-------------------------------------	---------------------

For more information about this, see the file “How to View a Learner’s ePortfolio at Avenue.”

The **Course** button is for **sorting** artifacts by course. When a student’s ePortfolio is displayed, artifacts from all of his/her courses are displayed. Teachers (and students) can use this button to organize or sort artifacts by the course they are associated with.