

How to Edit an Artifact 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 at Avenue.ca" if needed.)

4. Click the **Edit artifact button** in the artifact thumbnail, in the lower left corner.



The Edit Artifact panel appears.

Edit artifact for JE Student

Artifact name:

The name of the artifact is typically based on the name of the activity that the user has completed.

Course:

Skill:

Currently teachers can use the:

- **Artifact name text box** to change the name of the artifact.
 - **Course drop-down menu** to change the course that the artifact is associated with. (If there is no course, select the **No Associated course** option.)
 - **Skill drop-down menu** to change the skill. (The drop down menu includes **Other** and **About Me** options.)
5. Click the **SAVE button** in the confirmation panel to save the changes. (Clicking the **Close button** closes the panel and cancels any change to the artifact.)

The artifact is updated in the binder.