

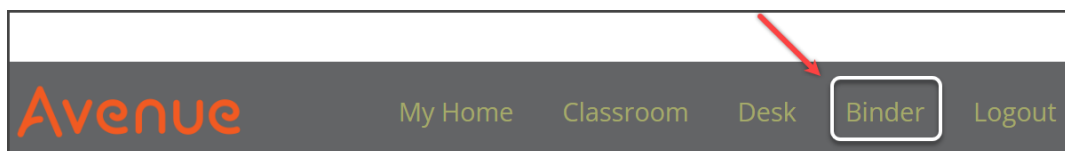
How to Edit an Artifact in an Avenue ePortfolio

Instructors can update some of the information in an artifact after it has been added to the **ePortfolio**. This pre-populated information includes the **Artifact name**, the **Course** it is associated with, the language **Skill** and the **About Me** or **Other** options. Instructors can also add more information about an artifact, such as the type of activity it is (**Skill-using**, **Assessment**, **Self-assessment**, or **Other**), its **CLB level**, the **Competency area/Can Do Statement** and whether or not the students' attempt was **successful**. This additional information is used to populate the course **Generated Artifact** counter in the **Class Register** and the **Learner Progress Summary** report.

Note: if an activity is **Tagged** using the **Edit Settings** menu, it will not be necessary to edit the artifact in the **Binder** to add it to the **Generated Artifacts** counter on the **Class Register**. However, to be counted in the **Learner Progress Summary** report, it will still be necessary to edit the skill, CLB level, competency area, activity type, and whether it meets PBLA requirements successfully or not in the artifact. (See **Avenue.ca ePortfolio Auto Collection: Tagging and Adding CLB Information to an Activity** and **Tagging for Auto-collection After a Quiz or Assignment is Complete and Graded** to learn more about tagging an artifact.)

Coming soon to Avenue during the summer 2023: If an activity's **ePortfolio Additional info.** settings are completed in the learning management system (Classroom), it will not be necessary to edit each artifact for it to be added to the **Learner Progress Summary** report. It will still be necessary to edit individual artifacts to indicate that they successfully meet the PBLA requirement. The **ePortfolio Additional info.** settings feature will only apply to activities that support artifact auto collection, e.g. quiz, assignment, forum, H5P, SCORM.

1. Go to the Avenue portal and click on **Binder**.



The **My Portfolio** page appears.

2. Select the course, student and skill(s) to view the available artifacts.



3. Click on the view icon to preview the artifact and its details.



The **Artifact Preview** panel appears. It displays the artifact on the right side of the panel. Information about the artifact is displayed on the left side. Instructors can edit the information here.

- a. Instructors can type directly in the **Artifact name** text box to modify it.
- b. Instructors use a dropdown menu to choose a **Course**. This menu lists all courses a teacher currently has with **Editing** or **Non-editing Teacher** roles.
- c. The **Activity Type** setting uses radio buttons to change the task type. **Other** is selected by default. When either **Skill-using task** or **Assessment** or **Self-assessment** is selected, additional settings appear.
- d. Under **Target Competency**, the **Skill** setting uses a dropdown menu to change this information. Note that if the **Other** option is selected from the **Activity Type** menu, the options will include the four language skills plus **Other** and **About Me**.

Artifact Preview

Source

1 Artifact name:

Leaving a Voice Message 2

Enter a short descriptive name for this artifact.

2 Course:

Sepideh's Course

Select the course where this artifact was created.

3 Activity Type

The activity type will determine how this task is represented in the Progress Report.

☒ Other

☐ Skill-using task

☐ Assessment

☐ Self-assessment

4 Target Competency

Skill


Other

Select the skill that this artifact represents.

After selecting **Assessment** or **Skill-using task**, more editing options for an artifact will appear below **Skill**, **CLB Level** and **Outcome**.

Activity Type

The activity type will determine how this task is represented in the Progress Report.

- ☐ Other
- ☐ Skill-using task
- ☒ Assessment 
- ☐ Self-assessment

4. Select the **Skill**.

Skill

Listening ▼

Listening

Reading

Writing

Speaking

5. Select a level in the **CLB Level** dropdown menu, e.g. CLB 4.

CLB Level

CLB 4 ▼

Pre-CLB

CLB 1

CLB 2

CLB 3

CLB 4

CLB 5

CLB 6

CLB 7

CLB 8

After choosing a **CLB level**, the **Can Do Statements** for the selected **Skill** and **CLB Level** appear. Note that changing the **Skill** or **CLB Level** will automatically re-populate the **Can Do Statements**.

Can Do Statement

Interacting with Others
☐ Understand short social conversations that include small talk.

Getting Things Done
☐ Understand common persuasive requests.

Comprehending Instructions
☐ Follow 4- to 5-step common instructions and directions for familiar everyday situations.


Comprehending Information
☐ Understand short descriptions or stories.


6. Select a **Can Do Statement** that is associated with the competency area of the **Assessment/Self assessment** or **Skill-using** task.

Note that the selected **Can Do Statement** is used by the **Learner Progress Summary** to tabulate the number of artifacts for that competency area, e.g. **Interacting with Others, Speaking, CLB 4**.

7. The **Outcome** section is used to indicate if the artifact successfully meets the requirement for that CLB competency. Instructors can click on the **Successful** button if the artifact is successful. **Not Yet Successful** is the default setting.

Outcome

 Successful

Not Yet Successful 

Indicate whether the learner was successful or not in this task.

8. Click the **Save** button to save the updates to the artifact.



Artifacts that have been edited and saved as **Skill-Using, Assessment** and **Self-Assessment** tasks are added to a learner's **Learners Progress Summary**. This report tracks artifacts by CLB level, skill, competency area and whether or not they were successful. See the **Learner Progress Summary** help file for more information.