

## How to Upload to a Learner's ePortfolio at Avenue.ca

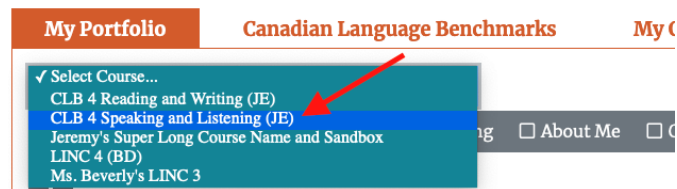
1. Go to the Teachers' Home on avenue.ca. (Log in to the site or click **Avenue** in the top banner.)
2. Click the **Binder** link in the main menu.



The My Portfolio page appears.



3. Click the **Select Course ...** drop-down menu and choose a course.



4. Click the **Select Student...** drop-down menu and click on a student.



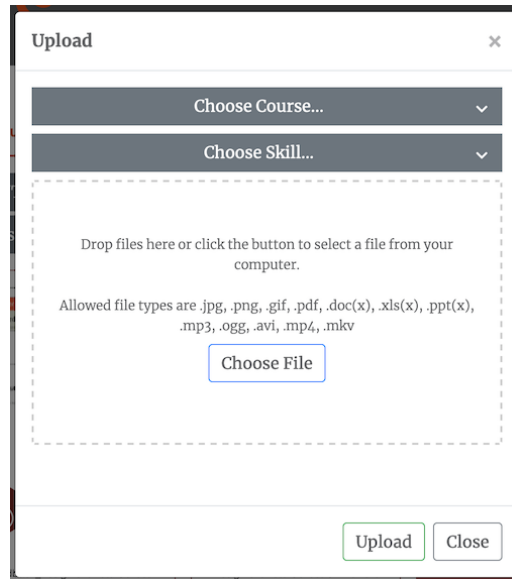
The student's ePortfolio is displayed.



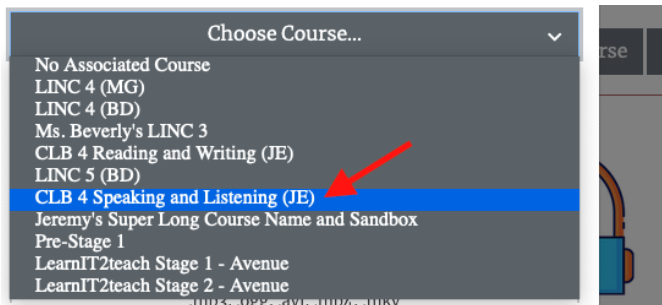
- Click the upload button on the **My Portfolio** toolbar.



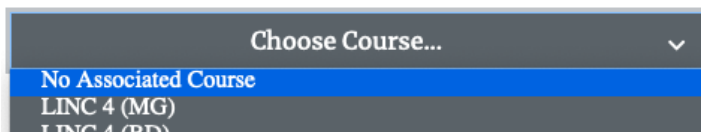
The **Upload** panel appears.



- Select the course in the **Choose course...** drop-down menu.

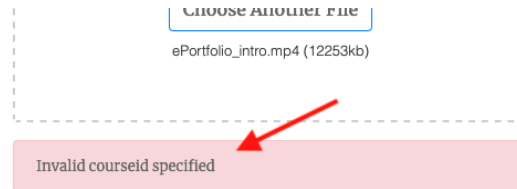


If the uploaded file is not part of a course, choose **“No Associated Course”**.

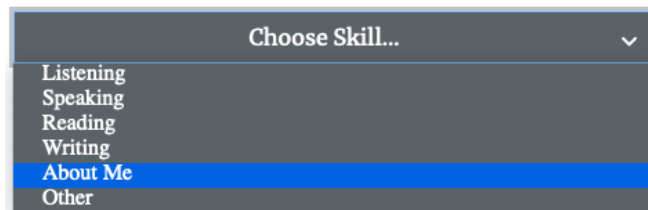


Users must select an option in the **Choose course** menu or the file will not upload and the

upload attempt will return this message: "Invalid courseid specified". If this happens, close the panel and try again if this happens.



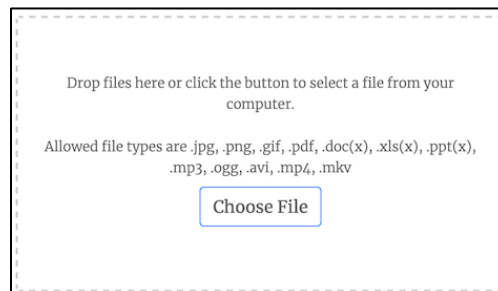
7. Select the **Skill** (or **Other** or **About Me**) in the **Choose Skill...** drop-down menu.



If a user does not select a skill, the file will still upload. The thumbnail for this file will display a question mark to indicate nothing was selected in the **Choose skill...** drop-down menu.



Note that only those file types listed above the **Choose File** button can be uploaded.



(Allowed file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, .mkv)

8. **Drag and drop** the file onto the drop area in the panel OR click the **Choose File** button and navigate to the file on your computer and choose it.

9. After dropping a file onto the panel or selecting it on your device, the file name will appear below the **Choose File** button.

Click the Choose Another button

10. Click the **Upload** button at the bottom of the panel to finish the upload.



The file is uploaded and appears the artifact Thumbnail appears in the learners' My Portfolio page.

