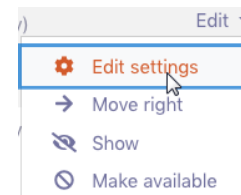# Tagging Activities for the ePortfolio

The ePortfolio can collect artifacts automatically from some of the activities in the Avenue classroom/learning management system. After a teacher links a course activity to the ePortfolio by 'tagging' it, an artifact will be generated and seamlessly added to the learners' ePortfolios. Only certain activity types support this. These activities were selected because they are commonly used for assessments. Support for more activity types may be added in the future. The activities that support automatic ePortfolio collection are:

- Assignment
    - File submissions
    - Online text
    - PoodLL voice recordings
    - Teacher feedback
- Quiz
    - Teacher feedback
- Forum
- H5P

To tag the above activities for ePortfolio collection, follow the steps below.

1. Click on the **Turn editing on** button.

2. Click the **Edit** drop-down menu next to the activity and select **Edit settings**.

   The Edit settings page appears.

3. Scroll to the bottom of the page and click **Tags** to expand that section.

4. Type ePortfolio in the box that says Enter tags ….

5. Press Enter on your keyboard.

   The tag is added and appears above the text box.

   Manage standard tags

   × ePortfolio

   Enter tags...   ▼

   A second tag is needed to identify the type of artifact being collected. The second tag that can be entered should be **reading**, **writing**, **speaking** or **listening**. '**Other'** can also be used as a tag if, for example, the artifact is not related to a language skill, such as a needs assessment or goal setting artifact.

6. Type a second tag in the Enter Tags text box, e.g. reading.

7. Press Enter on the keyboard.

   The tag is added and appears above the text box.

   Manage standard tags

   × ePortfolio   × reading

   Enter tags...   ▼

   The activity has been properly tagged and can be saved. (Clicking 'x' will delete the tag if it needs to be removed.)

8. Click the **Save and return to course** button.

   Save and return to course

   The activity has been tagged and artifacts from this activity will be automatically collected by the Avenue ePortfolio.