

Artifacts Introduction – Part 2

1. To track her progress, Megan can see her portfolio artifacts according to how they were flagged. These colour codes were chosen earlier while personalizing her portfolio. She can click on the **equal sign** and sort her artifacts by colour code.
2. Items are sorted alphabetically by default. However, Megan can also sort by **Title**, by **Folder** or by **Date**. Any column heading may be clicked on to sort by that option. For example artifacts may be organized by folder by clicking on that column heading. Date sorting is in reverse order so the most recently added items are viewed first.
3. The letters provide the student with details about what portfolio sections were completed for each artifact. By rolling over each letter, a student can read what that column is for: Attachments (A). General Goals (G), Reflection (R), Comments (C) received (from teacher, parents or peers), as well as the connections the students made with the Broad Areas of Learning (BAL), Cross Curricular Competences (CCC), Subject Areas (SA) and Human Resources Skills Development Canada Essential Skills (SK).
4. Finally, if Meg wants to **present**, she checks the box that belongs to this title, on the last column on the right and then click on **to presentation**. A pop up window will appear to ask “Send this artifact to the Presentation Folder”? Once you click on **ok** this artifact will now be in the presentation folder. This sign will appear showing that the artifact was copied to the presentation folder.
5. Clicking on the **Presentation** folder Megan can see the new artifact present. She can click on the **title** to view it. Once an artifact is in the presentation folder the student can no longer edit it.
6. As we mentioned earlier in this tutorial in Level 3 the icons have been replaced for buttons with text. As a part of it, the list of artifacts works differently. The **delete**, **edit** and **view** links only appear when the mouse is over the work.
7. Reflecting: How can the Artifacts index page help you monitor your student progress?
 - When you review each student’s portfolio explore the page and the sections completed for each artifact. This provides you with an overview of what steps the student has completed in the self-regulated learning process.

- You can work with the whole class to introduce them to each category and explain what each means.
 - Go step by step! You can start with the easier categories and add the more advanced ones later in the year. We will explore each of these concepts in the upcoming chapters.
8. During this chapter you learned about:
- The Artifacts index page and its features
 - How your students can organize, add, edit or delete their artifacts.
 - Monitor the completion of each artifact.

Now it's your turn! Open your demo account and practice! You can also print the instructions by clicking on the **print** button.