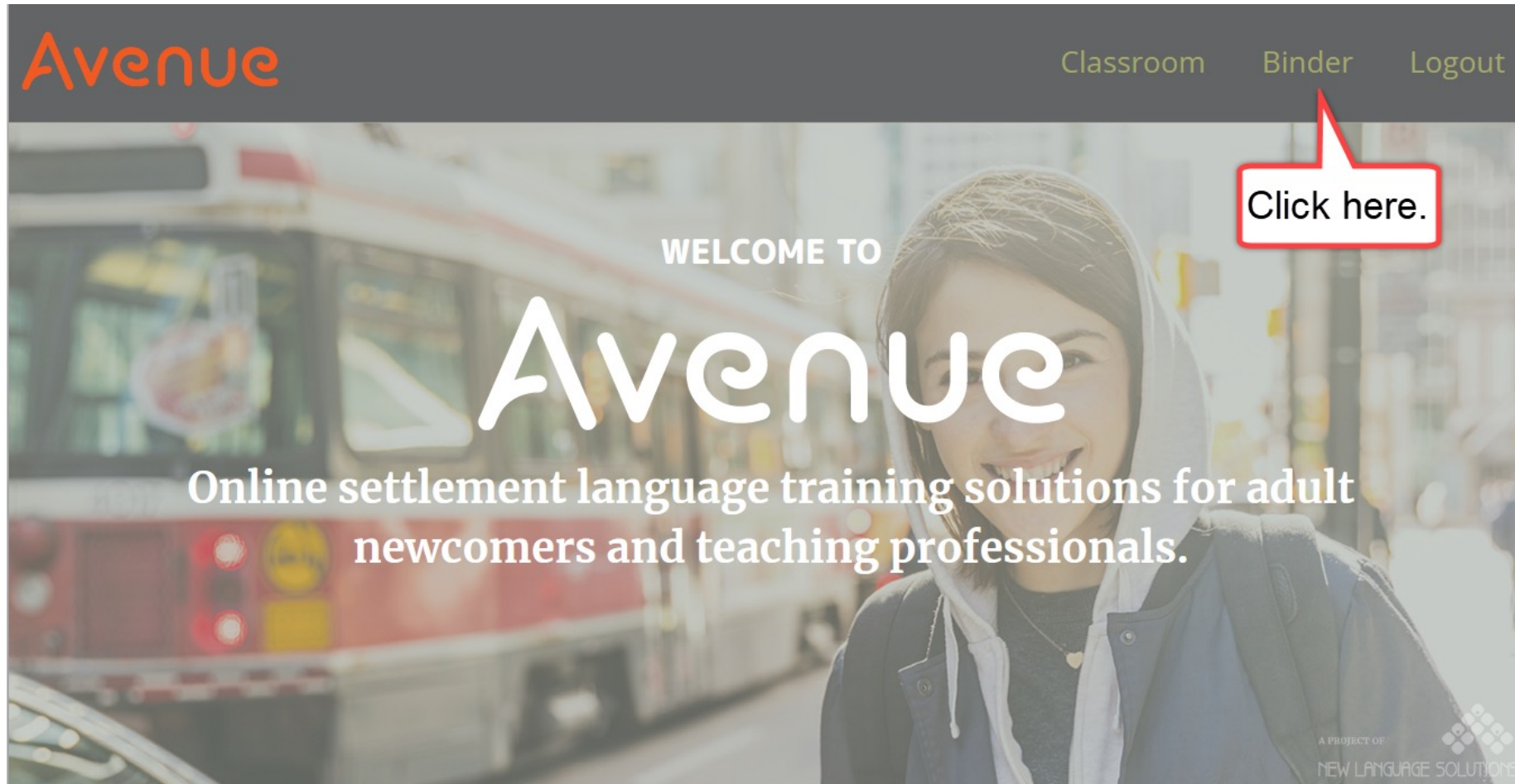


WELCOME TO

Avenue

How to Upload a File to Your Artifact

1. Click on Binder.



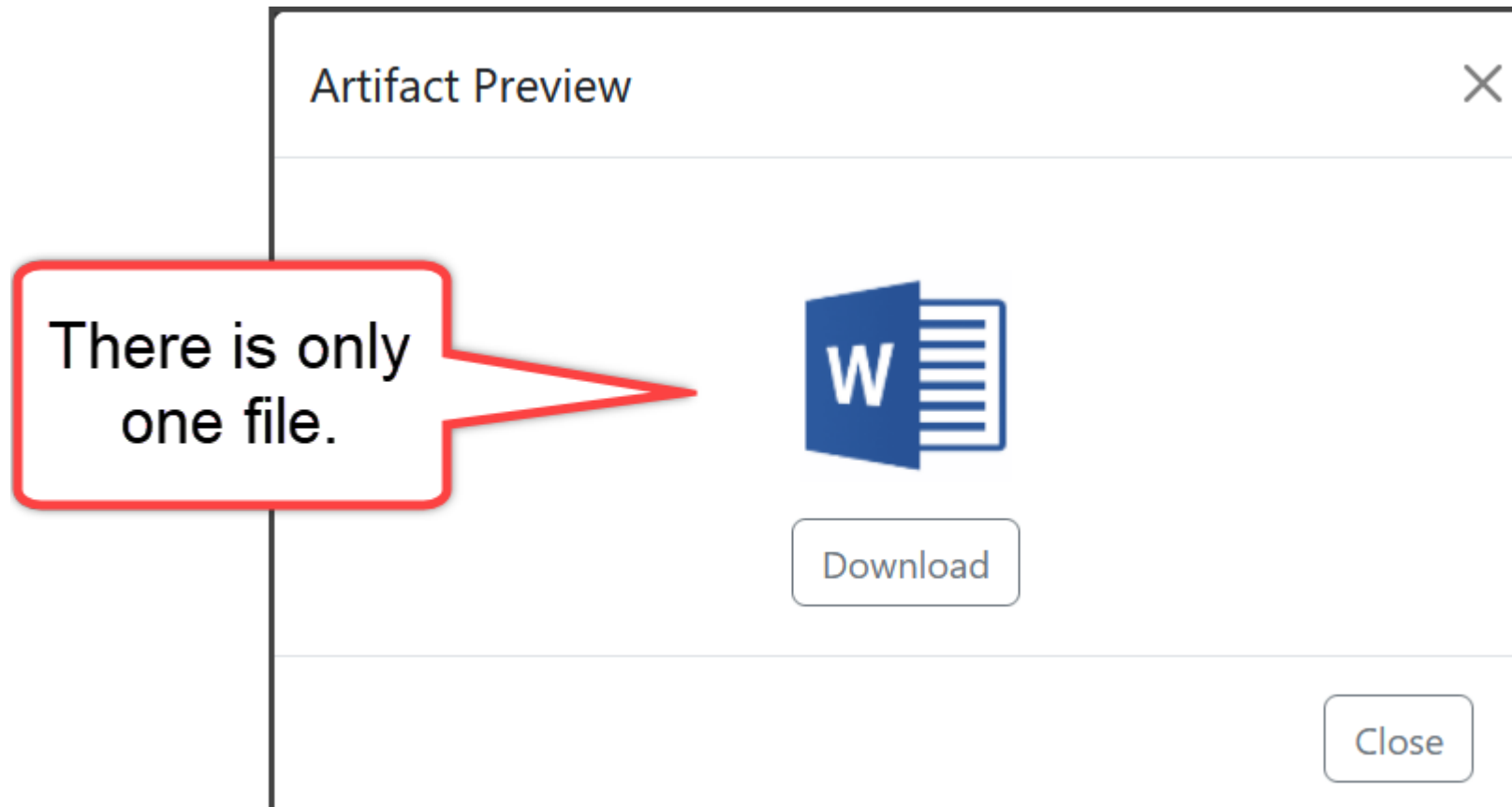
3. Choose an artifact.

Click on View.



Click here.

Sometimes, there is only one file.

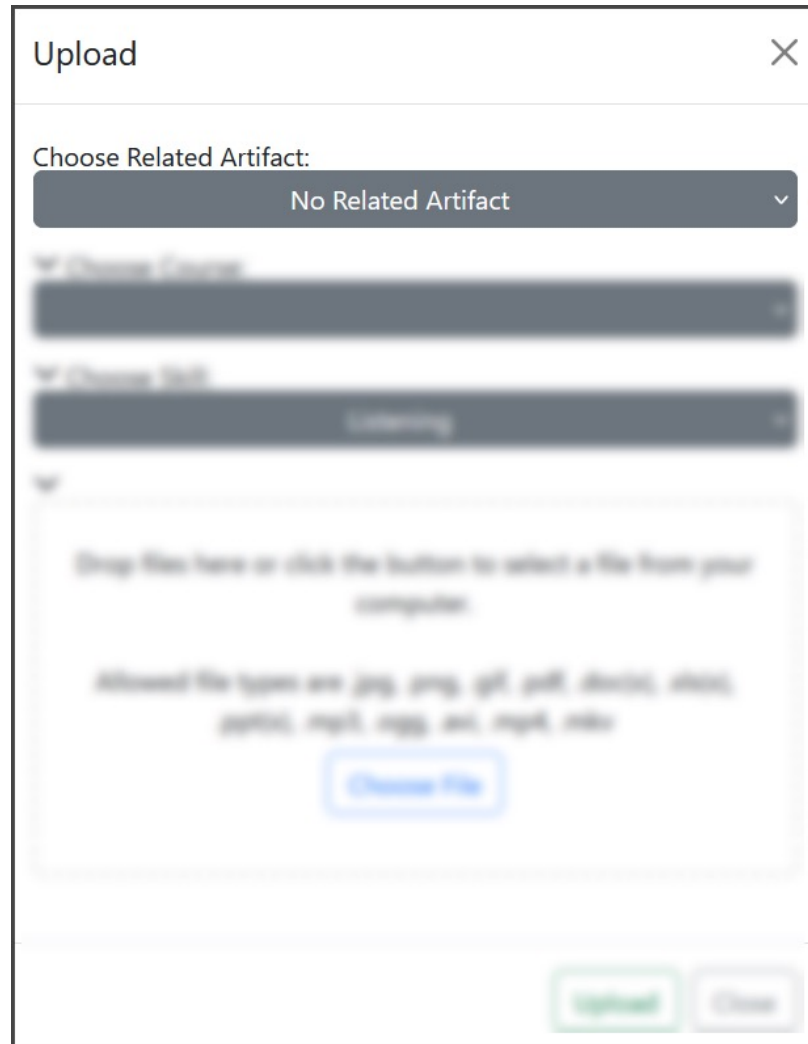


Do you want to add more files?

4. Click on the Upload button.

The screenshot displays a user interface with several navigation tabs: "My Portfolio" (highlighted in orange), "Canadian Language Benchmarks", "My Canada", "When...", and "Helpful English". Below the tabs is a toolbar containing buttons for "Listening", "Reading", "Writing", "Speaking", "Other", and "About Me", each with a small "FO CB" icon. To the right of these are buttons for "Name", "Course", "All" (with a dropdown arrow), and "Most Recent". The "Upload new item" button, represented by an upward-pointing arrow icon, is highlighted with a red callout box that says "Click here." A tooltip above the upload button reads "Upload new item".

5. Click on No Related Artifact.

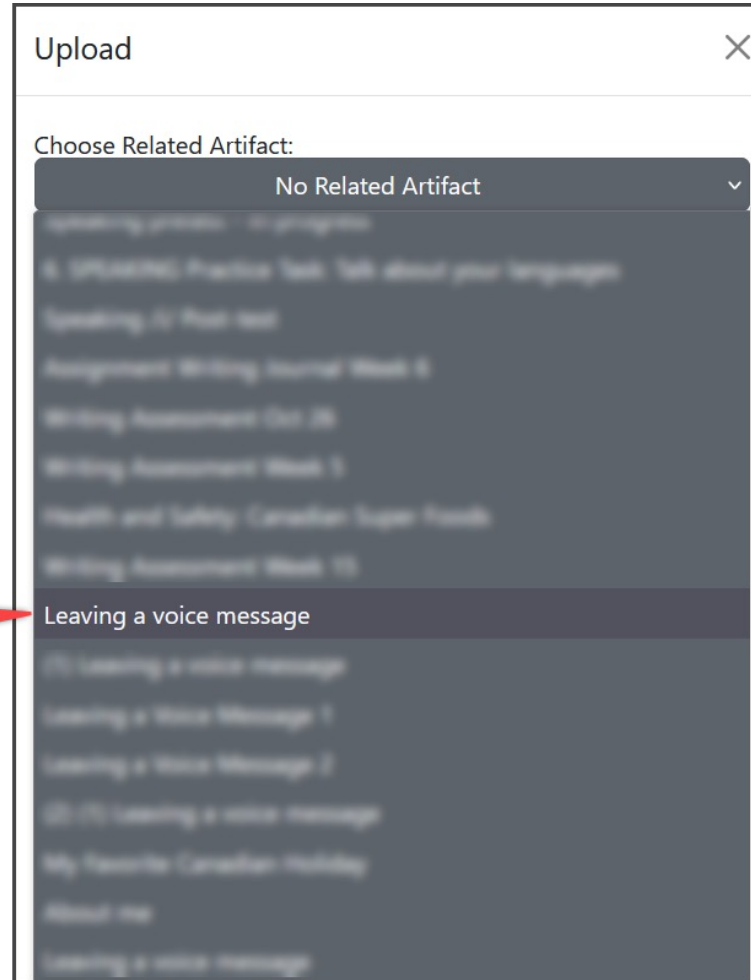


The image shows a software dialog box titled "Upload" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Choose Related Artifact:" followed by a dark grey dropdown menu. The dropdown menu is currently open and displays the text "No Related Artifact" with a small downward-pointing chevron icon on the right side. Below this dropdown, there are two more dark grey dropdown menus, the first labeled "Choose Group:" and the second labeled "Choose Skill:". At the bottom of the dialog, there is a large white area with a dashed border containing the text "Drop files here or click the button to select a file from your computer." Below this text, there is a list of allowed file types: ".jpg, .png, .gif, .pdf, .docx, .xlsx, .pptx, .mp4, .mp3, .avi, .mkv, .m4v". A blue "Choose File" button is centered below the list. At the very bottom of the dialog, there are two buttons: a green "Upload" button and a grey "Close" button.

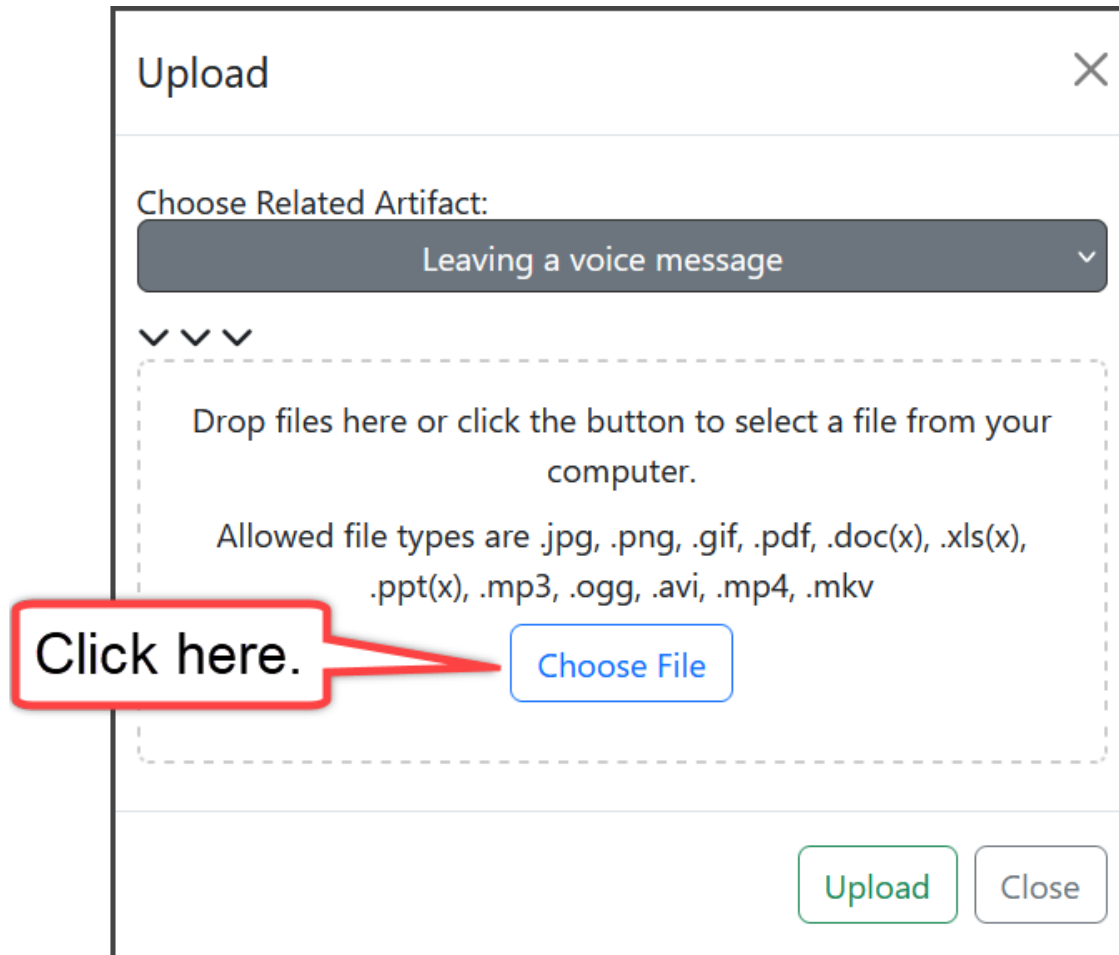
Click here.

6. Find the name of your artifact.

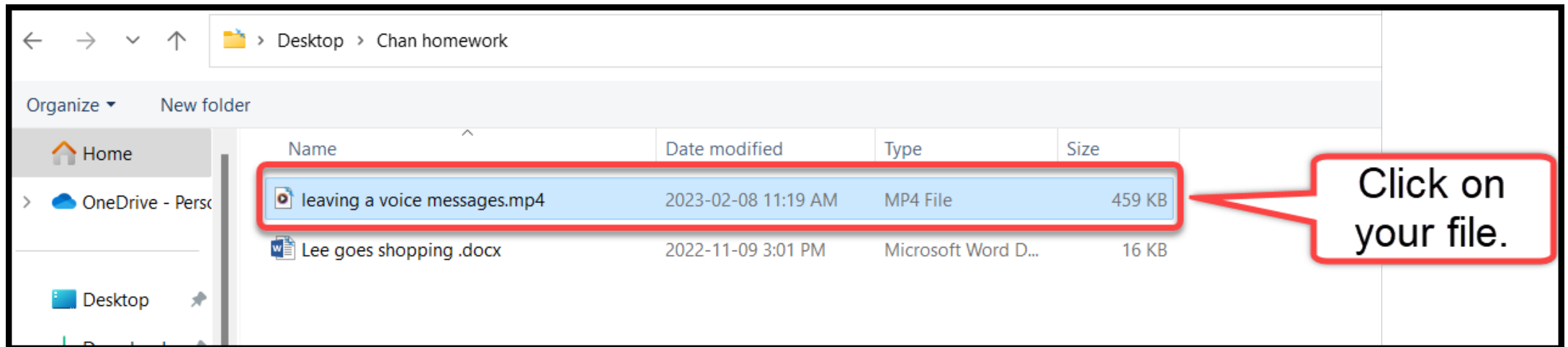
Click on the name of the artifact.



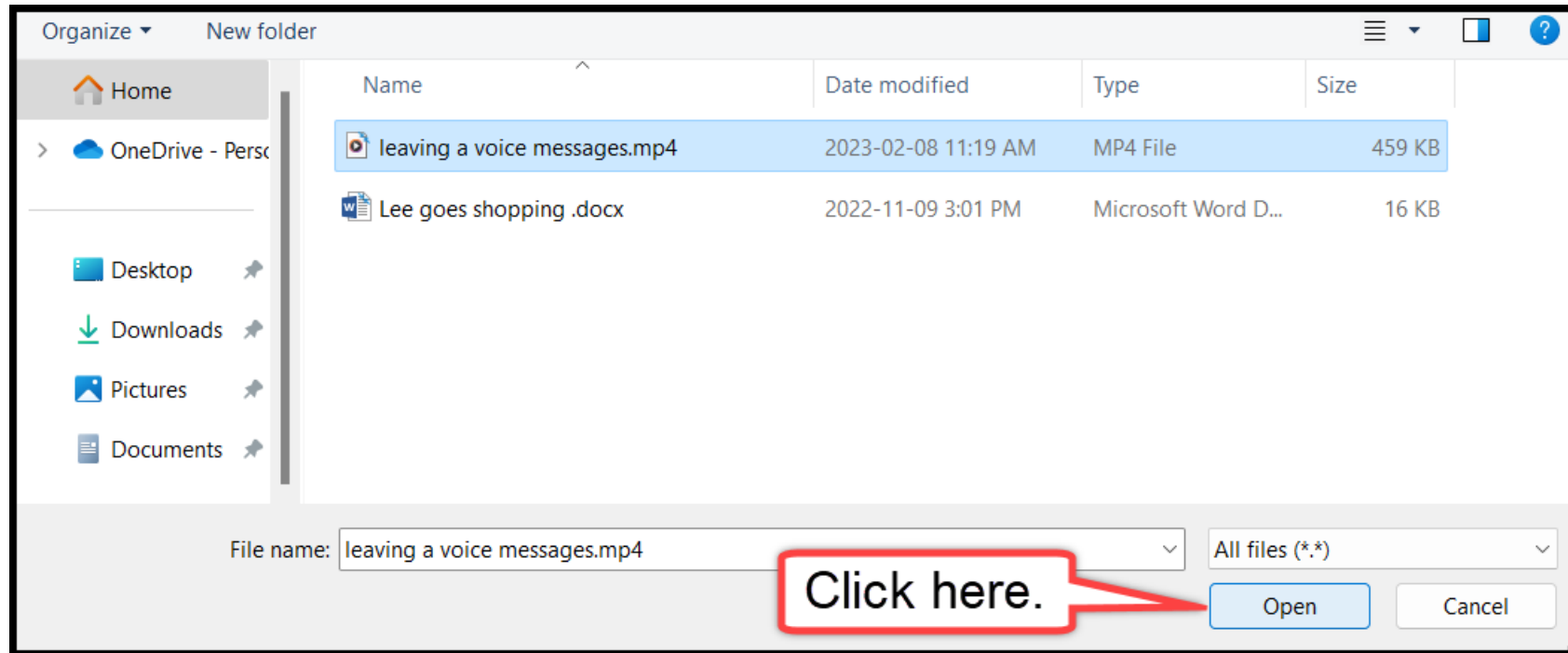
7. Click on Choose File.



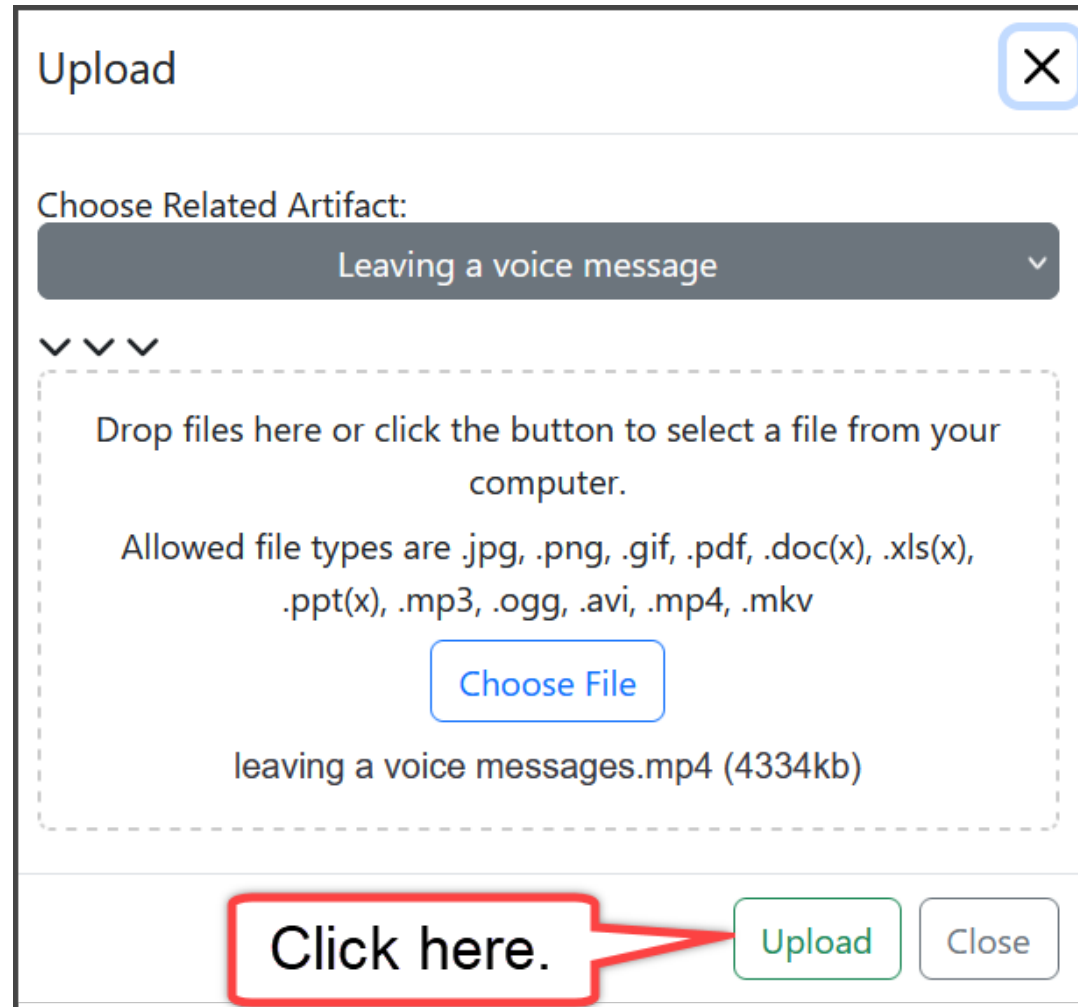
8. Choose the file from your computer.



9. Click on Open.



10. Click on Upload.



Upload is successful!

Drop files here or click the button to select a file from your computer.

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

[Choose Another File](#)

leaving a voice messages.mp4 (4334kb)

leaving a voice messages.mp4 successfully uploaded.

[Upload](#) [Close](#)

Upload is successful!

11. Click on Close.

Drop files here or click the button to select a file from your computer.

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

[Choose Another File](#)

leaving a voice messages.mp4 (4334kb)

leaving a voice messages.mp4 successfully uploaded.

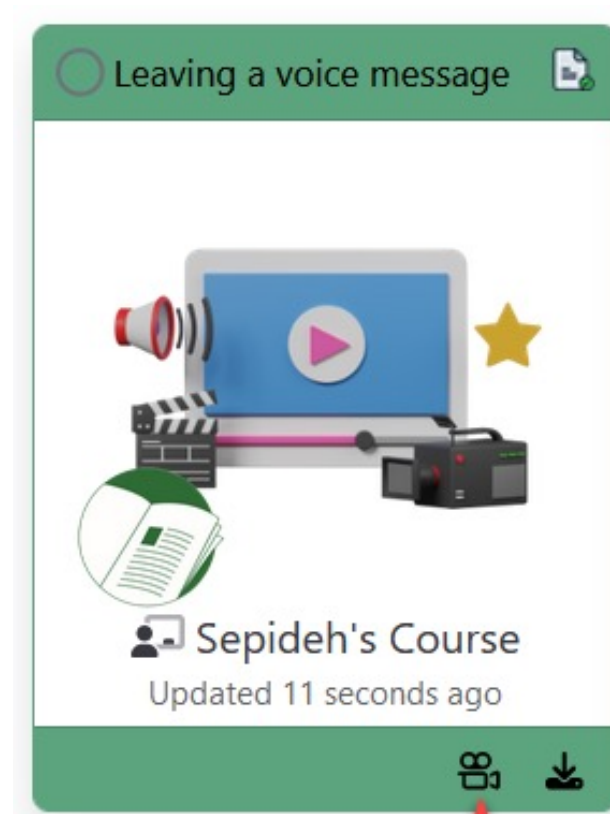
[Upload](#) [Close](#)

Click here.

The new artifact is on the left.

The screenshot displays the 'My Portfolio' section of the Avenue application. At the top, there are navigation tabs: 'My Portfolio' (active), 'Canadian Language Benchmarks', 'My Canada', 'Where I Live', and 'Helpful English'. Below these are filters for 'Listening', 'Reading', 'Writing', 'Speaking', 'Other', and 'About Me', along with sorting options for 'Name', 'Course', '10' items, and 'Most Recent'. The main area shows a grid of artifact cards. The first card, titled 'Leaving a voice message', is highlighted with a red border and a callout bubble that says 'New artifact'. This card features a play button icon, a star, and a document icon, and is attributed to 'Sepideh's Course' with a timestamp of 'Updated 11 seconds ago'. Other cards in the grid are blurred, showing similar titles and course information.

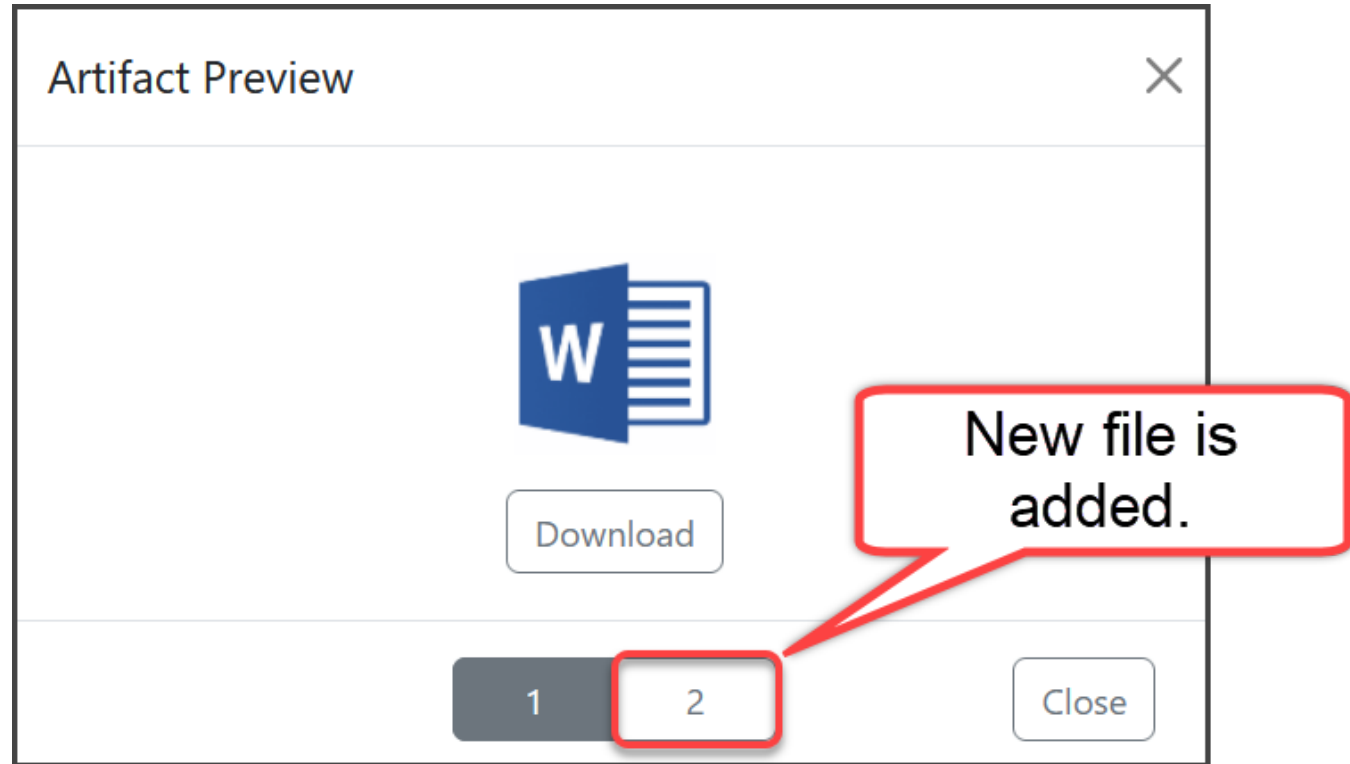
12. Click to *View* the new file.



Click here.

You see box number 2.

It is the new file.



View both artifacts, then click close.

