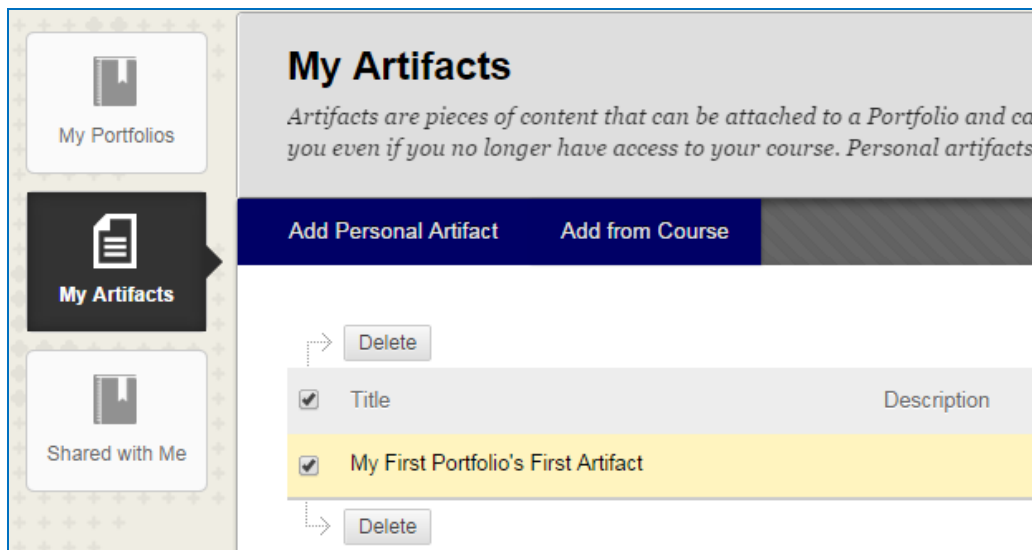


## Viewing Artifacts

To view individual Artifacts, first navigate to the Portfolios Homepage via the appropriate link on the Course Menu. Users may then click **View** on the Portfolio containing the Artifact, followed by the button for the Artifact itself. If the location of the Artifact is unknown, click **My Artifacts** to display the complete list.



**My Artifacts**

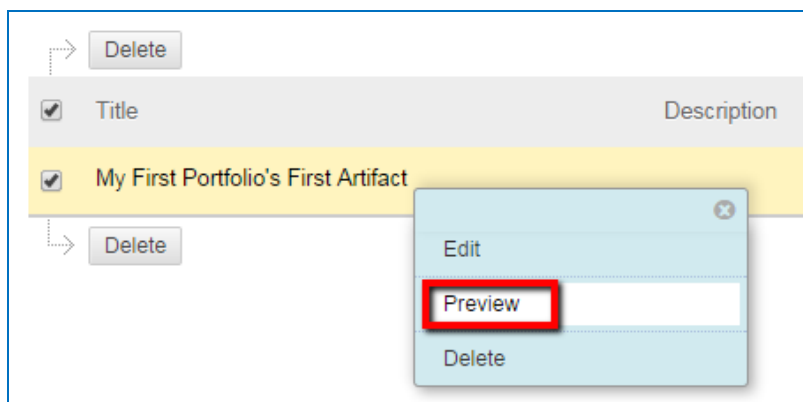
*Artifacts are pieces of content that can be attached to a Portfolio and can be viewed even if you no longer have access to your course. Personal artifacts*

Add Personal Artifact   Add from Course

<input checked="" type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	My First Portfolio's First Artifact	

Delete

1. Click the contextual arrow next to the Title of the Artifact, and select **Preview**.



<input checked="" type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	My First Portfolio's First Artifact	

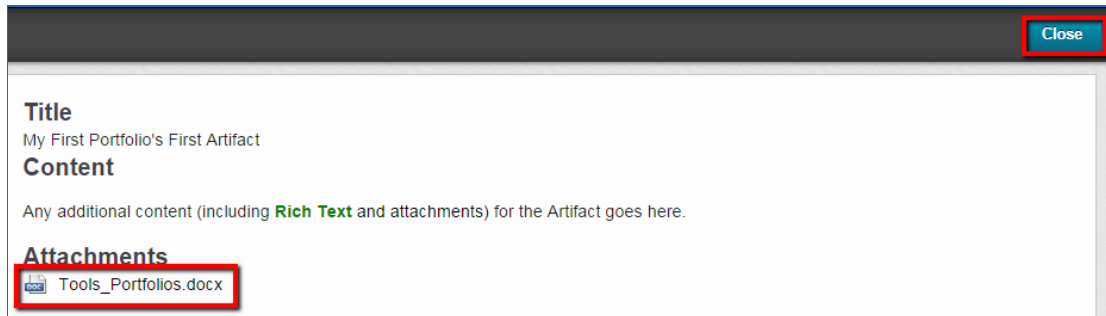
Delete

Edit

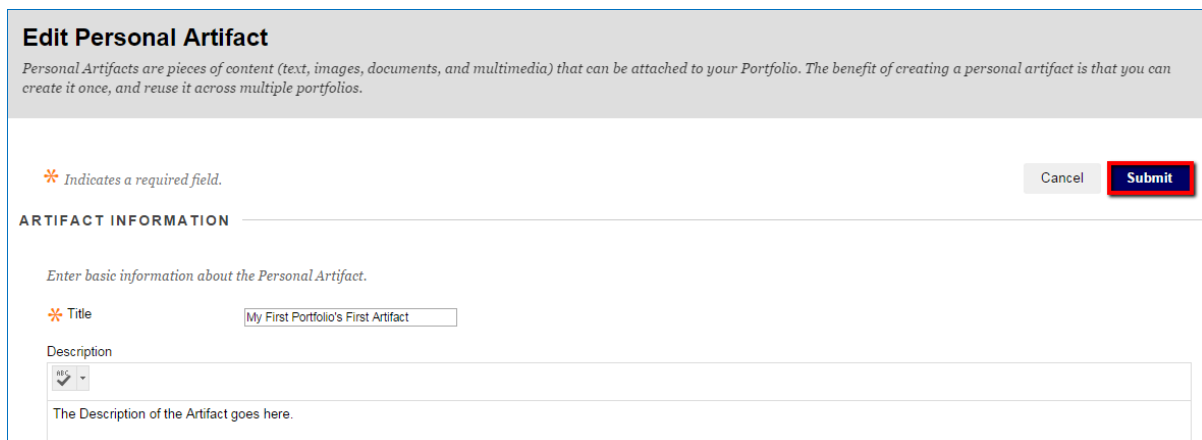
**Preview**

Delete

2. The Artifact appears in a new window. Click the icon for any attached file to download it. Click **Close** to close the window and return to the Portfolios Homepage.



The same contextual menu allows you to edit or delete the Artifact. Click **Edit** to make changes to the Artifact, such as modifying the content or adding files. Click **Submit** when finished.



The screenshot shows the "Edit Personal Artifact" form. At the top, it has a title "Edit Personal Artifact" and a subtitle: "Personal Artifacts are pieces of content (text, images, documents, and multimedia) that can be attached to your Portfolio. The benefit of creating a personal artifact is that you can create it once, and reuse it across multiple portfolios." Below this, there is a legend: "\* Indicates a required field." and two buttons: "Cancel" and "Submit" (highlighted with a red border). The form is divided into sections:

- ARTIFACT INFORMATION**: A section header.
- Enter basic information about the Personal Artifact.**: A subtitle.
- Title**: A required field with a red asterisk icon, containing the text "My First Portfolio's First Artifact".
- Description**: A text area with a red asterisk icon, containing the text "The Description of the Artifact goes here." and a small dropdown menu.