

5) Editing and deleting an uploaded document/video/image

- Go to the portfolio page where you posted the unwanted or needs-to-be-edited document/video/image
- To edit your work, click the pencil button
- To delete the item from the page, click the red dot with the minus sign (the document will remain in your Artifact Library and cannot be uploaded again with the same file name without deleting the original item from the Artifact Library [see 11. Finding an already uploaded assignment and organizing the Artifact Library])

