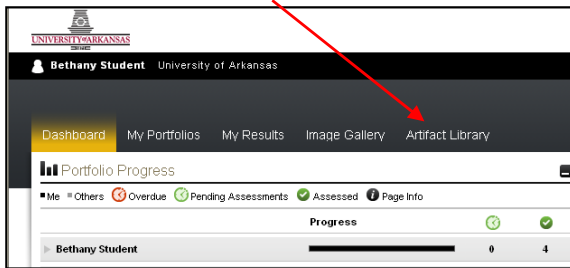


11) Finding an already uploaded assignment and organizing the Artifact Library

- Click the Artifact Library tab

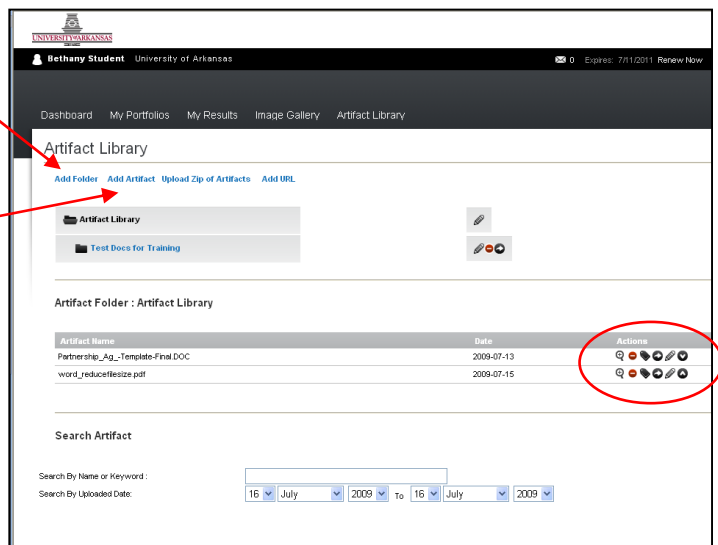


- Your uploaded assignments should appear on this page

Click "Add Folder" to organize your documents

- Click "Add Artifact" to upload an image/video/document without putting it on a portfolio page (same with the link "Add URL")

- In the Actions column on the right, you can do several things with your Artifacts
- The magnifying glass lets you view the Artifact



- The red dot with minus sign is to delete the item (you must delete an Artifact from any portfolio pages where you have posted it before Chalk and Wire will let you delete it from your Artifact Library)
- The price tag allows you to rename your uploaded work
- The arrow lets you move the document to a folder within your Artifact Library
- The pencil lets you edit the Artifact by replacing it with a new version
- The up and down arrows move the Artifact up or down in the list
- You can also search for uploaded Artifacts