

Archiving

Archiving and Exporting Submissions in myPortfolio

To archive submissions in myPortfolio, you must first follow the steps outlined in the “[Submissions](#)” guide on our wiki. **Important:** When creating a group, be sure to enable the “Allow archiving of submissions” option.



Abb. 1: Group Settings

After students have submitted their work to the group, you can grade them under “Submissions” and then approve them. Approval may take a moment. Once the submissions have been approved, they appear in the archive and can be downloaded there by left-clicking on the archive file name.



Abb. 2: Access to Archived Submissions

It is recommended that you rename each archive file immediately after downloading it so that it can be clearly identified. To do this, the file should be named using the student’s name and student ID number. Alternatively, you can configure your browser to prompt you for a save location before each download. This allows you to name the file correctly and save it to the desired location as soon as it is downloaded. Depending on the browser, the corresponding setting can be found, for example, under “Settings → Downloads → Ask where to save files before downloading.”

Once all archive files have been correctly named, they can be forwarded collectively to Student Services (studierendenservice@leuphana.de).

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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