

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.



Fig. 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.



Fig. 2: Access to Archived Submissions

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



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