

FAQ - Manage



Here you will find the most frequently asked questions about the instructions [Manage](#). If you have a question that is not listed here, please contact lehrservice@leuphana.de.



This section deals with exporting and importing to myPortfolio. If you are still working with the old version, you must export your previous portfolios either to archive them or to be able to continue working with them on the new myPortfolio version. Technically, it is not possible to automatically import all portfolios to the new system. They must therefore be imported into the new system by the respective authors themselves. If you have questions that are not answered here, you can find detailed instructions on the wiki page [Manage](#).



The export function of myPortfolio may not be used for archiving exams! If you want to take exams via myPortfolio, you must currently print and merge all pages manually as a PDF and then send this file to Student Services.

1. How can portfolios be exported?

To export portfolios, open the *Manage* function via the *Burger menu* and select *Export*. There you can select which pages and collections you want to export and whether comments should be included. You will receive a **Leap2a file** as a download.

2. How can existing portfolios be imported?

Existing portfolios can be imported as a **Leap2A** file type. To do this, open the *Burger menu* and select the *Import* function via *Manage*. You can then either upload your files via drag-and-drop or open them directly from a folder on your computer via *Select file*. Then click on *Import*.

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



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