

myPortfolio - Manage

Export or import pages and collections for myPortfolio

1. Export

- 1. Go to the menu item *Export* (1) via the citizen menu under *manage*.
- 2. Choose what you want to export. You can choose between all your data, some of your pages or some of your collections. Finally, you can display a preview.
- **Note:** Technically it is not possible to export group portfolios currently.
- 3. Consider exporting the comments on your artifacts as well.
- Then go to Create export file. Select which format you want the export to have. If you want to upload your portfolio to another myPortfolio or Mahara server later, please select Leap2A as the file format.
- 5. When exporting, a zip file will be created and send to you as an email.

🖗 Dashboard		What do you want to export?
	2	e All my data
+ Create 🗸 🗸		O just some of my pages
< Share 🗸 🗸	3	Use some of my collections
🐝 Engage 🗸 🗸	Ĭ	All comments will be included in the HTML export.
🖨 Manage 🔨		Include private comments No Kyou include private comments in your export, people you share this export with will see them. To keep them private, create an export where the comments in your export, people you share this export with will see them. To keep them private, create an export
Export 1		Generale export
Import	/	

Abb. 1: Exportsettings

2. Import

- 1. Go to the *import* menu item via citizen menu under *manage*.
- 2. Select the <u>previously exported zip file</u> using the *Browse*-button or drag-and-drop.
- 3. Click on the red *import*-button and select which blogs, files, pages or biographies you want to ignore or add.
- 4. Finish the import by clicking the *import*-button again at the very bottom of the page.

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



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