

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.
 4. 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.

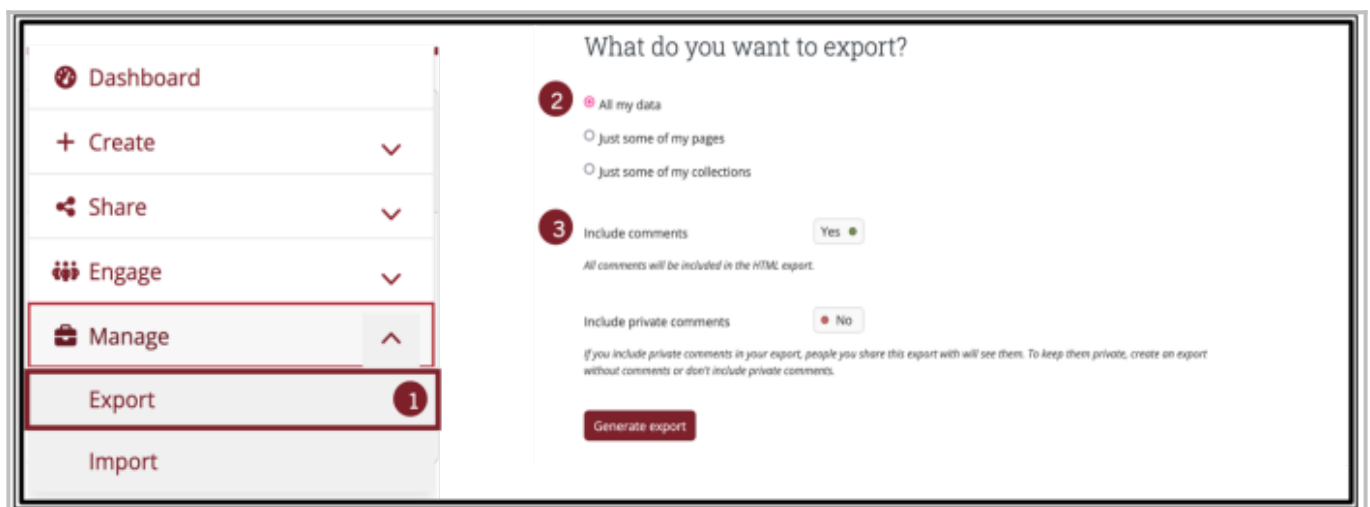


Abb. 1: Exportsettings

2. Import

1. Go to the *import* menu item via citizen menu under *manage*.
2. Select the previously exported zip file 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.

3. FAQ





We answer the most frequently asked questions about these instructions in the [FAQ - Manage](#). If you have a question that is not listed there, please contact lehrservice@leuphana.de.

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



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