

myPortfolio – Manage

Export or import pages and collections for myPortfolio

[Note: The e-portfolio portal used by Leuphana is called myPortfolio based on Mahara (software)]

Answers to the most frequently asked questions can be found in the FAQ at:

<https://digitaler-support.leuphana.de/doku.php?id=myportfolio>

Welcome!

In this tutorial, you will learn how to export myPortfolio pages or collections and how to export and import them again later.

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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.

What do you want to export?

2 ☒ All my data
☐ Just some of my pages
☐ Just some of my collections

3 Include comments ☒ Yes
All comments will be included in the HTML export.

Include private comments ☐ No
If you include private comments in your export, people you share this export with will see them. To keep them private, create an export without comments or don't include private comments.

Generate export

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.

If you have any questions, please feel free to contact us at lehrservice@leuphana.de.



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