

myPortfolio – Manage

Export or import pages and views 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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In the following we will explain the necessary steps to transfer your profile, pages and/or collections to the current productive system (<https://myportfolio.leuphana.de>) from the old Mahara-Version via the archived Moodle (<https://archiv.moodle.leuphana.de>).

1. Export

Note: Since April 1st to log into the old myPortfolio you have to login via the archived Moodle (<https://archiv.moodle.leuphana.de>). Please select MyPortfolio in the right-hand column Network Server in your dashboard. It is important to note that you must be logged in via VPN or be on the Leuphana network. The updated myPortfolio doesn't need the Moodle redirection and is simply accessible under myportfolio.leuphana.de.

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.



2. Import

Note: To do so, log in to <https://myportfolio.leuphana.de> via the Leuphana login.

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.