Exporting your eportfolio

Export all or part of a portfolio

You can export all or part of your portfolio to a single zip file containing the following:

1. Standalone HTML website. You cannot import this into Folioz or another portfolio system again, but it is readable in a standard web browser and you do not need a Folioz in order to view it. To view this website, extract the zip file and click on the index.html file that is in the folder. This should open in your default browser for viewing or printing as a PDF.
2. Leap2A: You can import this into another Leap2A-compliant system or you can import it into your own account again (see step 1, but click import, instead of export).

Exporting a Portfolio

1. Click on the **Main Menu** > **Manage > Export**
2. Choose what to export:
   - **All my data**: Everything that is stored in your account in Content and Portfolio. Excluded are any of your group contributions.
   - **Just some of my pages**: You can choose which pages and the artefacts that are contained within them you want to export.
     - If you choose either 'some pages', choose them in the box below, and check the preview to ensure that everything that you want / expect is included.
3. Click **Generate export** to start the export process. Wait for the process to complete.
4. **Save** the export.

If the Export 'All my data' process starts running but does not complete (hang), this is likely due to a legacy issue of which we are aware but which we can unfortunately not resolve.

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