

Export

1. The plan for this chapter will be to learn about how a student can export her portfolio to save onto a portable memory device such as a USB drive or CD. This process allows the student to keep her presentations folder as long as she wants and it is saved in standard HTML format for easy viewing through any internet browser.
2. Let's get started! From the artifacts index page the student would click on the Presentations folder. Then, she will click on the **export** icon.
3. A new screen appears explaining the export function. Students will be able to copy the entire contents of their presentation folder to the desktop of the computer by clicking on **start**. Then the computer exports the students' portfolio. It will take a few minutes to complete.
4. When the process is finished this screen will appear. The student must now click on **click here to download**. Next the computer will ask the student if she wants to save, or open the file. Clicking on **save**, the computer will ask where the students wants to save it. By clicking on **desktop** the file will be saved to the computer's hard drive. This is a compressed or zipped file that should be unzipped before burning to a CD.
5. To unzip this file, click on the right **icon** and choose **extract files**. Once the files have been extracted you can see the folder on the desktop. This folder can now be dragged to any memory device and looks like a web page when opened. You must choose the html file to view the portfolio.
6. The plan for this chapter was to learn about how a student can export their portfolio on a CD. Now, it's your turn! Open your demo account and practice! You can also print the instructions to easily refer back to them by clicking on the **print** button.