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HOW TO EXPORT YOUR PORTFOLIO

1. Login to Blackboard (http://blackboard.temple.edu)
2. Click the `Bb Drive` tab
3. Click the `My Portfolios` link on the left-side menu

PART 1: PACKAGE AND SAVE YOUR PORTFOLIO

4. Next to the name of portfolio you want to export, click the arrow icon that appears when you hover your mouse to open the context menu. Then, click on the "Edit" option.

5. In the "`Portfolio`" window, click "`Package the Portfolio`"
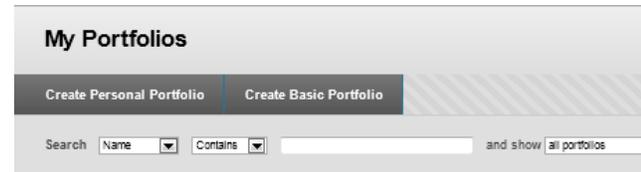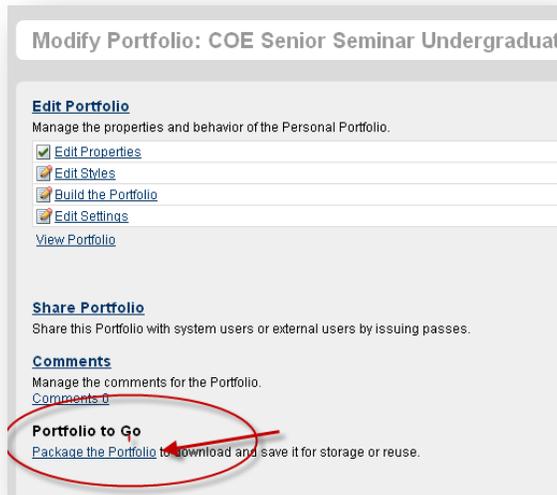
6. **WAIT! It may take 5-10 minutes for the process to complete,** depending on the number and size of the files in your portfolio. Go have a coffee and come back in a bit!

7. Blackboard will (eventually) package your portfolio and display a download link. To save your portfolio, click the "`Download Portfolio`" link. Save the ZIP file to a location where you can find it again.

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1. Find the saved ZIP folder you downloaded in Step 1 (above).
2. In Windows, right-click on the folder and choose "`Extract All`". Click NEXT twice, and allow the Wizard to extract your documents.
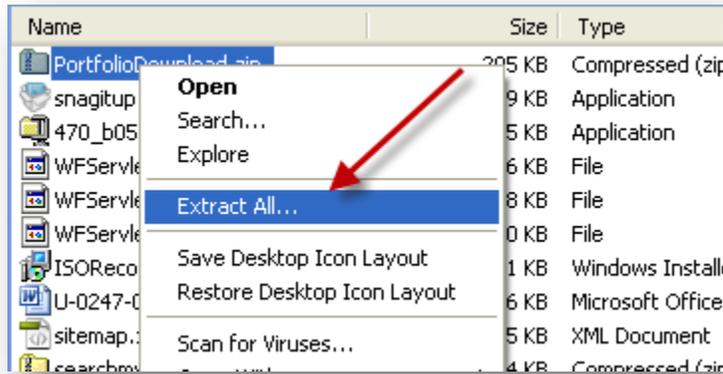
3. When completed, your portfolio should open in a new folder:

Extracted Portfolio file. Double-click the index.html file to open your portfolio in your browser.
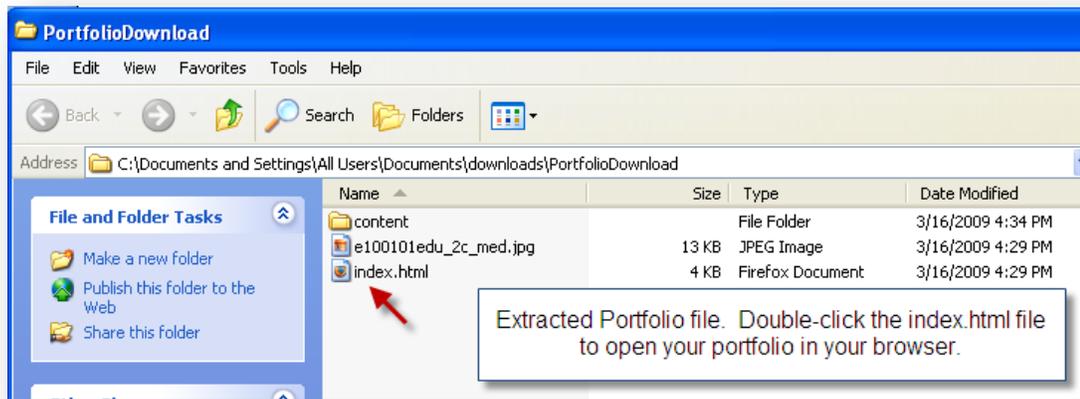
   a. Double-click the "index.html" file to view your portfolio in your browser.
   b. Copy and paste all of these files, including folders, onto a CD or USB flash drive and give to external reviewers. The reviewer would need to double-click on the index.html file to begin viewing your portfolio.

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TROUBLESHOOTING TIPS

If you are attempting to Package Your Portfolio and the process doesn't seem to be working, here are a few important troubleshooting tips.

1. **Remove Special Characters from file names that you attached to your portfolio.** One of the most-frequent issue we find is that students use special characters like $, %, #, &, *, and + when naming their files that they then attach to their portfolios. When these characters are present, the package-the-portfolio process will not work. Instead, name your files using only underscore _ or dash -.

   Bad File Name: My Lesson Plan #2.docx
   Good File Name: MyLessonPlanv2.docx

   Bad File Name: Example of Students' Work.pdf
   Good File Name: Example-of-Students-Work.pdf

2. **Remove Special Characters from names of artifacts.** Although less likely to cause a problem, it is a good idea to avoid special characters when you are creating a new artifact and giving it a name. Just for kicks. . . go ahead and remove those too.

3. **WAIT! It may take 5-10 minutes for the process to complete,** depending on the number and size of the files in your portfolio. After you click the "Package the Portfolio" link, make sure you give the process sufficient time. Go have a coffee and come back in a bit!

4. **Try another browser.** Are you using Firefox? Try Chrome? Using Safari? Try Internet Explorer. We have found that sometimes the process doesn't work in certain browsers, but works fine in others. There is no rule about which ones work or don't work. Just try different ones before you give up.

5. If all else fails . . . contact the Help Desk. Submit a TUHelp Request online at http://tuhelp.temple.edu and indicate that you are unable to package your portfolio. One of the tech support staff will take a look at your files and portfolio and try to identify the issue.