

HOW TO EXPORT YOUR PORTFOLIO

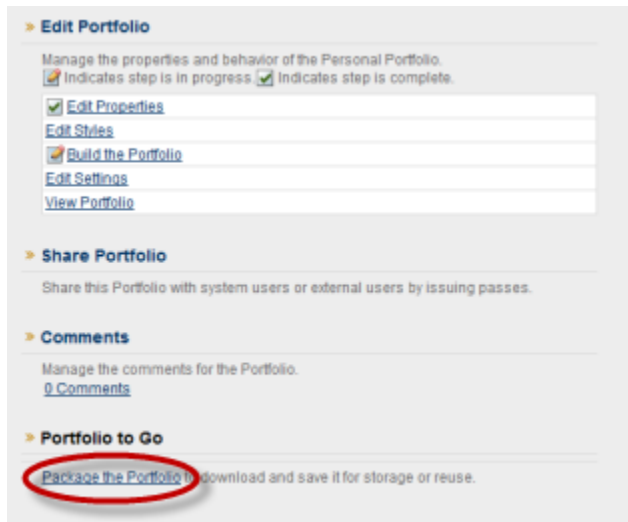
1. Login to Blackboard (<http://blackboard.temple.edu>).
2. Click the **Bb Drive** tab
3. Click the **My Portfolios** link on the left-side menu

STEP 1: PACKAGE AND SAVE YOUR PORTFOLIO

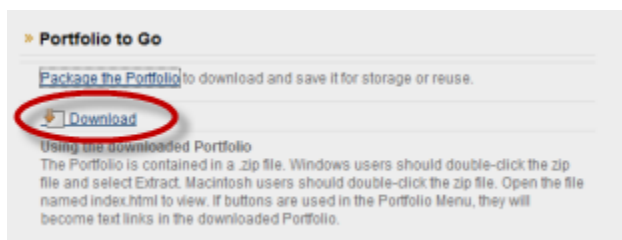
4. Find the portfolio you want to export and click the drop down next to it and choose **Edit**.



5. In the **Edit Portfolio** section, click the **Package the Portfolio** link.

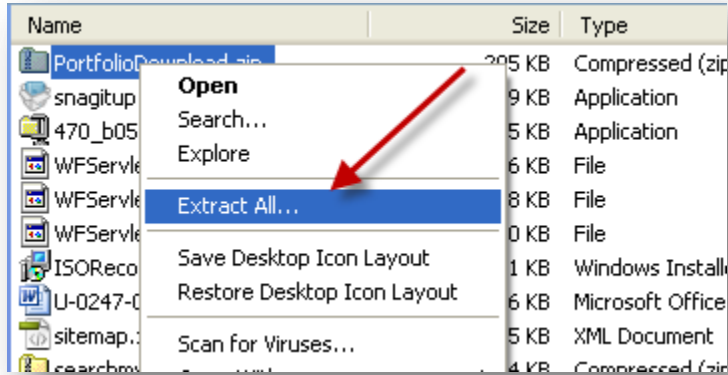


6. Blackboard will package your portfolio and then the **Download** link will appear. To save your portfolio, click the **Download Portfolio** link. Save the ZIP file to a location where you can find it again.

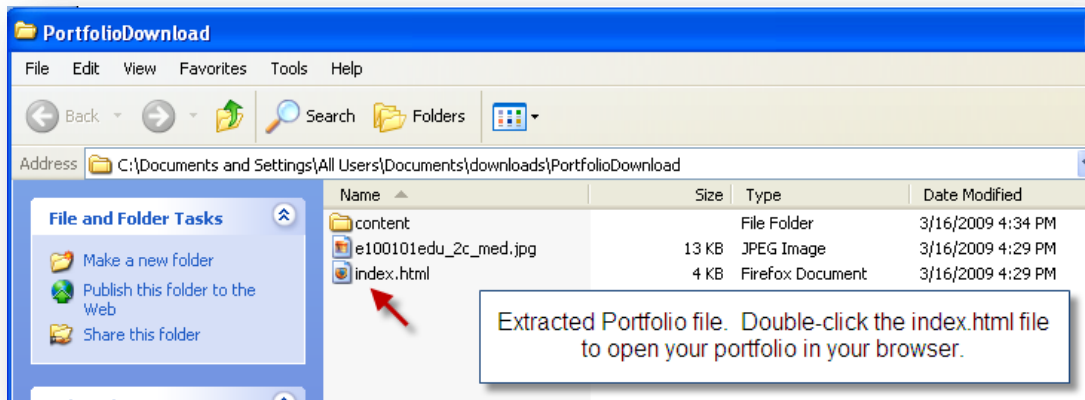


STEP 2: EXTRACT YOUR PORTFOLIO TO SHARE WITH OTHERS

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:



- 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.