

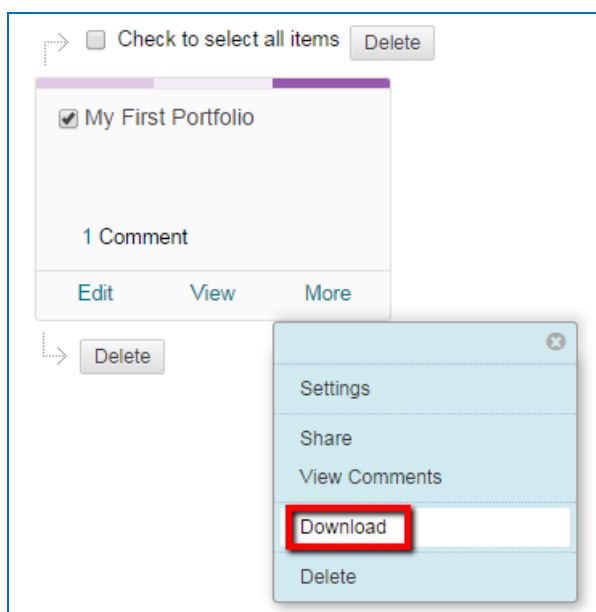
## Downloading Portfolios

Blackboard allows users to download Portfolios as .zip files. Unlike most items in Blackboard, downloading or exporting a Portfolio does not have a complementary Upload or Import feature, so students cannot easily transfer their Portfolios from one institution to another. Instead, the .zip file contains a variety of files that can be uploaded to a personal website:

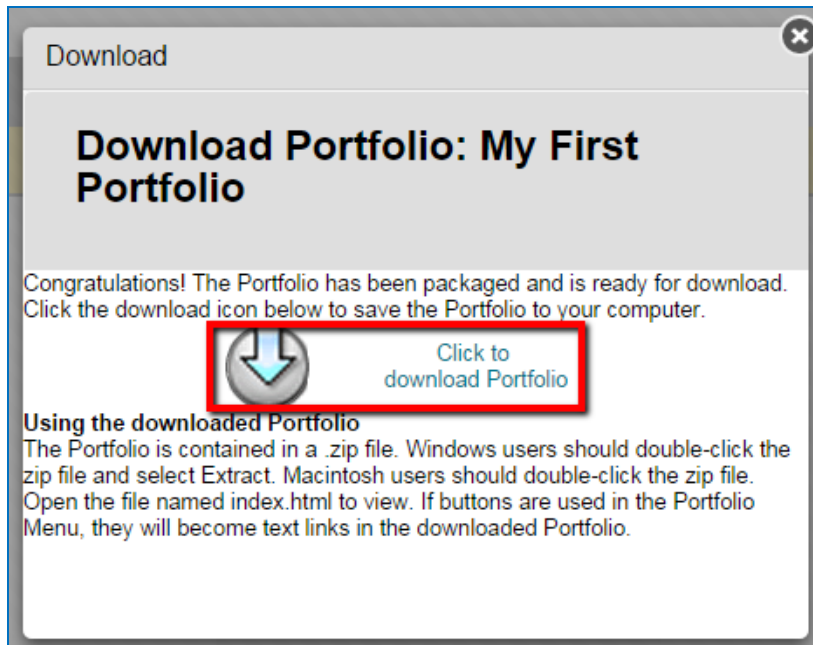
- one or more .html files
- a .js (JavaScript) file with code for expanding and collapsing comments
- a folder full of .css (Cascading Style Sheets) files that dictate fonts, colors, and positions
- a folder full of Artifact files of various types

A user may download his or her own Portfolios, but not those in the Shared with Me section. However, users may download Artifacts contained within shared Portfolios.

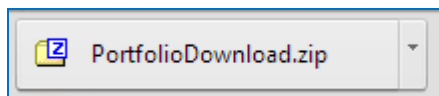
1. Log into the course, and navigate to the Portfolios Homepage.
2. In the My Portfolios section, find the appropriate Portfolio. In Table View, click its contextual arrow, and select **Download**; in Card View, click the **More** link, and select **Download**.



3. A pop-up window appears, informing you that the Portfolio has been packaged and is ready to download as a .zip file. Click the icon or the link. Depending on your web browser, the file may go directly to the Downloads folder or, with Internet Explorer, wherever you prefer to save it.



4. To view the contents of PortfolioDownload.zip, browse the Downloads folder in Windows Explorer. In Google Chrome, you can open the file directly from the download bar at the bottom of the window.



5. The default application for .zip files opens, displaying icons for the content folder, comments.js, and index.html. The content folder contains Artifacts, Cascading Style Sheets, and additional .html files.

