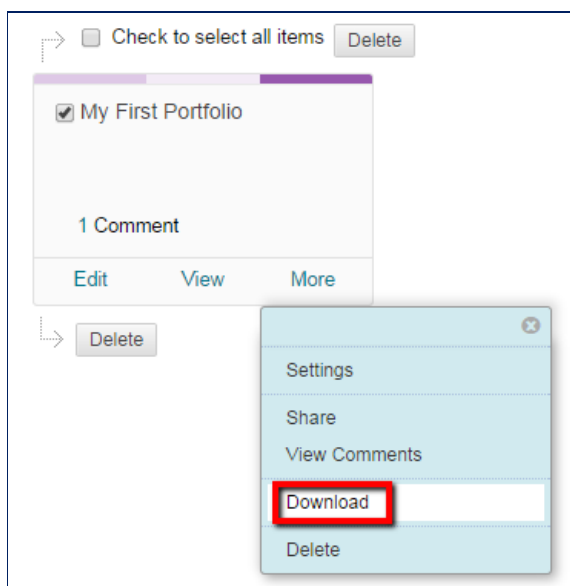


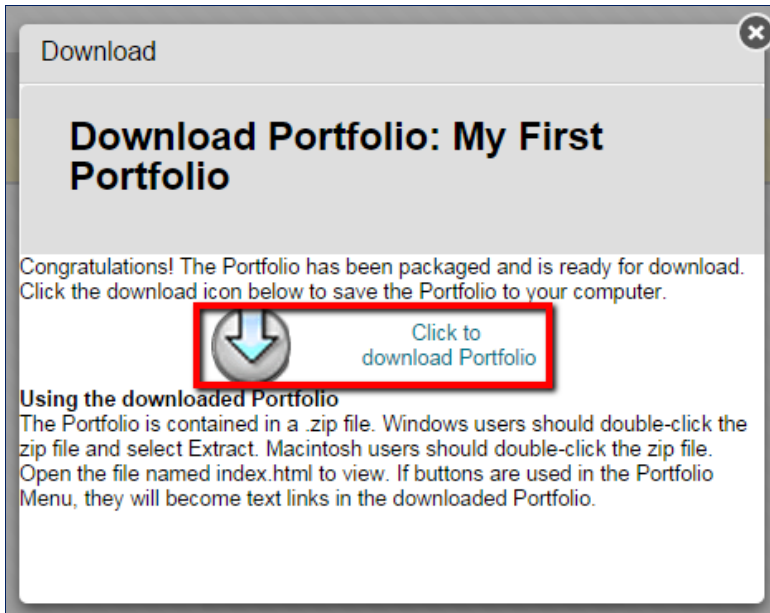
Downloading and Deleting Portfolios

If you decide to take your Portfolio with you after graduating or departing the university, you can download it as a ZIP file (compressed). The ZIP file contains HTML files representing each page, CSS (Cascading Style Sheet) files to determine the fonts and colors of elements on those pages, and all the files from the Artifacts.

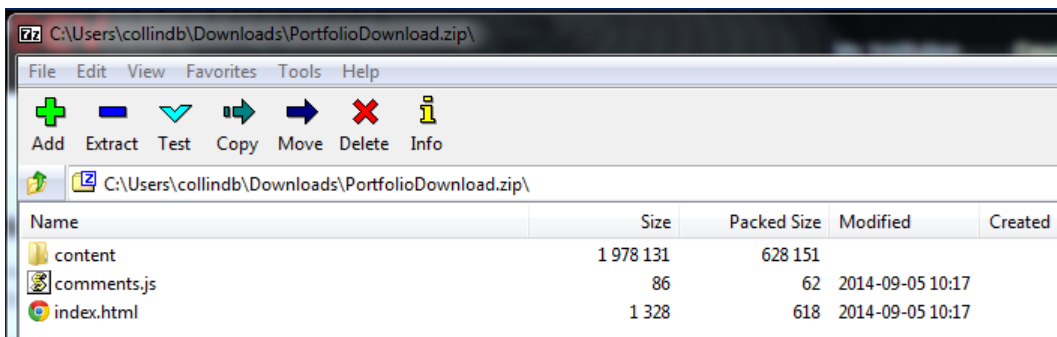
1. In Card View, click **More**, and select **Download**. In Table View, select the command from the contextual menu.



2. In the popup that appears, click the link in the middle.



3. What happens next depends on your browser: the file may go directly to your Downloads folder, or the browser may ask you where to store it. In Google Chrome, you will see a button on the Download Bar; click that button to open the file and display its contents in your default compression program.



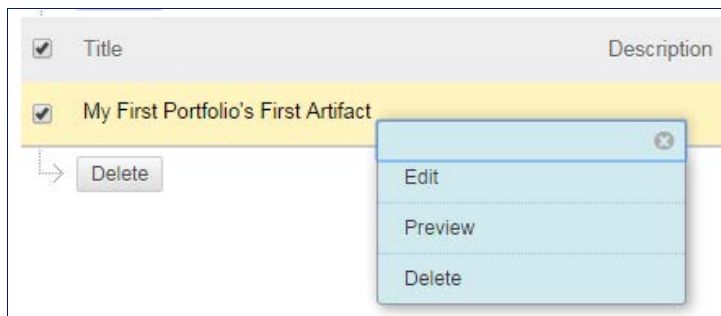
4. Store that ZIP on a flash drive, send it to yourself via email, or upload it onto a cloud-based storage service. You can then upload the contents, with modifications, to a web server and create your own website.

NOTE: The Artifact files can be uploaded on another Blackboard system to re-create the Portfolio, but the HTML and CSS files cannot.

Deleting Portfolios and Artifacts

You may never want to delete a Portfolio in which you have invested a lot of time and effort. If you are just starting, and you do not like what you have created, you can delete it and start over.

The sections of the Portfolios Home Page permit users to delete their own Portfolios, their own Artifacts, and Portfolio snapshots shared with them. To delete a single object, use the **Delete** command on the contextual menu (or **More** when viewing Portfolios in Card View), and confirm your intentions.



To delete multiple objects at once, check the checkbox for each, and click the **Delete** button above or below.

