

INSTITUTE WRITING PROGRAM

THE WRITING CENTER

Faculty ePortfolio guide #10: Exporting your ePortfolio

This guide will assist you in exporting content from your ePortfolio to use on other, public platforms.

Exporting your ePortfolio

Faculty and students who want to make their ePortfolios available beyond the VMI community can easily export content (up to and including a complete, fully-formatted ePortfolio) and upload it to an independent and publicly-available WordPress site.

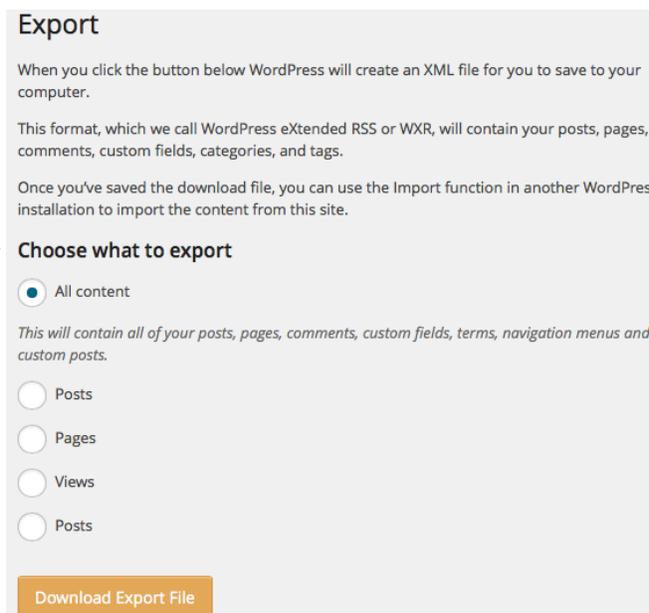
To export content from your ePortfolio:



1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Hover over **Tools** and click **Export**.

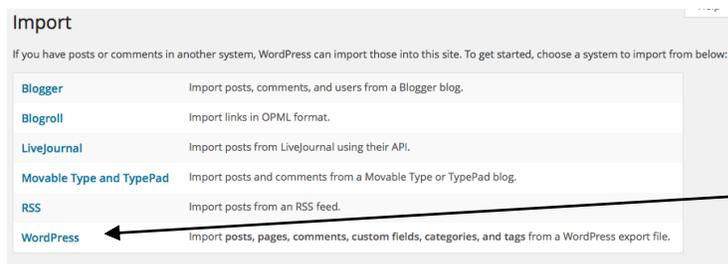
3. Choose what content to export by clicking the radio button next to one option : **All content**, **Posts**, **Pages**, **Views**, or **Posts (custom)**.



4. Click **Download Export File**.

5. Save the XML file to your computer.

6. Sign up for a free, publically-available blog at <http://www.wordpress.com>, login, and navigate to your new Dashboard.



7. Hover over **Tools** and click **Import**.

8. Choose **WordPress**, and follow the prompts to upload your ePortfolio.



Importing content to your ePortfolio

If you already have an active blog using Blogger, LiveJournal, Moveable Type, TypePad, or WordPress, or you want to include content from an already existing blogroll or RSS feed, you can easily import that content into your VMI ePortfolio.

To import content:

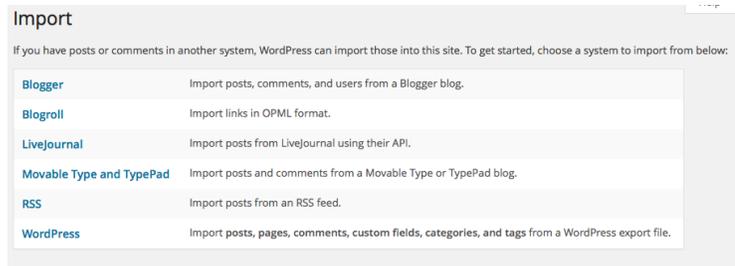


1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Hover over **Tools** and click **Import**.

3. Choose the platform you want to import content from.

4. Follow the prompts to upload your content into your VMI ePortfolio.



For more information about importing and exporting content to and from your ePortfolio, see the Edublogs User Guide here:

<http://help.edublogs.org/importing-your-content/>