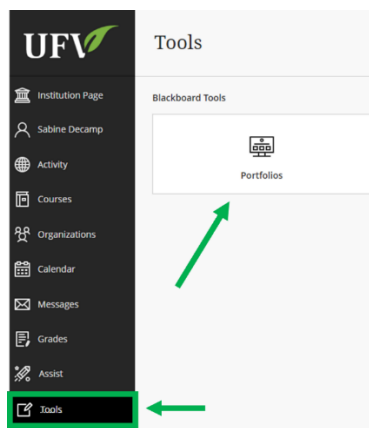


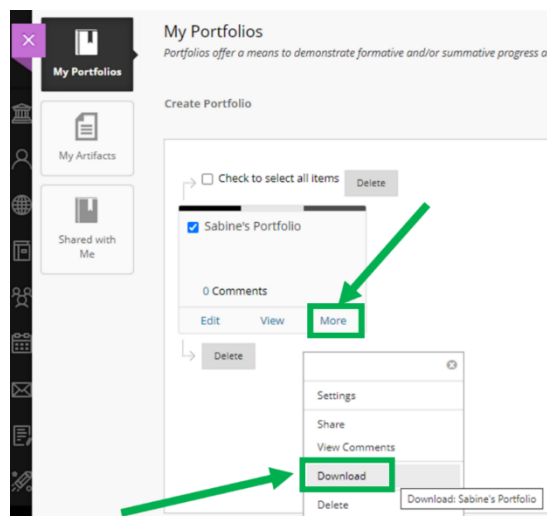
## Save and View a Blackboard Portfolio

This allows you to download and save a portfolio you created in Blackboard and view it in a web browser. It is not possible to transfer your blackboard portfolio directly into Brightspace.

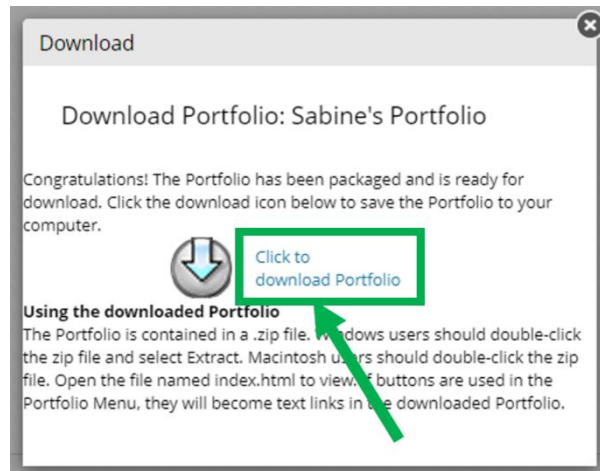
1. Log into myClass: <https://ufv.ca/myclass/>
2. In the left side menu, click on **Tools**, and click on **Portfolios**



3. In My Portfolios, select the portfolio you would like to save, and click on **More**. Then select **Download**.



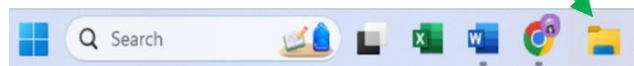
4. In the new window that appears, click on **Click to download Portfolio**. You may be able to choose the destination of your file and click **Save**; otherwise it will be saved in your **downloads** folder. It takes a few minutes, so be patient!



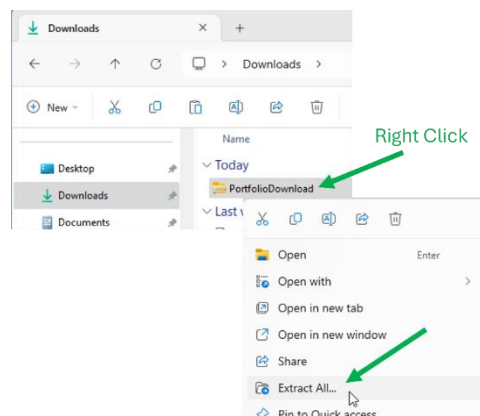
Once it is downloaded, you can close the Download pop-up window by clicking on the x or anywhere outside the window.

5. Your portfolio has been downloaded as a .zip file. To view your Portfolio, you have to first extract all the content of that zip file:

- On a Windows device, open **file explorer**



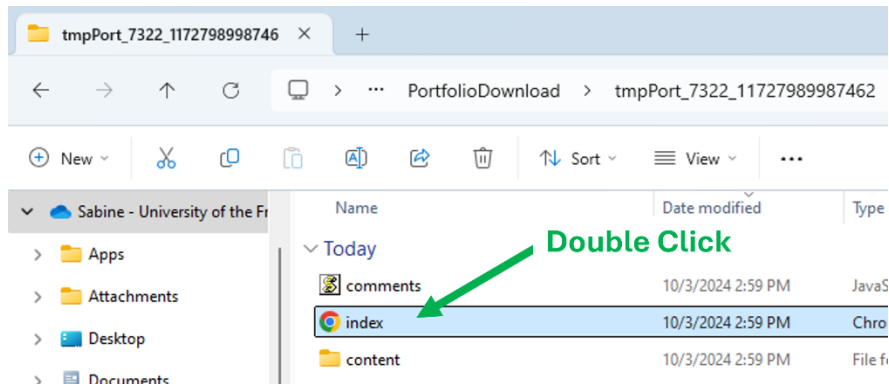
- Right-click on the **PortfolioDownload.zip** file and choose **Extract All**



- On a mac computer, double click the **PortfolioDownload.zip** file in your **Finder** App. The unzipped files will appear in a new folder with the same name, located in the same location as the .zip file

6. To open and view your portfolio:

- Click on the folder to open it up and see what files are inside.
- **Double click** on the **index.html** file. Your portfolio will open in a web browser.



Check that everything is accessible, and that all the documents attached can be opened properly.

Looking for more tutorials? Check out our written How-To Guides at: <https://www.ufv.ca/teaching-and-learning/Brightspace> We also have video How-Tos at [video.ufv.ca](https://www.ufv.ca/video.ufv.ca) and you can always email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

