



How to Export Your E-portfolio

As part of the enhancements we are making to MyHELMS, the e-portfolio section will be removed. The information below outlines the steps required to save your e-portfolio content before the update on 1 June 2017.

What do I need to do to make sure I don't lose my material?

You must download your e-portfolio and Learning Journal to your personal computer before 1 June 2017.

Can I make my MyHELMS e-portfolio available online?

Yes. You can use one of the alternative digital portfolio options. To find out more about these options and for support in creating a WordPress site, go to the [Digital Portfolios](#) course on MyHELMS.

How should I prepare for the update?

You must log in to MyHELMS before 1 June 2017 and export your e-portfolio in standalone HTML website format. The portfolio export will contain your journal entries. After making the export, do not update your e-portfolio or Learning Journal on MyHELMS because any changes made after you export them will be lost.

Please Note: Prior to exporting your e-portfolio and journal entries, please make sure they are in 'Published' status. Any pages or entries that are in 'Draft' status will not export.

To export your e-portfolio

1. Log in to MyHELMS.
2. On the MyHELMS home page, click the **Export E-Portfolio** button.
3. Choose **Standalone HTML website** and ensure **All my data** and **Include user feedback** are selected.
4. Click the **Generate Export** button.
5. To download the export, which will be a .zip file, click **Save**.
6. To unzip the file in Windows, right-click it and then select **Extract files**.

Once you have unzipped your zip file, you can locate your e-portfolio files in the following folder: *Portfolio-for-[username] > files > file*

Your Learning Journal entries will be in:

Portfolio-for-[username] > files > blog > [Journal Name]

Who do I ask if I have a question?

If you have any questions before the update, don't worry — we're here to help. Just open a ticket with [Technical Support](#) and we'll get back to you.

