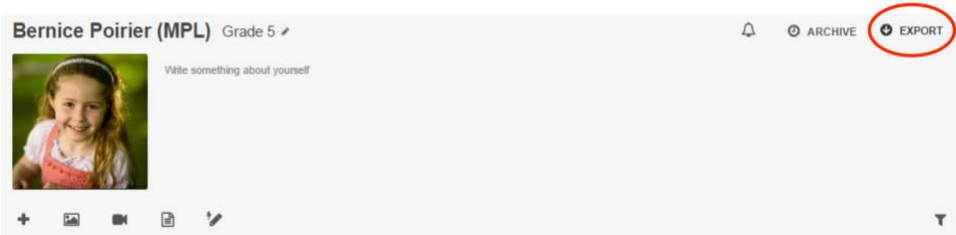


Exporting a Portfolio on Scholantis

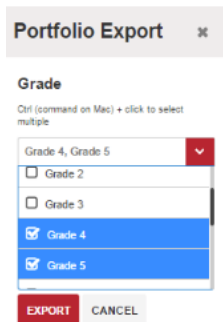
Students who are leaving the Richmond School District (graduating, withdrawing, moving to a different district, etc.) can export their portfolio to save their evidence of learning, reflections and assessments. This process will create a zip file on their computer and posts will be available in an web-based or image file. Once the student becomes inactive, their portfolio will no longer be available.

To export a student portfolio:

- From within the student portfolio, click the **EXPORT** button in the upper right corner.



- In the Portfolio Export dialog box, select which **grades** you wish to export. For multiple grades, hold down the **Ctrl** key while you click, then select EXPORT.

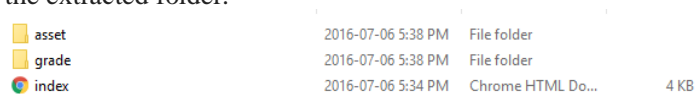


- Select where you would like to save the exported zip file containing the portfolio. Click the **Save** button to save the portfolio.

Opening a Saved Portfolio on Scholantis

To open a saved portfolio:

- Locate the portfolio .zip file.
- Right click on the file and select Extract All from the menu.
- Open the extracted folder.



- Click the index.html file to view the portfolio.