# Digication

## Export Content from Digication

1. Login to Digication, otterbein.digication.com
2. Navigate to the portfolio you want to export
3. Click the Portfolio Actions Menu, located in the upper right corner of the page
4. Select Download
5. You can download the most recently published version of the portfolio with the option to include any draft or unpublished content.
6. Click the Export this ePorfolio button to initiate the download
7. Once you’ve selected a version to download, Digication will begin processing the request
8. Depending on the size of your portfolio, the processing can take a while
9. When processing has finished, select the download icon
10. The portfolio will be downloaded in a .zip file to your computer. This file includes your published pages and any uploaded media (images, documents, pdf’s, etc.). If you selected the draft export, the file will include all published and unpublished content. The .zip file does not include embedded content (YouTube videos, websites, etc.).
11. For more information, please visit: [how to download an eportfolio from Digication](https://support.digication.com/hc/en-us/articles/360014997012-Download-ePortfolio)

## How to Use Content Downloaded from Digication

1. You can save a copy of your downloaded zip file on your OneDrive as an archive, but to use it, you will need to download it to your hard drive or other physical storage. This will only work if you do not have your computer synced to your OneDrive account. If you have it scyned, the file is technically still stored on OneDrive and won’t function properly.
2. When you open the zipped folder, you will see three items: a) a folder named assets, b) a folder named files, and c) a file called index.html. (see image below)
3. To view your portfolio, all you need to do is double-click on index.html, and our portfolio will open in a web browser. Doing so will allow you to read your portfolio just as you would if it were still in Digication.
4. If you want to reuse some of the documents, images, and other files that were part of your portfolio, they are located in the files and assets folders. You’ll notice that your files have been given gibberish names (e.g., 6uf0dj52c6.pdf). If you rename these files, you’ll find that the links will no longer work when viewing the files in a browser (as described in item 3), so we suggest you make a copy of the folder, keep the original for viewing, and then change the filenames for any documents you want to use for other reasons.

## How do I make portfolios in the future, after Digication?

1. Brightspace has an eportfolio function. Once we know more about it, we will share with you how it works and best uses for it.
2. Tenure/Promotion and Teaching Award portfolios will use SharePoint moving forward. We’ll be sending directions for making that transition soon.

Sample downloaded Digication files:

