

How to Download a File from an ePortfolio or the Library in its Original Format (Mobile)

A Guide for Students and Faculty

Digication has a feature where you can download files from your ePortfolio or from your library (Library option not available for mobile). This feature comes in handy when you lose a file that was on your computer, flash drive or external drive that you need access to. As long as you have uploaded the file into the system, you will always be able to download the original.

Who is this for? This guide is for anyone that needs to download a file in its original format from their ePortfolio, on a mobile device, in case they lost the original file.

In this example, I will download the original MS WORD file from a module. **Note: When you upload any MS Office documents into your ePortfolio, they will be converted to and displayed as a .PDF file by default.** If you need to make changes to the MS WORD doc, you will need to make corrections to the original MS WORD file and then re-upload it to your ePortfolio replacing the old version (.PDF) that is there.

Now, if you lost the original MS Word file that was on your computer, flash drive or external drive, not to worry. You can still download the original file from the module in your ePortfolio by following the steps below.

Step 1: Tap the module containing the file and tap on the gear icon at the bottom of the page. (See image 1)

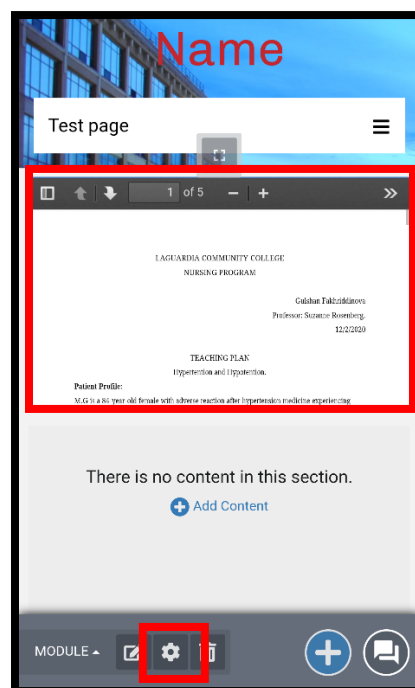


Image 1

Step 2: This will open the “Module Settings” window in the browser. Scroll down to the “Document Settings” section and toggle the “Display download URL” switch. The “Download This file” link will appear in the module. (See image 2)

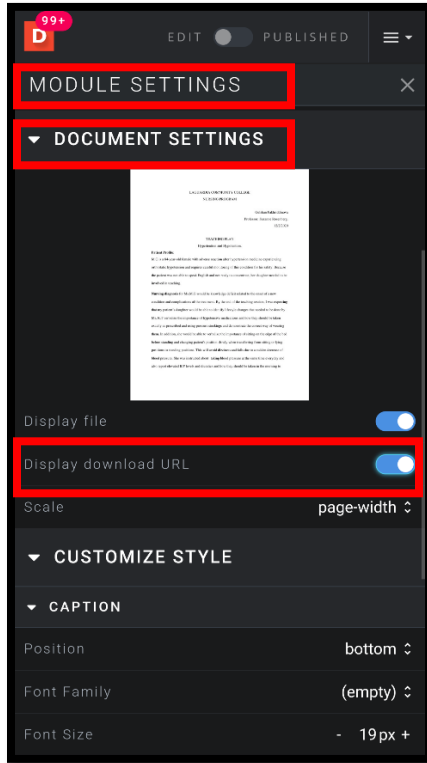


Image 2

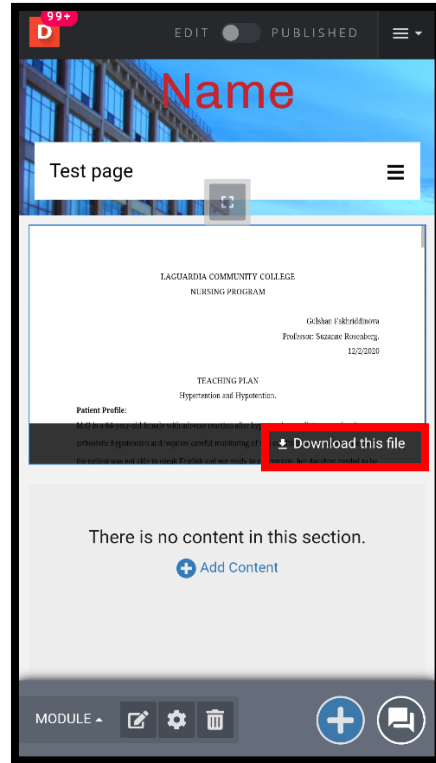


Image 3

Step 3: To download the file in the original format before it was converted to a .PDF, click the “Download this File” link and you will be prompted to “Open in Browser” or “Download File.” Click “Download File” and you will download the original file, in this case, the original MS WORD file. (See image 3)

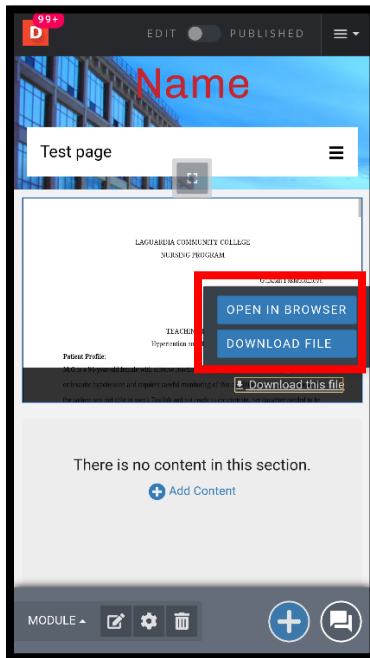


Image 4

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.