How to Download a File from an ePortoflio or the Library in its Original Format

A Guide for Students and Faculty

Digication has a feature where you can download files from your ePortfolio or from your library. 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 ePortoflio or library, in case they lost the original file.

Option 1: Downloading the original file from a module in an ePortfolio

In this example, I will download the original PowerPoint 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 PowerPoint, you will need to make corrections to the original PowerPoint file and then re-upload it to your ePortfolio replacing the old version (.PDF) that is there.

Now, if you lost the original PowerPoint 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.

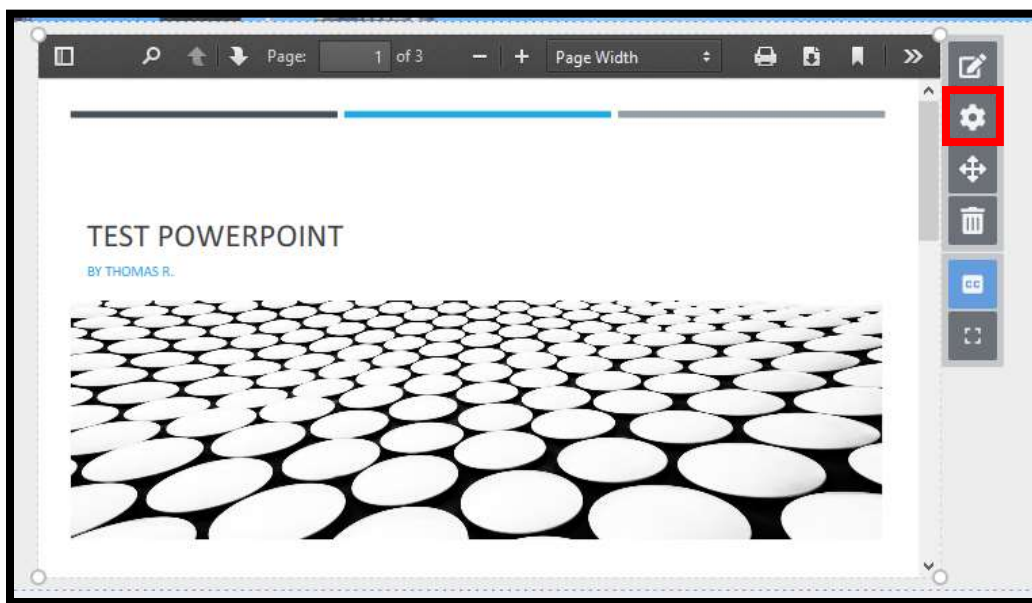**Step 1:** Hover over the module containing the file and click on the gear icon. (*See image 1*)

Image 1

Step 2: This will open the "Module Settings" window on the left side of your browser. Scroll down to the "Document Settings" section and toggle on the "Display download URL" switch. The "Download This file" link will appear in the module. (*See image 2*)
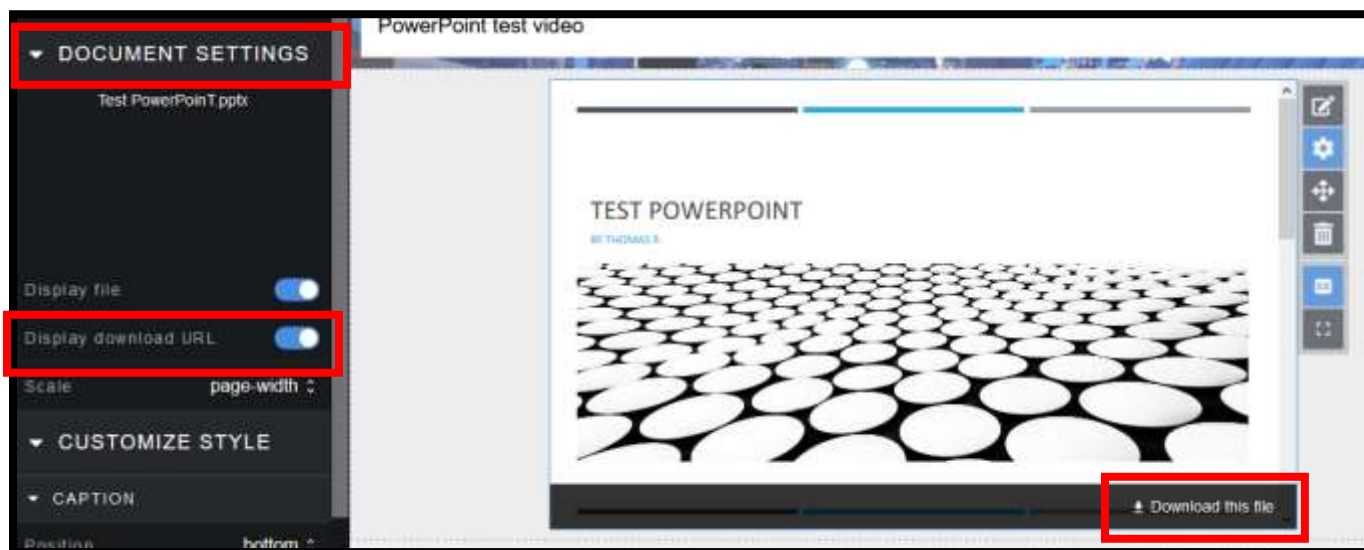

Image 2

Step 3: Click anywhere out side of the "Module Settings" window to close it. 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 PowerPoint file. (*See image 3*)
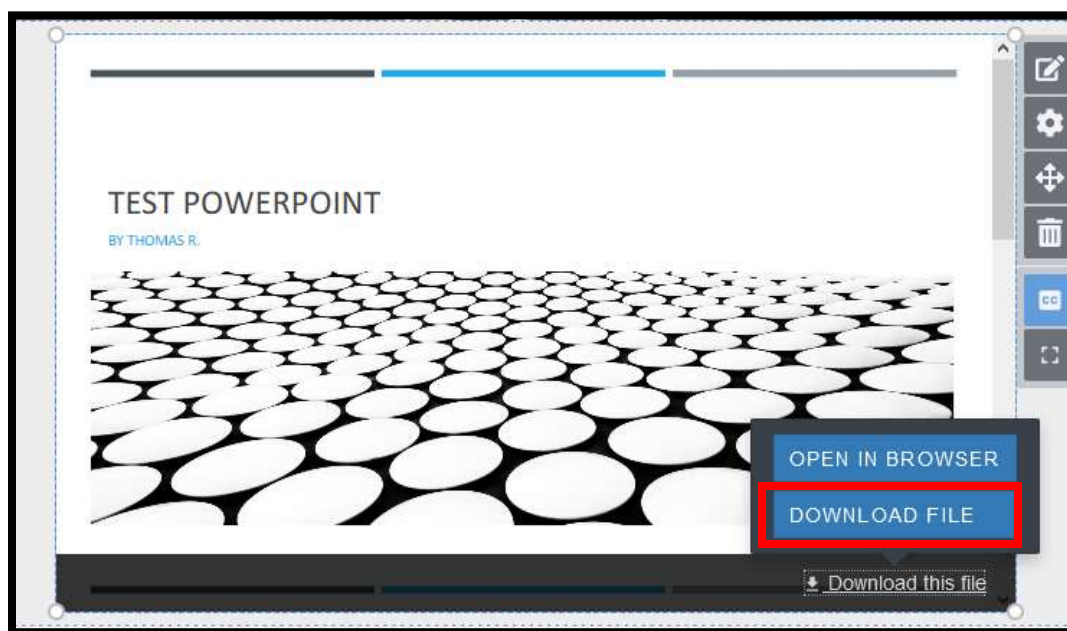

Image 3

Option 2: Downloading the original file from the library in an ePortfolio

Step 1: In an ePortfolio, click on the Digication icon in the Upper left-hand corner to open the site menu and click on the library icon to open up the library. (*See image 4*)
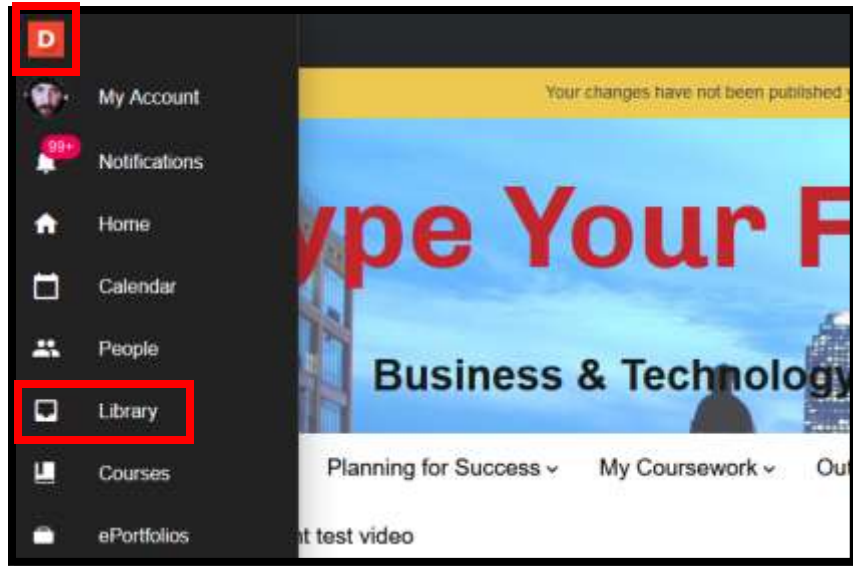
Image 4

Step 2: Click on the "Previous Upload" tab to enter the "Previous Upload" section. (*See image 5*)
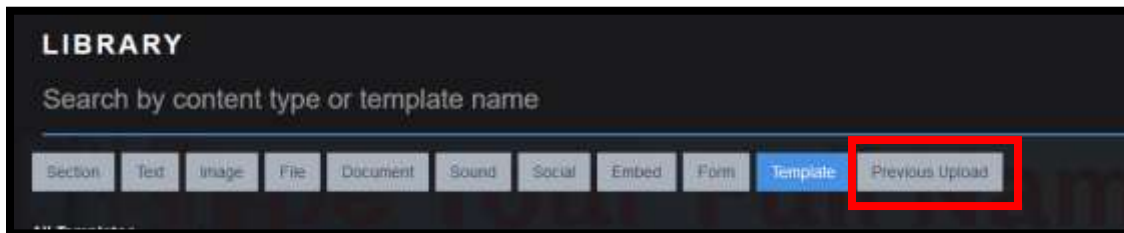

Image 5

Step 3: Click on the file you want to download and the "info" window will open to the right. Click the "Download" button and follow the on-screen commands to save the file to your computer. (*See image 6*)

Image 6
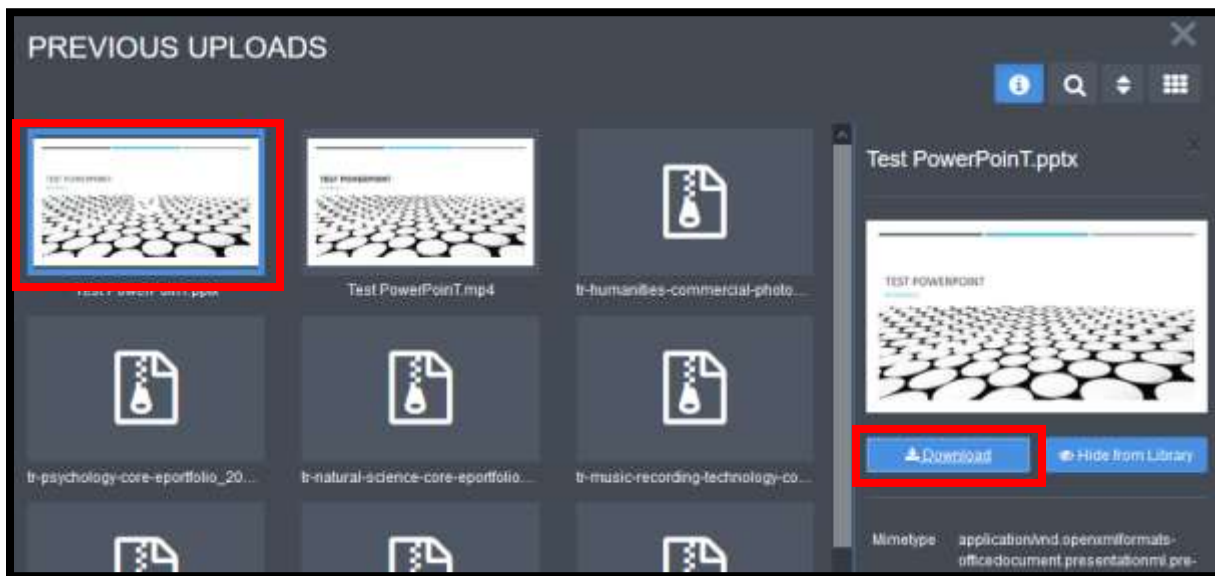
That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.