

How to Convert Your “Classic” ePortfolio to the New Interface

A Guide for Students and Faculty

Who is this for? This guide is for students who have ePortfolios in “classic” and are looking to convert them to the new interface.

Step 1: From your dashboard, click the link to your classic ePortfolio. (See Image 1)

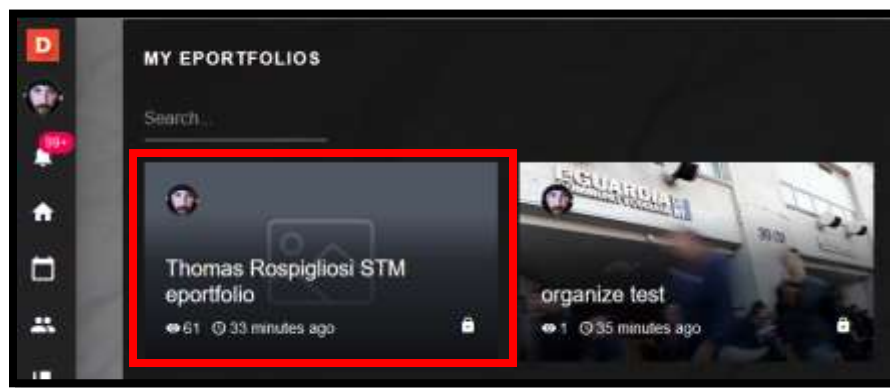


Image 1

Step 2: In the ePortfolio, click the “Portfolio Tools” menu on the upper right corner and choose “Try Upgrade” from the dropdown menu. (See Image 2)

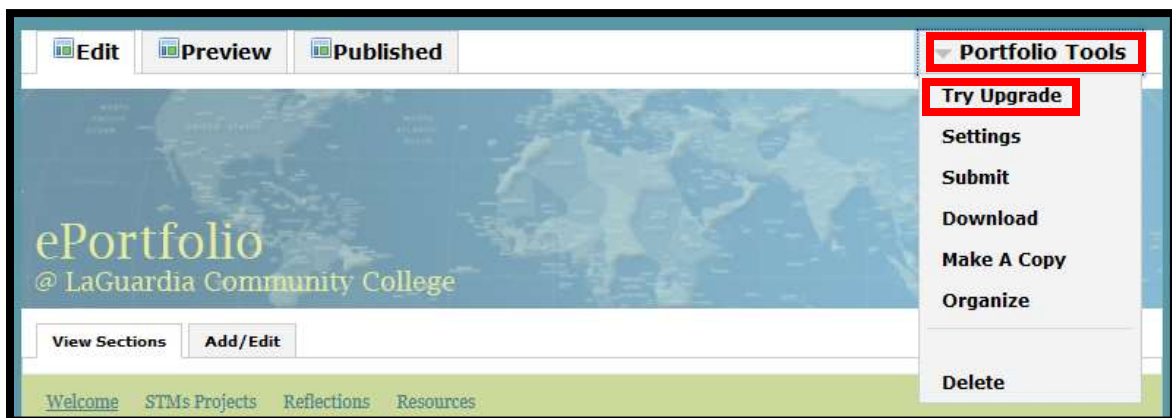


Image 2

Step 3a: From the “Create Your New Digication ePortfolio” page, review the content before you upgrade. You will see a list of pages that will be upgraded. If there are unpublished pages (Drafts), they will be noted in the list. You will also be given a choice to “Use Draft Version” to upgrade using all the pages of your classic ePortfolio including the unpublished

(draft) pages or “Copy Published Only,” using only the published pages of your classic ePortfolio. If there are no unpublished (draft) pages, you will only see the “Upgrade” button option. Click either the “Use Draft Version, Copy Published Only or Upgrade” buttons to upgrade your classic ePortfolio to the new interface. (See images 3 and 4)

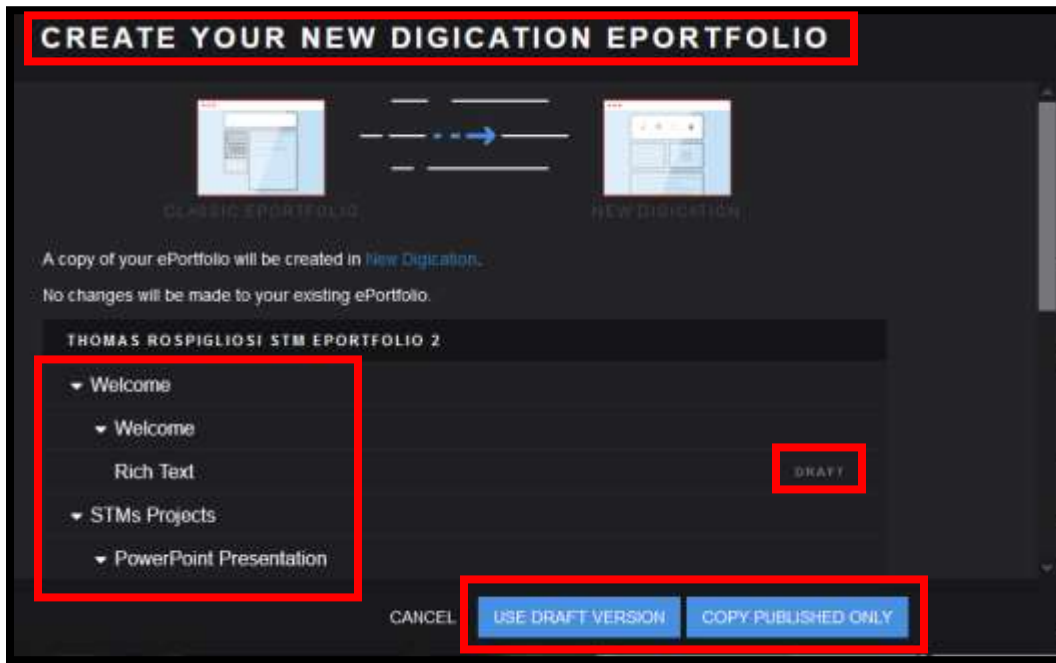


Image 3



Image 4

Step 3b: Be aware, the system will also indicate modules that are no longer supported in the new interface. For these, the content won't transfer. (See image 5)

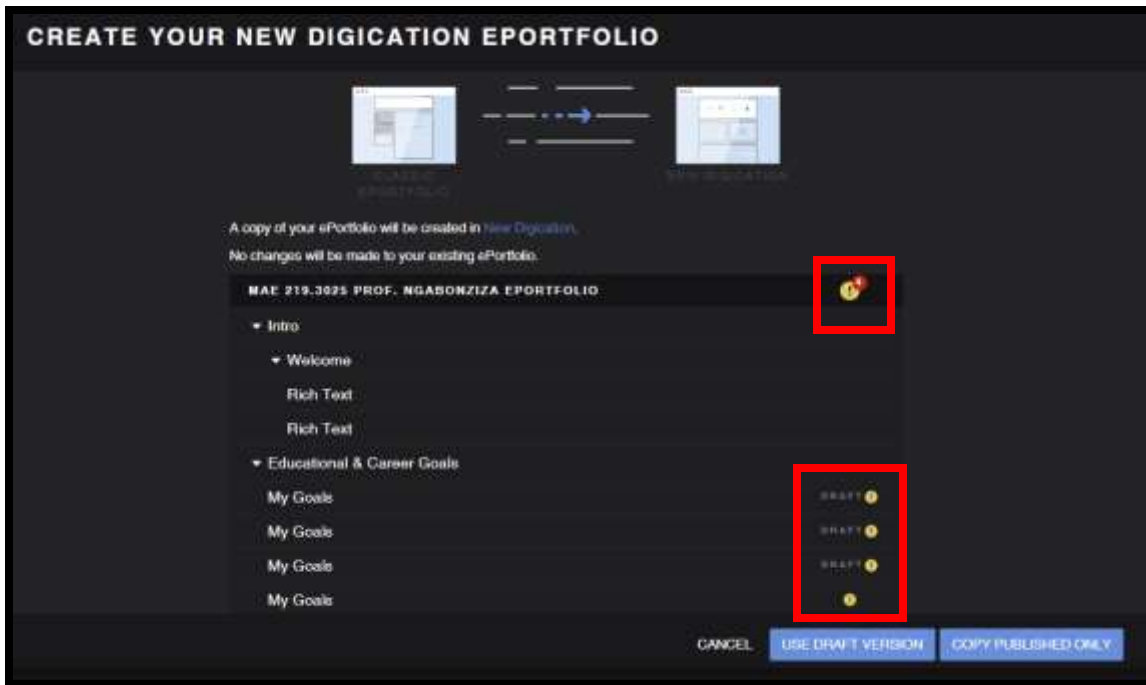


Image 5

Step 4: From the “ePortfolio Upgrade Status” page, you will see the classic ePortfolio upgrading to the new interface. Once it is finished, it will say “Upgrade: Pending User Setup.” Click the title of the upgraded ePortfolio. (See image 6)

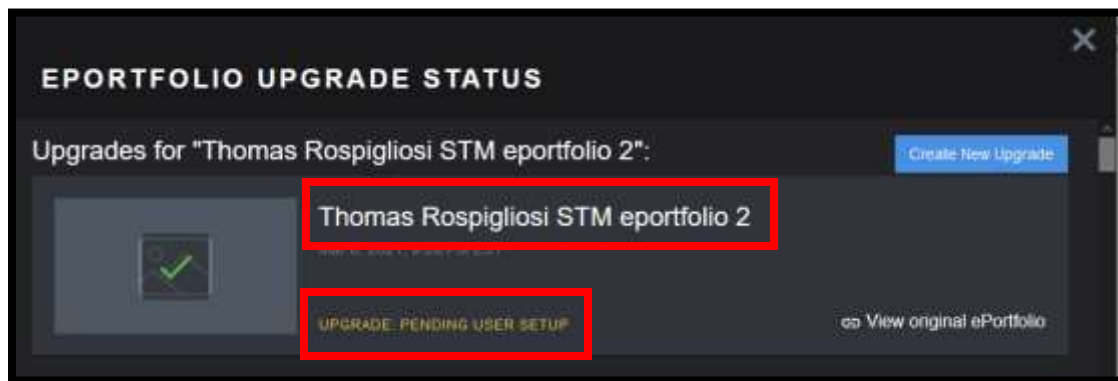


Image 6

Step 5: In the upgraded ePortfolio, you will be prompted to confirm the upgrade. Once you have, click the “Complete Upgrade” button. (See Image 7)

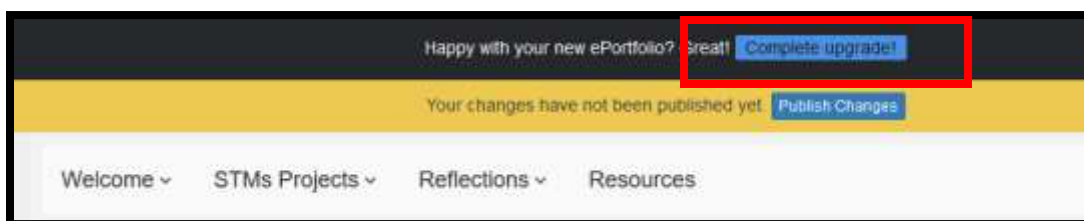


Image 7

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