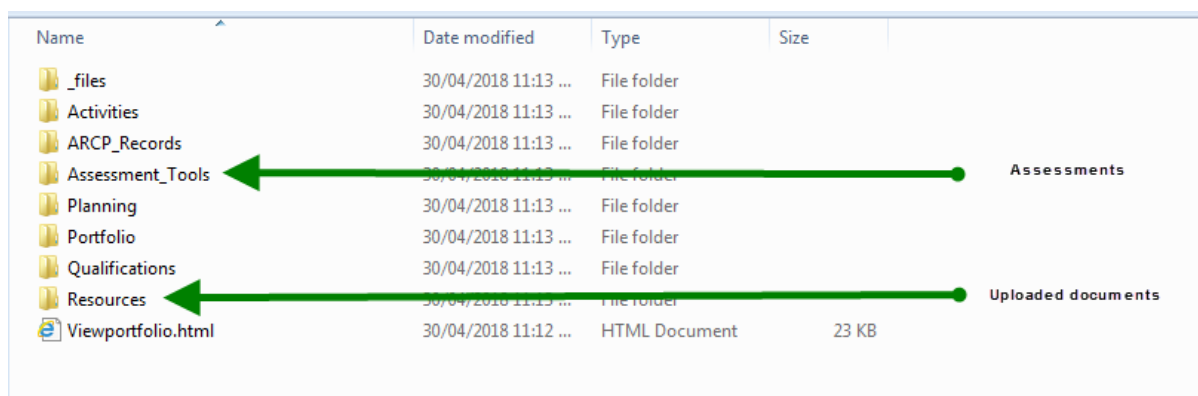


Existing e-Portfolio download

Instructions (windows devices)

1. You can download your existing e-Portfolio from the 'View Portfolio' page
2. When you select the download link, it may take some time for the download to be available (up to a day if you have seven years' worth of data). The e-Portfolio system will email you once the download is ready
3. Once you have downloaded your existing e-Portfolio, it will be in a [zip folder](#). You will need to unzip the folder and save this inside a new folder on your desktop. Further information on unzipping files can be found here: <https://support.microsoft.com/en-gb/help/14200/windows-compress-uncompress-zip-files>
4. Once unzipped, open up the folder and select 'viewportfolio.html'. This will take you to the offline site. The browser may ask you to 'allow blocked content'. Make sure you accept
5. You can now navigate the site and access assessments and uploads
6. You can access documents assessments separately by clicking the relevant folder.



Name	Date modified	Type	Size
_files	30/04/2018 11:13 ...	File folder	
Activities	30/04/2018 11:13 ...	File folder	
ARCP_Records	30/04/2018 11:13 ...	File folder	
Assessment_Tools	30/04/2018 11:13 ...	File folder	
Planning	30/04/2018 11:13 ...	File folder	
Portfolio	30/04/2018 11:13 ...	File folder	
Qualifications	30/04/2018 11:13 ...	File folder	
Resources	30/04/2018 11:13 ...	File folder	
Viewportfolio.html	30/04/2018 11:12 ...	HTML Document	23 KB

The zip/unzip process may differ on a Mac. Information on unzipping a file on an Apple device can be found here: <https://www.lifewire.com/how-to-zip-and-unzip-files-and-folders-on-a-mac-2260188>

Contact lifelong@rcoa.ac.uk if you have any questions