

EXPORT: PRESENTATION FOLDER


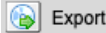
How to Export from the Presentation Folder

It is expected that at the end of a grade or a cycle, students should be making final decisions about what is sent to the *Presentations* folder. Once important items are copied over to *Presentations*, items in the "process portfolio" should be deleted by students, with the *Presentations* folder serving as a long-term archive for important artifacts. At any time, content in this folder may be exported in html format.

Students may want to export their *Presentations* folder for some of the following reasons:

- If they are moving to another school where ePEARL is not available.
- At the end of elementary school or high school (if changing school boards).
- For college or university applications, or interviews into a special program (Art school, etc.).

TO EXPORT

- 1) Go to *Artifacts*.
- 2) Select the artifacts you wish to send to your *Presentations* folder. Use the right-side checklist to select each one.
- 3) Click on the *To Presentation* button.
 
- 4) Confirm by clicking *OK* when prompted. A confirmation message will appear at the top of the screen.
- 5) Go to your *Presentations* folder.
- 6) Press on the *Export* button.
 
- 7) Confirm what you wish to export by using the checkboxes.
- 8) Press on *Start*.
- 9) Press on *Click here to download*.
- 10) Press *OK* when prompted to save the zip file.

