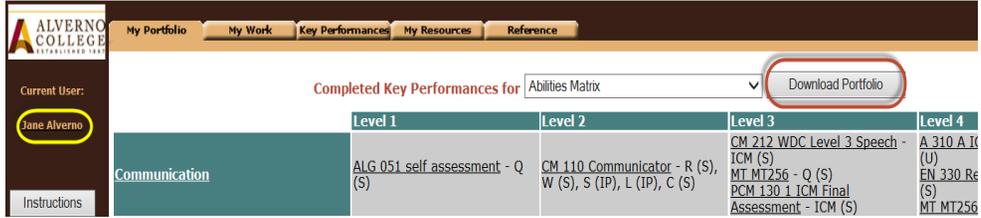
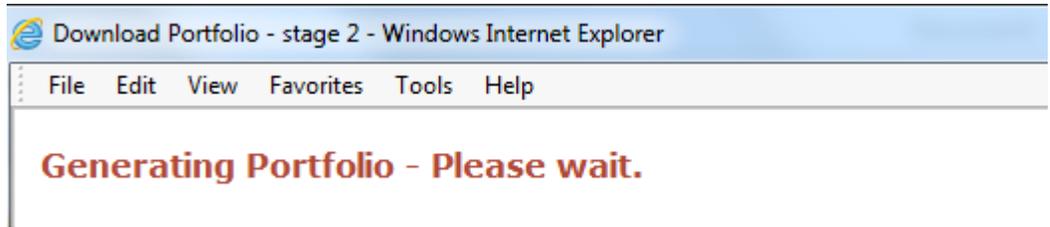
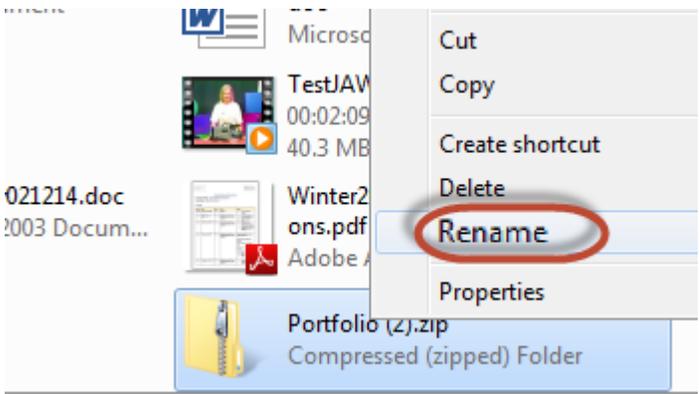
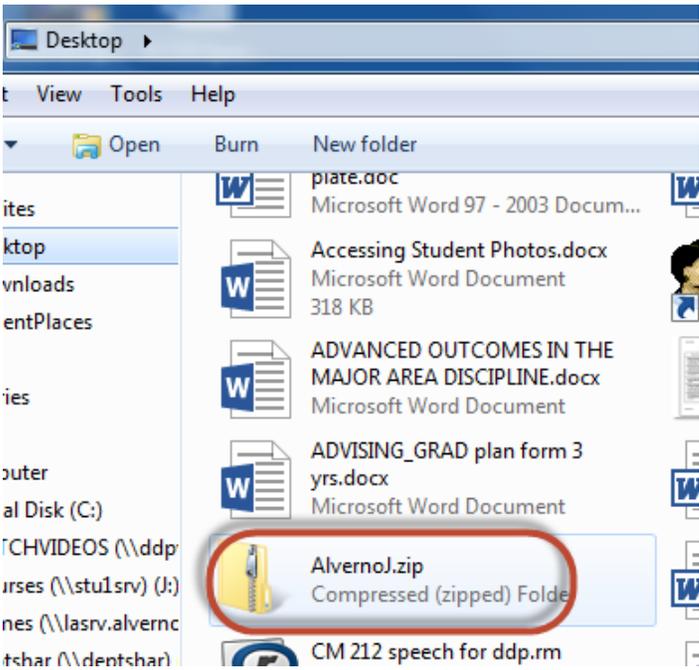


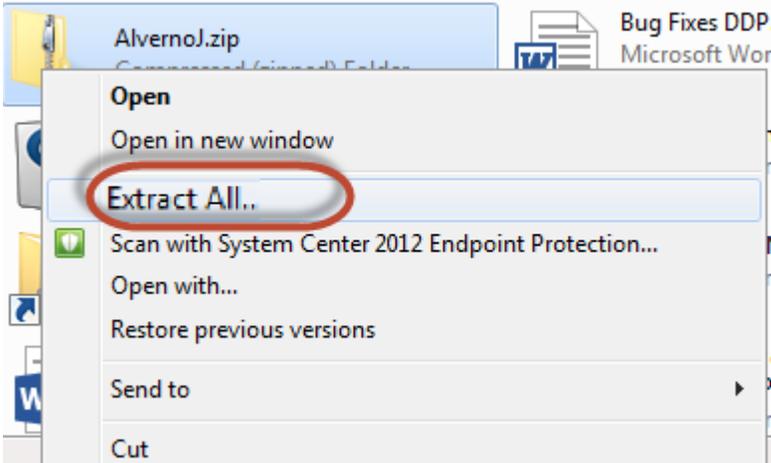
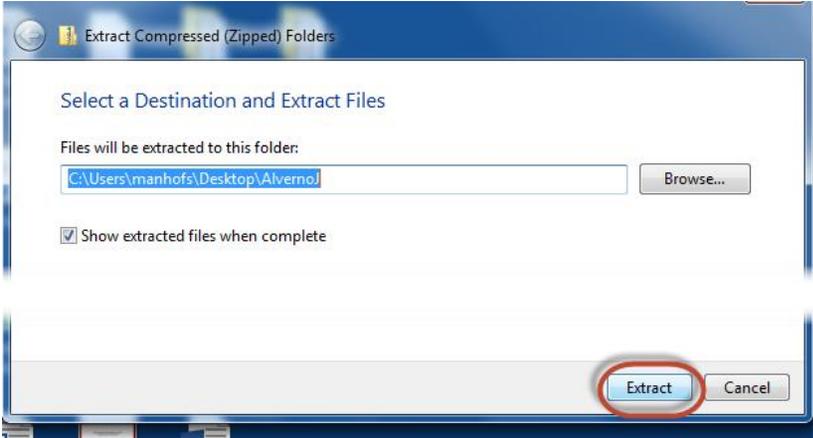
Downloading Your DDP Portfolio Directions

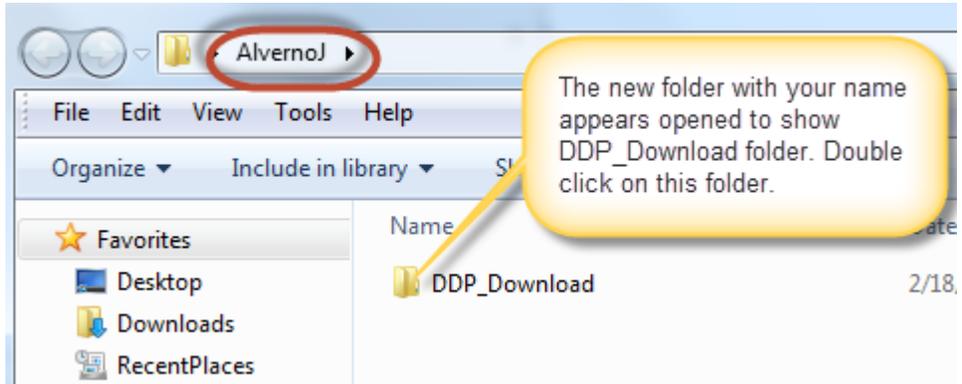
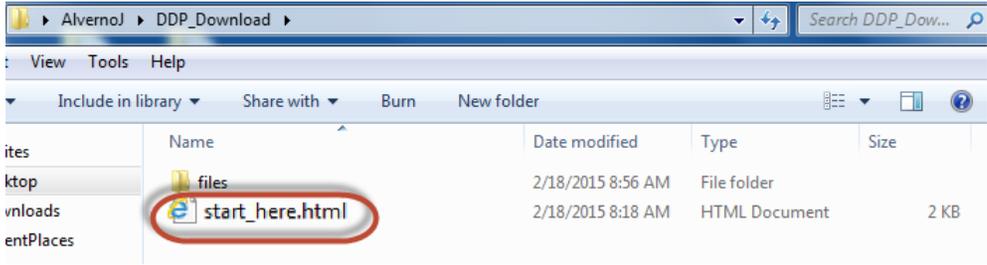
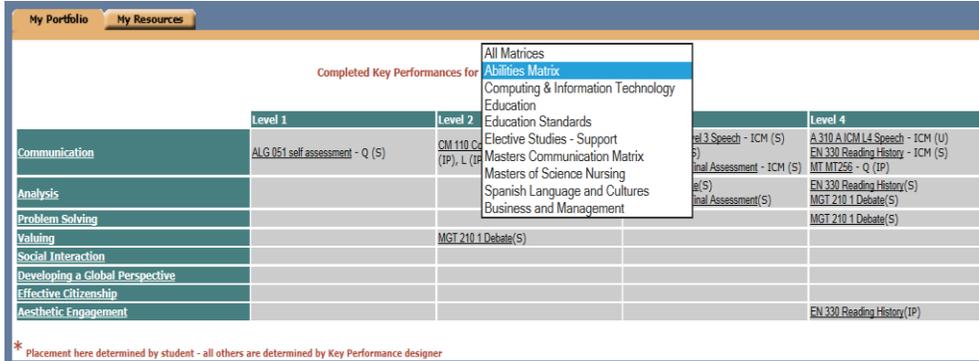
Alverno is transitioning from the DDP to a third party portfolio, LiveText, in fall 2015. We recommend that you download your Diagnostic Digital Portfolio. Download all your key performances and their associated files and any files you have uploaded to your My Resources area.

Task	Screen Shot																																																																
<ol style="list-style-type: none"> Log into the DDP. In the My Portfolio tab, click on the Download Portfolio button. 	 <p>The screenshot shows the Alverno DDP interface. The 'My Portfolio' tab is selected. Under 'Completed Key Performances for Abilities Matrix', there is a 'Download Portfolio' button circled in red. Below this, a table lists key performances across four levels.</p> <table border="1"> <thead> <tr> <th></th> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> <th>Level 4</th> </tr> </thead> <tbody> <tr> <td>Communication</td> <td>ALG 051 self assessment - Q (S)</td> <td>CM 110 Communicator - R (S), W (S), S (IP), L (IP), C (S)</td> <td>CM 212 WDC Level 3 Speech - ICM (S) MT MT256 - Q (S) PCM 130 1 ICM Final Assessment - ICM (S)</td> <td>A 310 A.I (U) EN 330 Re (S) MT MT256</td> </tr> </tbody> </table>		Level 1	Level 2	Level 3	Level 4	Communication	ALG 051 self assessment - Q (S)	CM 110 Communicator - R (S), W (S), S (IP), L (IP), C (S)	CM 212 WDC Level 3 Speech - ICM (S) MT MT256 - Q (S) PCM 130 1 ICM Final Assessment - ICM (S)	A 310 A.I (U) EN 330 Re (S) MT MT256																																																						
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<ol style="list-style-type: none"> Uncheck any key performances from the My Portfolio tab and/or files in the My Resources tab which you do not want to download. Click on the Next button to generate the portfolio. <p>Note: All Checked files will be downloaded. We recommend that you download all of your files in the My Portfolio and the My Resources tabs to be uploaded to LiveText.</p>	 <p>The screenshot shows the 'Download Portfolio' confirmation screen. It contains two tables with checkboxes for selection.</p> <p>All checked Key Performances will be downloaded (to exclude a Key Performance, click the box to uncheck)</p> <table border="1"> <thead> <tr> <th>Include</th> <th>Key Performance Name</th> <th>Associated Matrices</th> <th>Overall Progress</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>A 310 A ICM L4 Speech</td><td>Abilities Matrix</td><td>IP</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>ALG 051 self assessment</td><td>Abilities Matrix</td><td>S</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CM 110 Communicator</td><td>Abilities Matrix</td><td>S</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CM 212 WDC Level 3 Speech</td><td>Abilities Matrix</td><td>S</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CS 385 Final Project</td><td>Computing & Information Technology</td><td>IP</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>ED 215 Secondary Level</td><td>Education</td><td>S</td></tr> <tr><td><input type="checkbox"/></td><td>EN 330 Re</td><td>Education Standards</td><td>S</td></tr> </tbody> </table> <p>All checked Resource files will be downloaded (to exclude a Resource file, click the box to uncheck)</p> <table border="1"> <thead> <tr> <th>Include</th> <th>File Name</th> <th>Category</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Alverno Test Upload.docx</td><td>Course Materials/Resources</td><td>11/6/13 10:50 AM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>careerresearchresources.doc</td><td>Career Planning</td><td>1/14/05 1:56 PM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Courseplanning2011.xls</td><td>Goal Setting</td><td>10/31/11 11:25 AM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Institute.ppt</td><td>Community/Professional Involvement</td><td>2/13/06 10:35 AM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>JATest.rm</td><td>Course Materials/Resources</td><td>5/9/13 9:43 AM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>JATestVideo.pptx</td><td>Course Materials/Resources</td><td>3/23/11 3:50 PM</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>JM CM 142.rm</td><td>Course Materials/Resources</td><td>4/5/13 10:41 AM</td></tr> </tbody> </table> <p>Next >></p>	Include	Key Performance Name	Associated Matrices	Overall Progress	<input checked="" type="checkbox"/>	A 310 A ICM L4 Speech	Abilities Matrix	IP	<input checked="" type="checkbox"/>	ALG 051 self assessment	Abilities Matrix	S	<input checked="" type="checkbox"/>	CM 110 Communicator	Abilities Matrix	S	<input checked="" type="checkbox"/>	CM 212 WDC Level 3 Speech	Abilities Matrix	S	<input checked="" type="checkbox"/>	CS 385 Final Project	Computing & Information Technology	IP	<input checked="" type="checkbox"/>	ED 215 Secondary Level	Education	S	<input type="checkbox"/>	EN 330 Re	Education Standards	S	Include	File Name	Category	Date Uploaded	<input checked="" type="checkbox"/>	Alverno Test Upload.docx	Course Materials/Resources	11/6/13 10:50 AM	<input checked="" type="checkbox"/>	careerresearchresources.doc	Career Planning	1/14/05 1:56 PM	<input checked="" type="checkbox"/>	Courseplanning2011.xls	Goal Setting	10/31/11 11:25 AM	<input checked="" type="checkbox"/>	Institute.ppt	Community/Professional Involvement	2/13/06 10:35 AM	<input checked="" type="checkbox"/>	JATest.rm	Course Materials/Resources	5/9/13 9:43 AM	<input checked="" type="checkbox"/>	JATestVideo.pptx	Course Materials/Resources	3/23/11 3:50 PM	<input checked="" type="checkbox"/>	JM CM 142.rm	Course Materials/Resources	4/5/13 10:41 AM
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<p>7. Be patient. Depending on the size of your portfolio, the process could take up to ten minutes.</p>	
<p>8. Click the Click here to download the portfolio link.</p>	
<p>9. In Internet Explorer you will see the name of the download as “Potfolio.zip” at the bottom of the screen. Click on the Save down arrow to select Save As.</p> <p>10. In Firefox, a popup window will appear. Select Save file and click the OK button.</p> <p>11. Save the folder to a place you will remember.</p> <p>Note: The Portfolio.zip folder can be uploaded to the LiveText File Manager area to be used when needed. Instructions are in a separate document.</p>	

Task	Screen Shot
<p>12. Once the Portfolio.zip folder is downloaded, you may rename the folder. Right click on the zip folder and click on Rename.</p>	
<p>13. Rename the Portfolio.zip file to ddpyourlastname.zip (i.e. ddpjohnson).</p>	

Task	Screen Shot
<p>14. Right click on the zip folder; select Extract All.</p>	 <p>The screenshot shows a Windows file explorer window with a context menu open over a folder named 'AlvernoJ.zip'. The menu items are: Open, Open in new window, Extract All.. (circled in red), Scan with System Center 2012 Endpoint Protection..., Open with..., Restore previous versions, Send to, and Cut.</p>
<p>15. Click on the Extract button.</p>	 <p>The screenshot shows the 'Extract Compressed (Zipped) Folders' dialog box. It has a title bar with a folder icon and the text 'Extract Compressed (Zipped) Folders'. The main area contains the text 'Select a Destination and Extract Files' and 'Files will be extracted to this folder:'. Below this is a text box containing the path 'C:\Users\manhofs\Desktop\AlvernoJ' and a 'Browse...' button. There is also a checked checkbox labeled 'Show extracted files when complete'. At the bottom right, there are two buttons: 'Extract' (circled in red) and 'Cancel'.</p>

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<p>16. A folder named the same as the zip folder will be saved in the same location (folder will not have the .zip suffix).</p>																																														
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