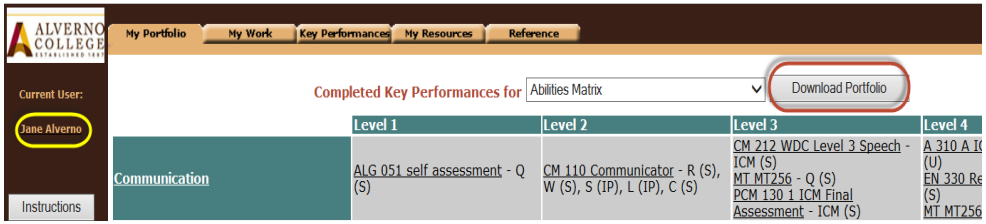
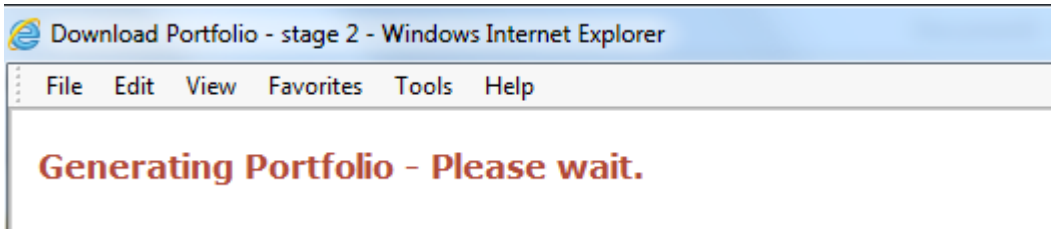
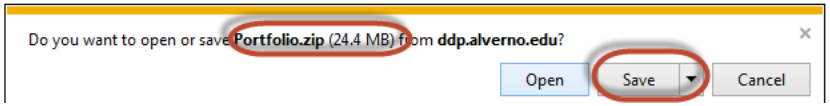
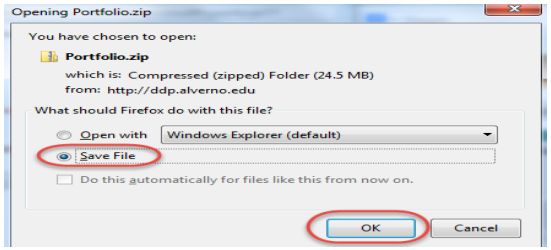
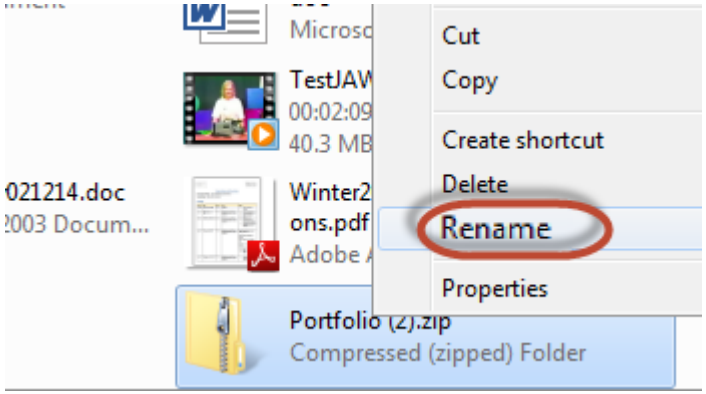
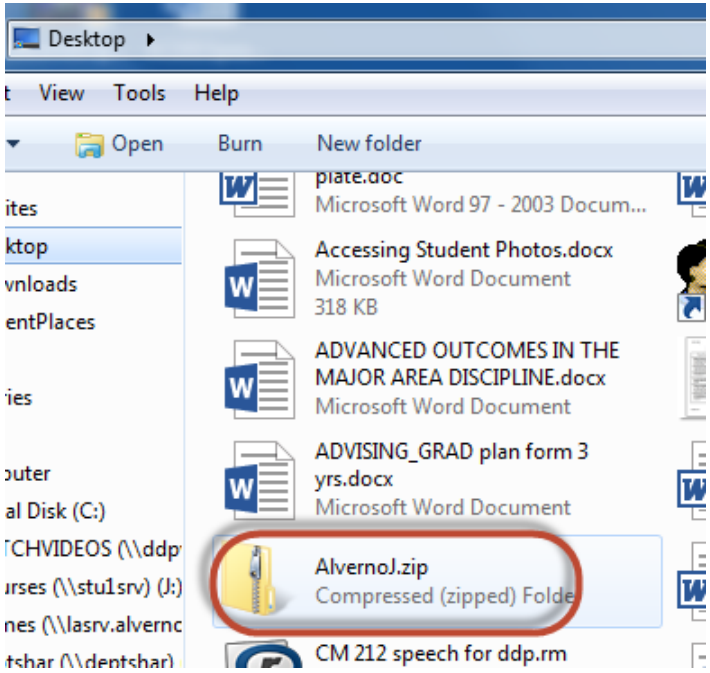
Technology Services
414-382-6700
helpdesk@alverno.edu

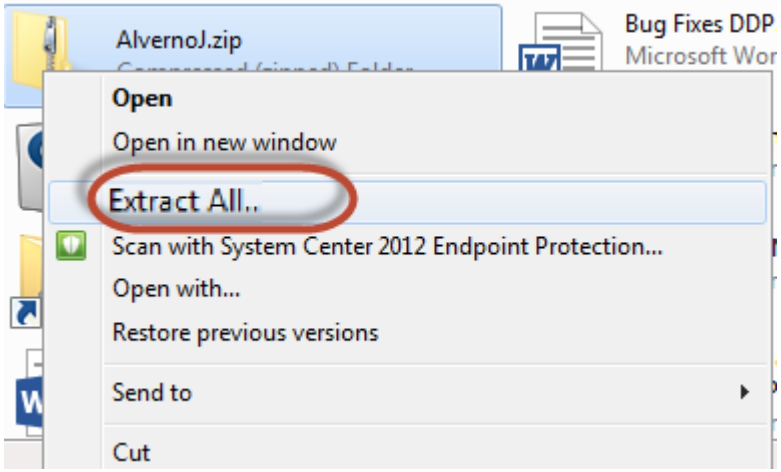
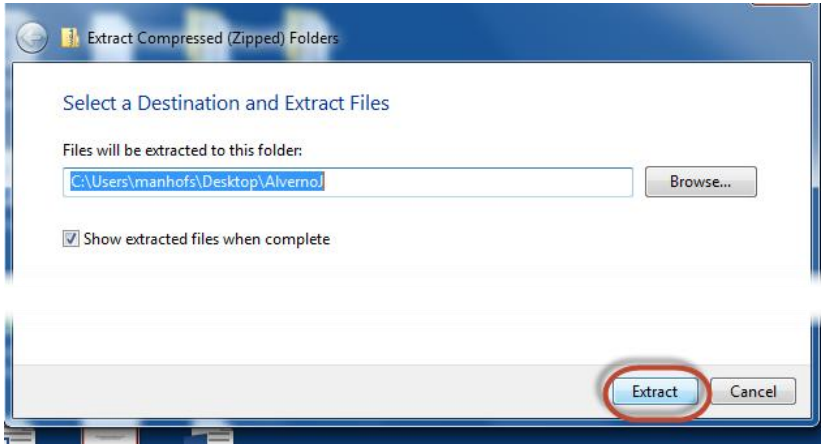
Downloading Your DDP Portfolio Directions

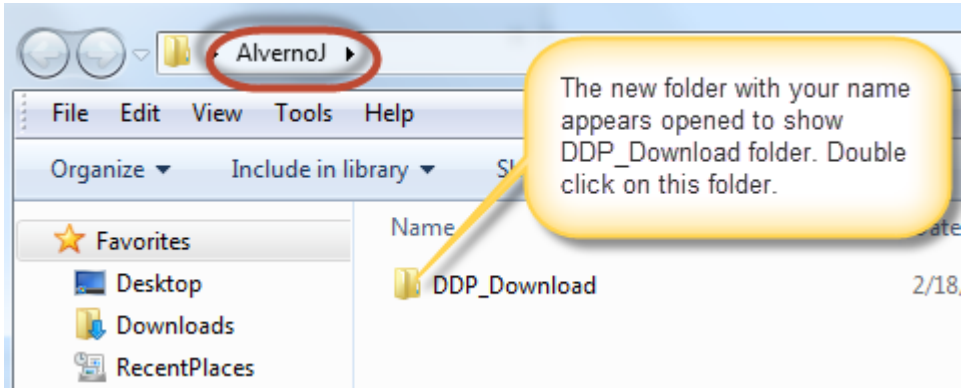
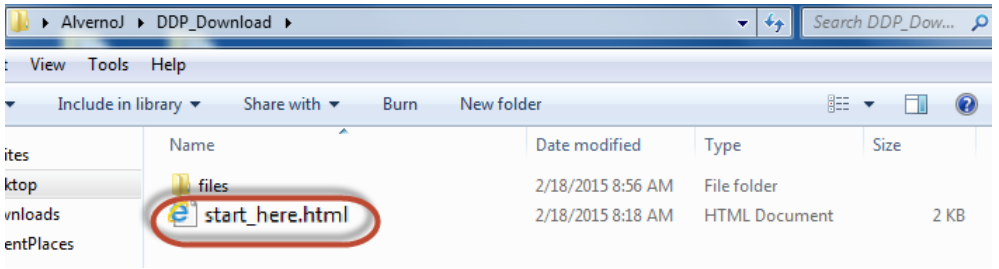
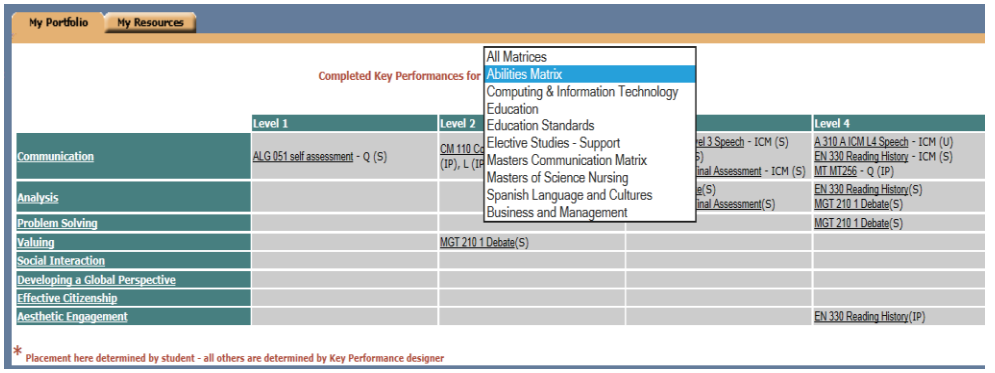
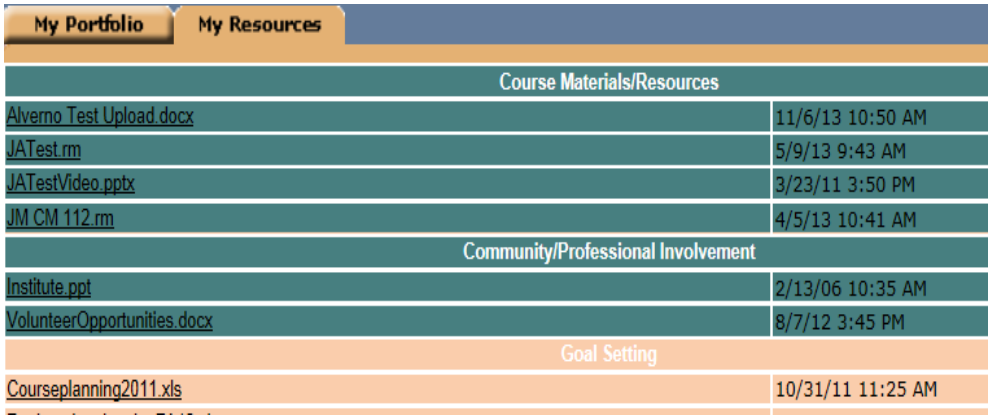
Alverno is transitioning from the DDP to a third party portfolio, LiveText, in fall 2015. We recommend that you download your Diagnostic Digital Portfolio. Download all your key performances and their associated files and any files you have uploaded to your My Resources area.

Task	Screen Shot
1. Log into the DDP. 2. In the My Portfolio tab, click on the **Download Portfolio button.**	
3. **Uncheck** any key performances from the My Portfolio tab and/or files in the My Resources tab which you do not want to download. 4. Click on the **Next** button to generate the portfolio. **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.**	

Task	Screen Shot
7. Be patient. Depending on the size of your portfolio, the process could take up to ten minutes.	
8. Click the **Click here to download the portfolio** link.	
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**. 10. In Firefox, a popup window will appear. Select **Save file** and click the **OK** button. 11. Save the folder to a place you will remember. **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.**	Internet Explorer  Firefox 

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

Task	Screen Shot
14. Right click on the zip folder; select **Extract All**.	
15. Click on the Extract button.	

Task	Screen Shot
16. A folder named the same as the zip folder will be saved in the same location (folder **will not** have the .zip suffix).	
17. Click on the **start_here.html**.	
18. You will see your My Portfolio tab with all your **completed key performances**. Some of your key performances you will find in the **Completed Key Performances for** drop-down menu.	

Task	Screen Shot
19. Finally, when you click on the **My Resources** tab, you will see the files you uploaded to this area such as Strong Inventory, resume drafts, course projects, volunteer work, etc.