

Portfolio

To compliment Totara Learn you might have learners using an external portfolio system, such as Google Docs or Totara Social*. If this is the case then you may want to allow learners to export certain content from Totara Learn into their portfolios such as forum posts, assignment submissions and glossary entries.

*Should you be using Totara Social we recommend that you use [Totara Connect](#), rather than the Portfolio plugin, for a better experience.

Default Portfolio plugins

The following portfolio plugins come as part of core Totara:

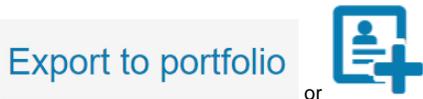
- **Box.net:** Follow onscreen instructions to obtain an API key. Login to [Box.net](#) is required. If successful, users will have to specify whether the created HTML file will be shared and in which folder it has to be placed.
- **Google Docs:** Permission has to be granted at first use. An HTML file will be created automatically in the users' Documents area. Export formats supported are HTML and LEAP2A (a popular eportfolio format).
- **Flickr.com:** Follow onscreen instructions to obtain an API key. Authorisation is required at first use.
- **Mahara:** Disabled by default. Only available if a valid network connection to a Mahara system has been established and the MNet authentication plugin has been enabled.
- **Picasa:** Access has to be granted when used for the first time. The picture will be placed in the Drop Box area of the users' Picasa albums.



Totara Social is able to use the Mahara portfolio plugin with MNet, however, it is recommended that [Totara Connect](#) plugin be used so audiences and groups can be used.

Items you can export

There are a number of different activity types that allow learners to export their content to an enabled portfolio sources. Please note that learners can only export their own content, that is an entry post or other content they have created/ contributed. Depending on what is being exported this is done via either the link or icon below (these will likely be much smaller on your site, they've just been enlarged for illustrative purposes):



The content that can currently be exported to portfolio includes:

- **Assignment submissions:** Online text (via a link), single (via a icon) and multiple file uploads (via a link).
- **Database activities:** Export either a single entry (via the icon) or export all of their entries from a single database activity using the list view (via link/button).
- **Forum posts:** Users can export any of their forums posts (via link).
- **Glossary entries:** Learners can export their own glossary entries (via icon).

Enabling the use of portfolios

1. Tick the **Enable portfolios** box in *Site administration > Advanced features*.
2. Enable selected portfolio plugins in *Site administration > Plugins > Portfolios > Manage*

Portfolio plugin		
File download	Enabled and visible ▾	Settings
Box	Disabled ▾	
Flickr.com	Disabled ▾	
Google Drive	Disabled ▾	
Picasa	Disabled ▾	
Mahara ePortfolio	Disabled	

portfolios.

Each separate portfolio plugin will have a **Settings** link with configuration details and information.

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Individual user settings for portfolios

Users have the ability to select which available portfolios are presented in their **Export to portfolio** list; by going to *Preferences > Portfolios > Configure* where they have the option to hide any configured portfolio plugin.

Furthermore, under *Preferences > Portfolios > Transfer logs*, each user is shown a list of any currently queued transfers and previous successful transfers. All pending exports, can either be continued (green button) or cancelled (red button).

There are a number of settings that apply to all portfolios, which can be accessed under *Plugins > Portfolios > Common portfolio settings*. They include:

- **Thresholds for file sizes:** Moderate transfer file size and High transfer file size.
- **The number of database records:** Moderate transfer db size and High transfer db size.

If the actual values exceed the threshold values, users will be warned that the export might take some time.