How to export a discussion forum

All users can export a single message from a discussion forum by clicking on the **Export to portfolio** link under an individual message. Staff can also export whole discussion forums by clicking on the **Export whole discussion** button that appears for them.

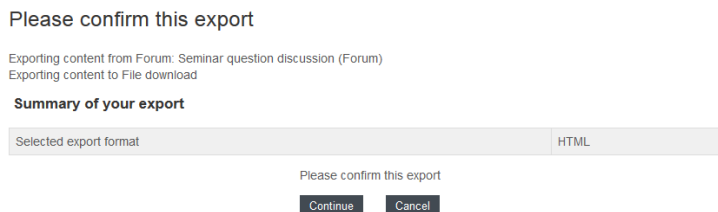Your data can be exported in **HTML** or **Leap2A portfolio format**.

The HTML export creates a standalone web page that can be viewed in most browsers.
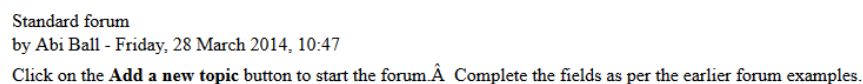
The Leap2A export allows you to transfer your data from one Leap2A compliant system to another (e.g. from Moodle to Mahara). The individual files are unreadable outside of a portfolio system.

HTML

Choose HTML from the dropdown menu and then click on the **Next** button. Confirm the export by clicking on the **Continue** button.

Save the file that is generated to your PC (or other device).

Click on the **Return to where you were** link to go back to the discussion forum in Moodle.

Leap2A

Choose Leap2A from the dropdown menu and then click on the **Next** button. Confirm the export by clicking on the **Continue** button.

Abigail Ball, Media Workshop

OXFORD
BROOKES
UNIVERSITY

Please confirm this export

Exporting content from Forum: Seminar question discussion (Forum)
Exporting content to File download

Summary of your export

Selected export format	Leap2A portfolio format
Previous exports	Friday, 28 March 2014, 13:00

Please confirm this export

Continue   Cancel

Save the file that is generated to your PC (or other device). You will not be able to open the file unless you import it into Mahara (or a similar portfolio system) or Dreamweaver (or another xml editor).

Click on the **Return to where you were** link to go back to the discussion forum in Moodle.