## How to Export Your Forum Discussions to Portfolio

Forums and MoodleRooms Forums include the option to export single posts or the whole discussion into an HTML document that you can save.

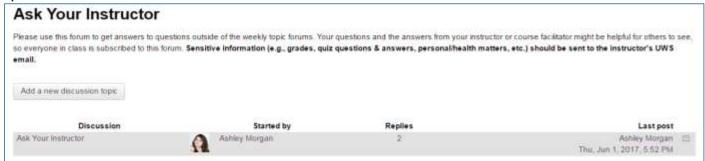


This is the Forum icon that will appear to the left of the forum link.

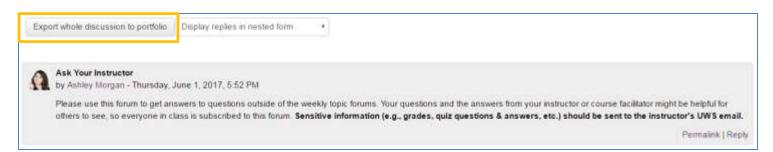


This is the MoodleRooms Forum icon that will appear to the left of the forum link.

Click on the link to open the discussion forum and locate the discussion or thread that you want to export.



The **Export whole discussion to portfolio** button allows you to download the full discussion thread.



From the **Available Formats** dropdown menu, select *HTML*.

Click the **Next** button and confirm your selection by clicking the **Continue** button.

The file will download and save to your default downloads folder. The file can be opened in a browser window and printed.

