

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.

Ask Your Instructor
Please use this forum to get answers to questions outside of the weekly topic forums. Your questions and the answers from your instructor or course facilitator might be helpful for others to see, so everyone in class is subscribed to this forum. **Sensitive information (e.g., grades, quiz questions & answers, personal/health matters, etc.) should be sent to the instructor's UWS email.**

Add a new discussion topic

| Discussion | Started by | Replies | Last post |
|---------------------|---------------|---------|--|
| Ask Your Instructor | Ashley Morgan | 2 | Ashley Morgan Thu, Jun 1, 2017, 5:52 PM |

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

Export whole discussion to portfolio Display replies in nested form ▾

Ask Your Instructor
by Ashley Morgan - Thursday, June 1, 2017, 5:52 PM
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[Permalink](#) | [Reply](#)

From the **Available Formats** drop-down 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.

Configure exported data

Exporting content from Forum: Ask Your Instructor
Exporting content to File download

Available export formats HTML ▾

Next Cancel