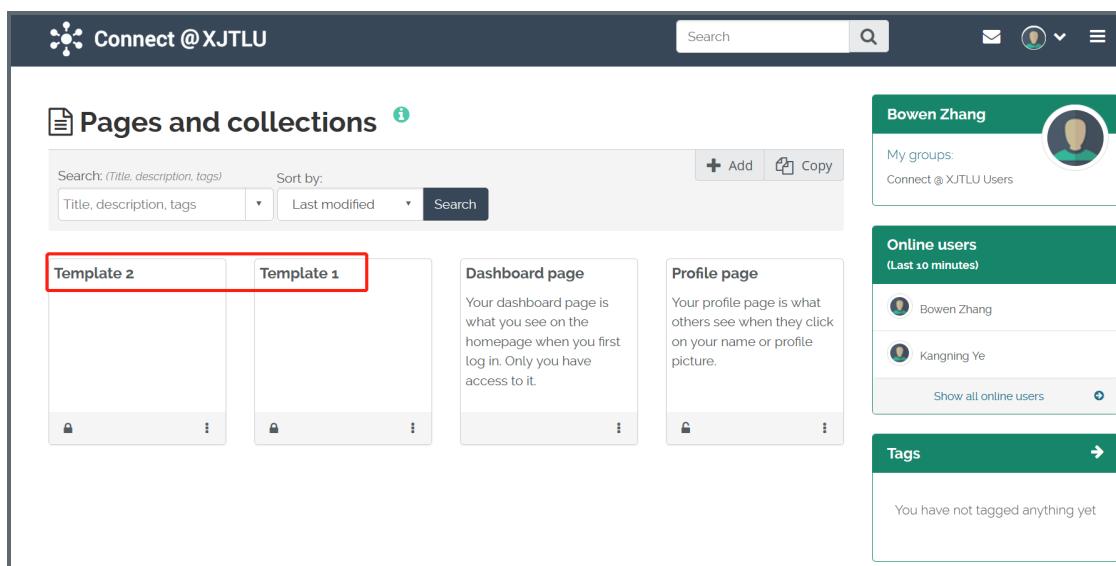


# How to export and import a template in Connect

318 Bowen Zhang Fri, Dec 22, 2023 Connect, Guide for staff

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The screenshot shows the 'Pages and collections' section of the Connect @ XJTLU dashboard. A template card for 'Template 2' is selected and highlighted with a red border. The dashboard also shows 'Dashboard page' and 'Profile page' cards, and a sidebar with 'Online users' and 'Tags' sections.

An example of an imported page template in Connect

## Overview:

This guide will show you how to export and import a page template on Connect system.

## What to know:

A page on Connect contains a selection of artefacts which you arrange and present to others, including resume details, video and audio files, selected files etc. The template for a page is the arrangement of how you display the content to configure the page, which can be used to create e-portfolios or further personal resume. For more information about what Mahara/Connect is, please visit the article [What is Mahara/Connect system](#).

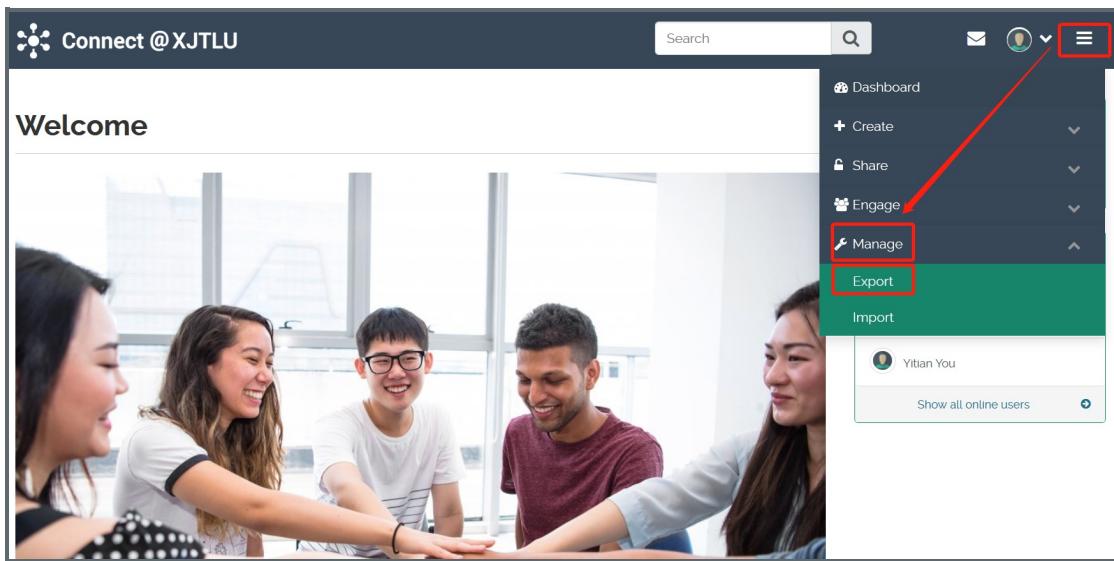
This guide is designed for both teachers and students. For teachers, you can create a page and export as a template for the students to use in their submission for assignment. For students, you can import the page provided by the teacher and utilize it as the template for submitting e-portfolio assignment. You can refer to the guide "[How to submit e-portfolio assignment \(using the Connect and LM platform\)](#)" for further details.

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### Step 1: Export the existing template page from the Connect system

After logging in Connect, click on the "hamburger" button in the right corner of the dashboard page. Then click on "Manage" to choose "Export".



## Step 2: Choose the exported format for the template page

Click on "Leap2A" as the exported format. Only a Leap2A file can be imported, but not an HTML file.

A screenshot of the 'Export your portfolio' tool. The title is 'Export your portfolio' with an info icon. Below it, a text block states: 'This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups.' A section titled 'Choose an export format' contains two options: 'Standalone HTML website' (radio button not selected) and 'Leap2A' (radio button selected and highlighted with a red box). A note below the 'Leap2A' option says: 'This gives you an export in the Leap2A standard format. You can later use this to import your data into other Leap2A-compliant systems, although the export is hard for humans to read.'

Click on "Just some of my pages" to display all the templates available. Then click on the template you wish to export.

A screenshot of the 'What do you want to export?' section. The title is 'What do you want to export?'. Below it, two radio button options are shown: 'All my data' (unchecked) and 'Just some of my pages' (checked and highlighted with a red box). A 'Pages to export' section follows, showing two checkboxes: 'Template 1' (checked) and 'Template 2' (unchecked). Below each checkbox is a 'Click to preview' link. At the bottom are 'Select all' and 'Reverse selection' buttons, and a 'Generate export' button.

Save the file as zip file. It is not necessary to unzip it.

## Export your portfolio i

Please wait while

Export generated

You have chosen to open:  
...ort-leap-user19553-2022-02-25\_23-11\_lCkjSnBKhc3LFZwq.zip  
which is: Compressed (zipped) Folder (216 KB)  
from: https://connect.xjtu.edu.cn

What should Firefox do with this file?

Open with Windows Explorer (default)  
 Save File  
 Do this automatically for files like this from now on.

OK Cancel

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### Step 3: Import the saved template page

After successfully downloading the template, now you have the ability to import the said file within Connect. click the "Hamburger" button again for "Import".

Connect @ XJTLU

Export your portfolio i

Please wait while your export is being generated...

Export generated successfully. Continue

Dashboard Create Share Engage Manage Export Import

Import

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Select the file by clicking on "Browse" and double click the page file. Then click on "Import".

## Import your portfolio i

Here you can import your portfolio content from another site if you have the Leap2A file. You cannot import site settings or content you uploaded to or created in groups.

Fields marked by “\*” are required.

Upload Leap2A file \*  mahara-export-leap-user195-23-11\_lCkjSnBKhc3LFZwq.zip  
(Maximum upload size 500MB)

### Step 4: Choose the way to import your portfolio items

During this process, you should decide what you want to do with the content in your imported file. Choose "Add new" for both file and page part, so that you have a separate new template, so as not to merge with other artefacts in your existing portfolio.

## ⬇ Choose the way to import your portfolio items i

In this step, you will decide how to merge your imported content with your existing one.

### Profile

About me

Contact information

### File

apple-airtag.png (218.8KB)

Ignore

Add new

### Page

Template 1

Ignore

Add new

Import

[Cancel](#)

## Step 5: Locate your imported template page

Please go back to your dashboard page and scroll down to the bottom of the page. You can find the imported template pages listed below my portfolios column.

### My portfolios

[Template 1](#)

[Template 1](#)

[Template 2](#)

3 results

## Next steps:

Now that you have finished exporting and importing an existing page template, which can be used to submit an e-portfolio assignment. You may be interested in [How to submit e-portfolio assignment \(using the Connect and](#)

Online URL: <https://knowledgebase.xjtu.edu.cn/article/how-to-export-and-import-a-template-in-connect-318.html>