



# D2L ePortfolio

## Exporting to MyDesire2Learn

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This guide walks current UCO students through the process of exporting their UCO ePortfolio artifacts and presentations and then importing the content into the Desire2Learn ePortfolio system, MyDesire2Learn.

This process allows students to have permanent access to their artifacts, presentations, reflections and other content created in the D2L ePortfolio tool, even after they are no longer at the university. All content can be exported from UCO's system and then imported into D2L's ePortfolio tool, MyDesire2Learn.com. For more information about the D2L ePortfolio tool, visit their website at <http://mydesire2learn.com>.

For additional information, questions or assistance, contact the UCO Service Desk at 405.974.2255 or [support@uco.edu](mailto:support@uco.edu).

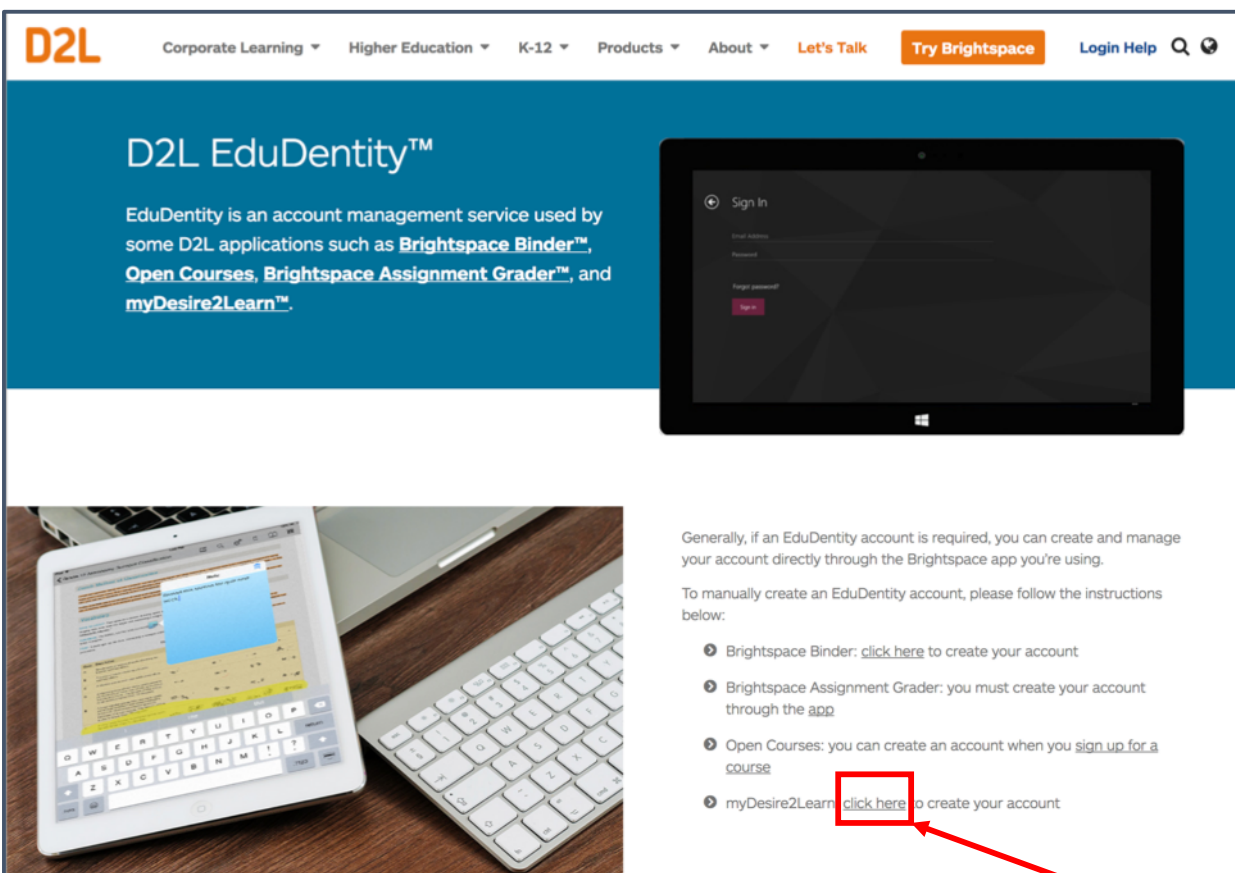
## SET UP MYDESIRE2LEARN ACCOUNT

### DESCRIPTION

You will need an EduDentity™ account to be able to access the MyDesire2Learn.com system.

### INSTRUCTIONS

1. Visit <https://www.d2l.com/products/EduDentity/>
2. Click the myDesire2Learn **click here** link.



**D2L** Corporate Learning ▾ Higher Education ▾ K-12 ▾ Products ▾ About ▾ Let's Talk [Try Brightspace](#) [Login Help](#) [Q](#) [🔍](#)

## D2L EduDentity™

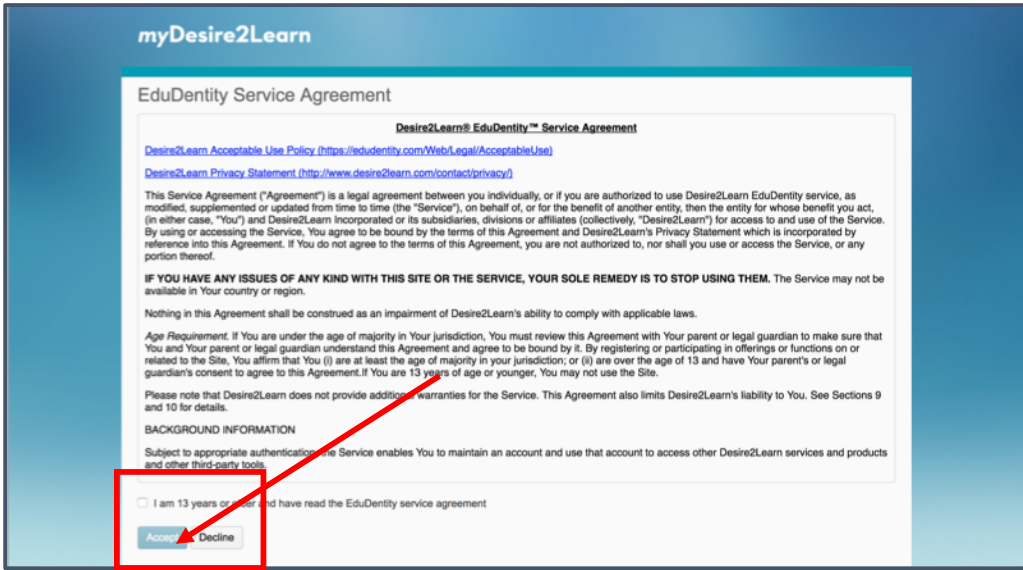
EduDentity is an account management service used by some D2L applications such as **Brightspace Binder™**, **Open Courses**, **Brightspace Assignment Grader™**, and **myDesire2Learn™**.

Generally, if an EduDentity account is required, you can create and manage your account directly through the Brightspace app you're using.

To manually create an EduDentity account, please follow the instructions below:

- Brightspace Binder: [click here](#) to create your account
- Brightspace Assignment Grader: you must create your account through the [app](#)
- Open Courses: you can create an account when you [sign up for a course](#)
- myDesire2Learn: [click here](#) to create your account

3. Select the <checkbox> to verify that you are 13 years old or over and click **Accept**.



myDesire2Learn

### EduDentity Service Agreement

**Desire2Learn® EduDentity™ Service Agreement**

[Desire2Learn Acceptable Use Policy \(https://edidentity.com/Web/Legal/AcceptableUse\)](#)  
[Desire2Learn Privacy Statement \(http://www.desire2learn.com/contact/privacy/\)](#)

This Service Agreement ("Agreement") is a legal agreement between you individually, or if you are authorized to use Desire2Learn EduDentity service, as modified, supplemented or updated from time to time (the "Service"), on behalf of, or for the benefit of another entity, then the entity for whose benefit you act, (in either case, "You") and Desire2Learn incorporated or its subsidiaries, divisions or affiliates (collectively, "Desire2Learn") for access to and use of the Service. By using or accessing the Service, You agree to be bound by the terms of this Agreement and Desire2Learn's Privacy Statement which is incorporated by reference into this Agreement. If You do not agree to the terms of this Agreement, you are not authorized to, nor shall you use or access the Service, or any portion thereof.

**IF YOU HAVE ANY ISSUES OF ANY KIND WITH THIS SITE OR THE SERVICE, YOUR SOLE REMEDY IS TO STOP USING THEM.** The Service may not be available in Your country or region.

Nothing in this Agreement shall be construed as an impairment of Desire2Learn's ability to comply with applicable laws.

**Age Requirement:** If You are under the age of majority in Your jurisdiction, You must review this Agreement with Your parent or legal guardian to make sure that You and Your parent or legal guardian understand this Agreement and agree to be bound by it. By registering or participating in offerings or functions on or related to the Site, You affirm that You (i) are at least the age of majority in your jurisdiction; or (ii) are over the age of 13 and have Your parent's or legal guardian's consent to agree to this Agreement. If You are 13 years of age or younger, You may not use the Site.

Please note that Desire2Learn does not provide additional warranties for the Service. This Agreement also limits Desire2Learn's liability to You. See Sections 9 and 10 for details.

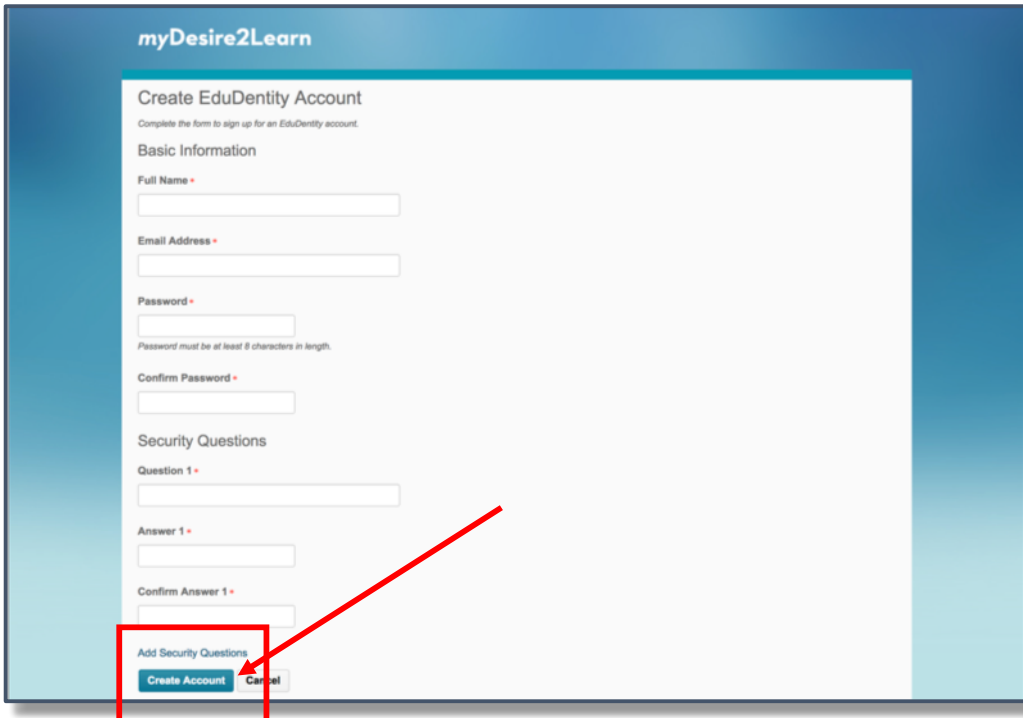
**BACKGROUND INFORMATION**

Subject to appropriate authentication, the Service enables You to maintain an account and use that account to access other Desire2Learn services and products and other third-party tools.

I am 13 years of age or over and have read the EduDentity service agreement

4. Complete the sign-up form and click **Create Account**.

Be sure to use a non-UCO email address so that you will be able to continue to access the account after you are no longer a student at UCO.



myDesire2Learn

### Create EduDentity Account

Complete the form to sign up for an EduDentity account.

**Basic Information**

Full Name \*

Email Address \*

Password \*

Password must be at least 8 characters in length.

Confirm Password \*

**Security Questions**

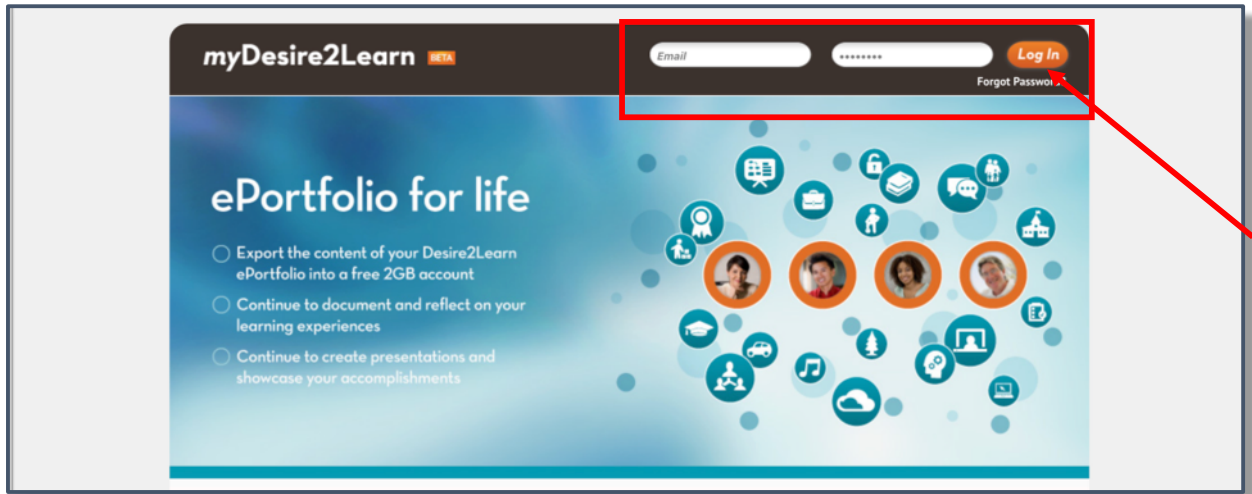
Question 1 \*

Answer 1 \*

Confirm Answer 1 \*

[Add Security Questions](#)

5. You will receive a verification email to the address you used to register for EduDentity™. Click on the link in the email to verify your address.
6. Visit <http://mydesire2learn.com> and use your EduDentity™ account to log in.



## NOTES

- Be sure to use a Non-UCO email address so that you retain access to the account even when no longer a student at UCO.
- Your [EduDentity™](#) account can be used to access a variety of Brightspace systems including Binder and Open Courses.

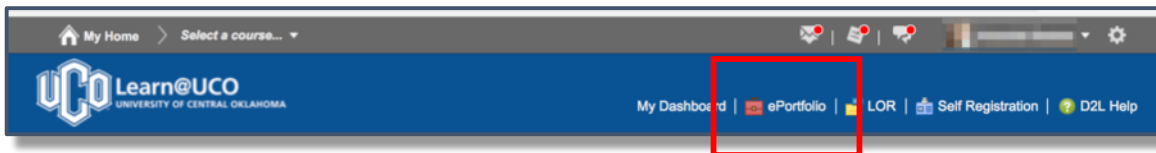
## EXPORT EPORTFOLIO FROM LEARN@UCO

### DESCRIPTION

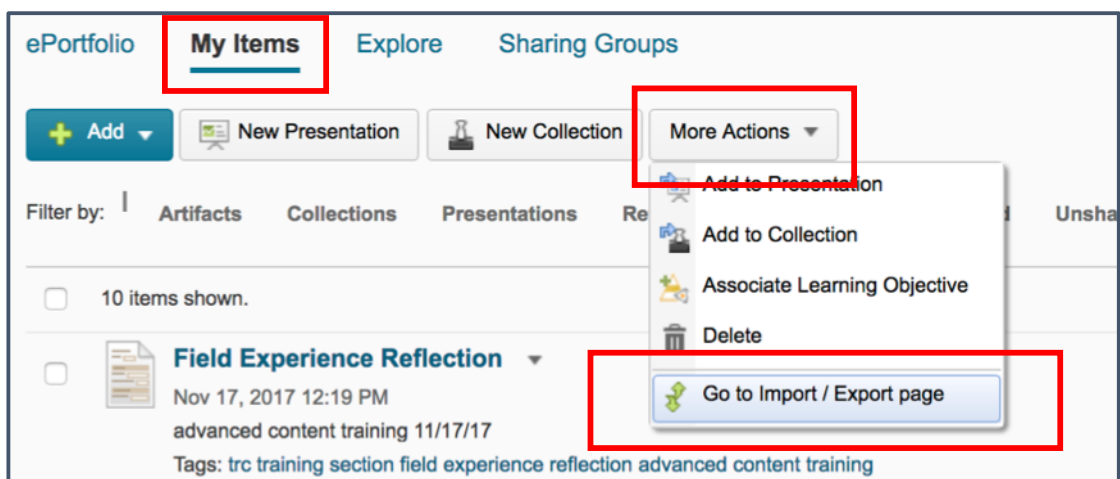
After you have created your EduDentity™ account and have received access to the Brightspace ePortfolio system at <http://mydesire2learn.com>, you will need to export your UCO ePortfolio tool contents. The export feature will include all of the content within your ePortfolio including artifacts, presentations, reflections, tags, and collections. The export will not include all information associated with comments or assessments left on your items or presentations. View the ePortfolio Item Property Changes knowledge article for more information.

### INSTRUCTIONS

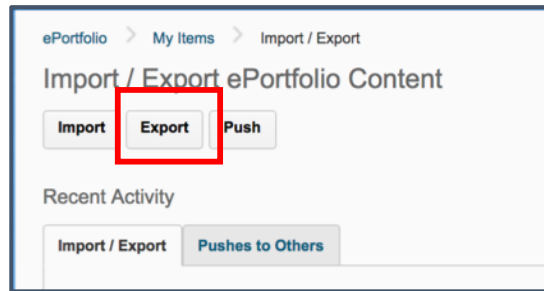
1. Log in to Learn@UCO (D2L) at <http://learn.uco.edu>.
2. Click on the **ePortfolio icon** in the top right of the navigation bar.



3. Navigate to the <My Items> tab.
4. From the <More Actions> menu, select **Go to Import/Export Page**.

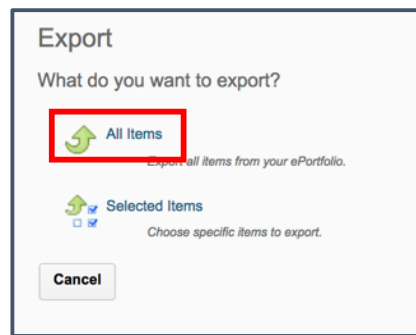


5. Click **Export**

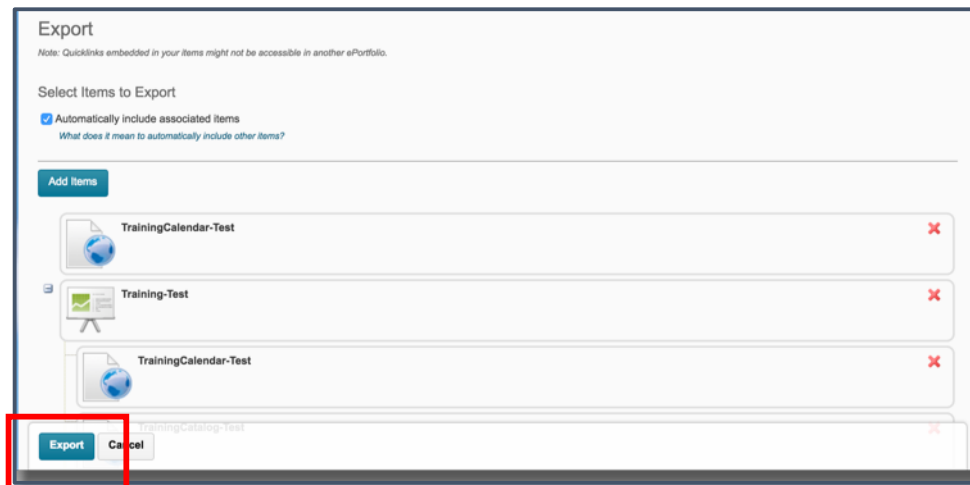


6. Select **All Items**.

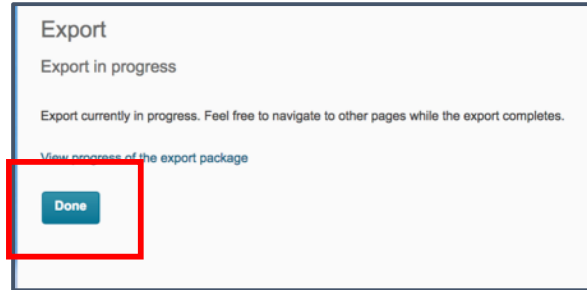
You can choose to export only specific items from your ePortfolio tool by clicking "Selected Items" instead of All. However, this guide will continue the process for exporting your entire Learn@UCO (D2L) ePortfolio tool at one time.



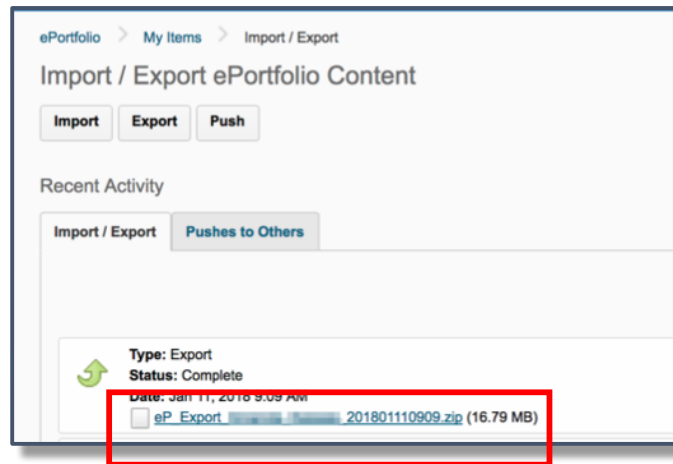
7. Click **Export**



- The ePortfolio tool will now work to gather all items into a single, downloadable file. You may navigate away from this page while it works. Click **Done**.



- Until the file has been created, the Import/Export page will list your current export <Status> as "Queued".
- When the file is ready, click on the **zip file link** to download the file to your computer hard drive. You are now ready to import your eportfolio contents into MyDesire2Learn.com.



## NOTES

- By choosing to only export selected items rather than all, the process will require a few additional steps to allow you to select which items you wish to include in the download.
- Be sure to leave the checkbox for "Include Associated Items" checked during step 7. This will ensure that your export includes all files associated with your reflections and presentations.

## IMPORT EPORTFOLIO INTO MYDESIRE2LEARN.COM

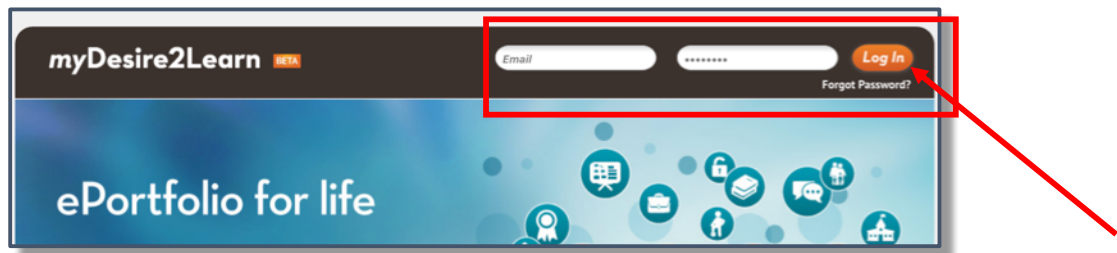
### DESCRIPTION

After your ePortfolio has been exported from the UCO system and is saved as a .zip file on your computer hard drive or flash drive, you are now ready to begin the process for importing into the MyDesire2Learn system.

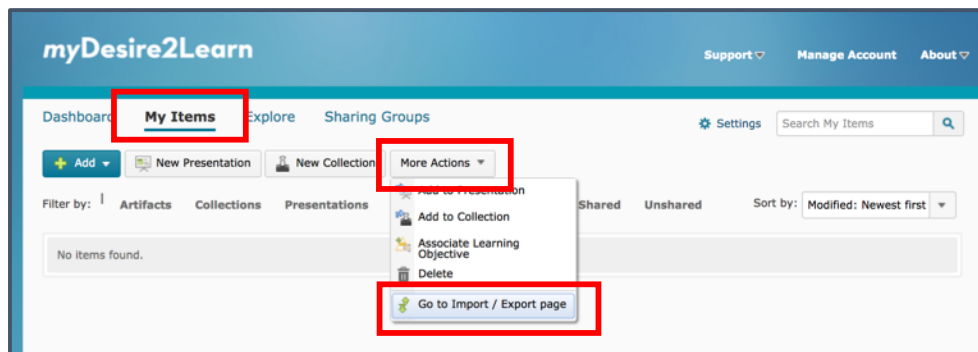
While all items exported from Learn@UCO (D2L) ePortfolio, some items may not appear the same following the import into the MyDesire2Learn system. View the ePortfolio Item Property Changes knowledge article for more information.

### INSTRUCTIONS

1. Log in to MyDesire2Learn with you EduDentity™ account information at <http://mydesire2learn.com>.

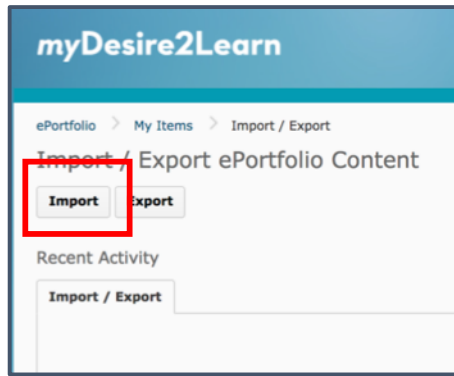


2. Navigate to the <My Items> tab.
3. From the <More Actions> menu, select **Go to Import/Export Page**.

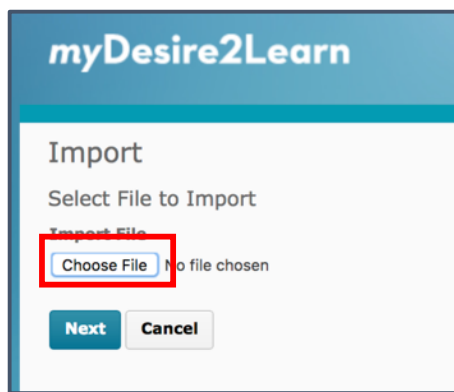




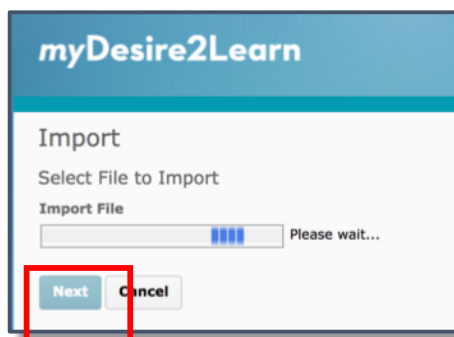
4. Click **Import**.



5. Click **Choose File** and find the saved .zip file on your computer hard drive or flash drive.



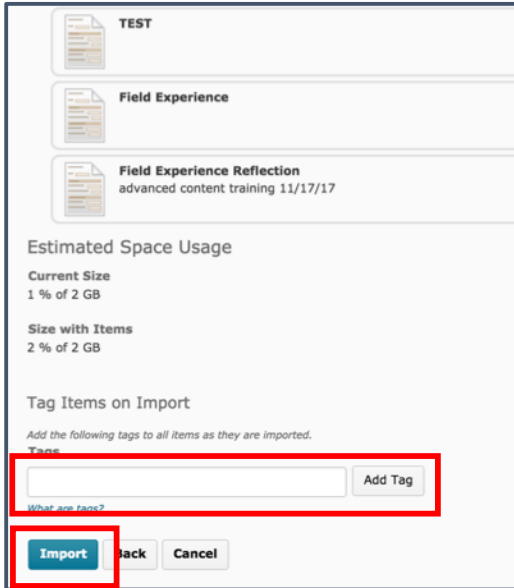
6. Click **Next** and wait while the file uploads.



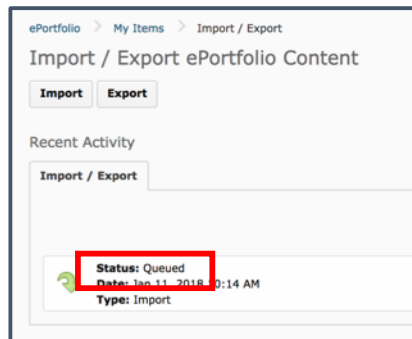
- Once the file is uploaded and the contents unzipped, scroll to the bottom of the page and enter any tags you want to associate with *all* items you are importing. Click **Add Tag**.

Tagging your content is not required. Examples of potential tags may be, "UCO", "UCOD2L", "Bachelors", "2012-2017", etc. If you choose not to tag your content, continue to the next step.

- Click **Import**.

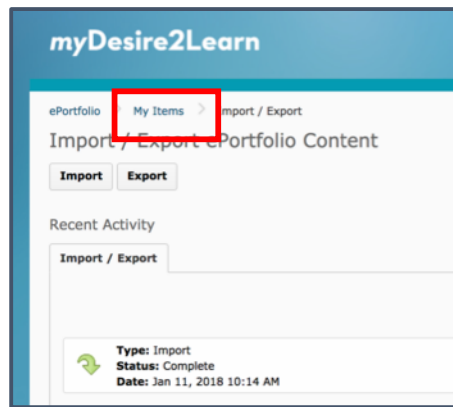


- Until the contents have been copied to MyDesire2Learn, the Import/Export page will list your current import <Status> as "Queued".

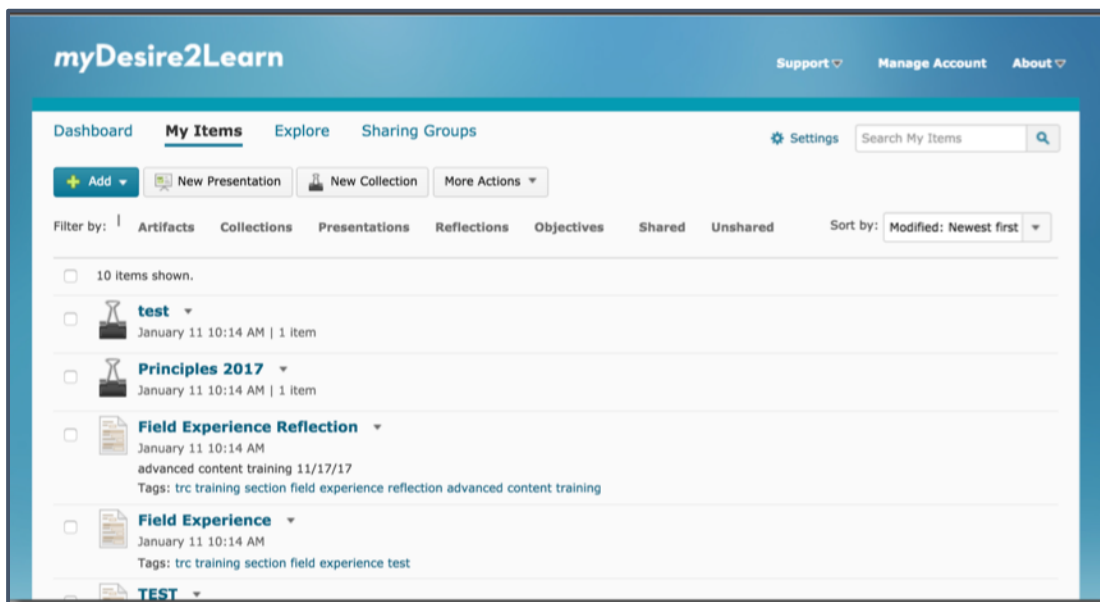


Status	Date	Time	Type
Queued	Jan 11, 2018	10:14 AM	Import

10. Once the status is listed as “Complete”, click on **My Items**.



11. All of your ePortfolio content is now accessible within the MyDesire2Learn system.



## NOTES

- Tagging your content in MyDesire2Learn all at once during the import process is not required but might be useful when searching for things in the future.
- Remember to change any links associated to your ePortfolio presentations (such as within your resume) as those links will change once imported into MyDesire2Learn.



OFFICE OF  
**Information Technology**  
UNIVERSITY OF CENTRAL OKLAHOMA

For additional help or assistance, contact the  
UCO Service Desk at 405.974.2255 or  
[support@uco.edu](mailto:support@uco.edu).