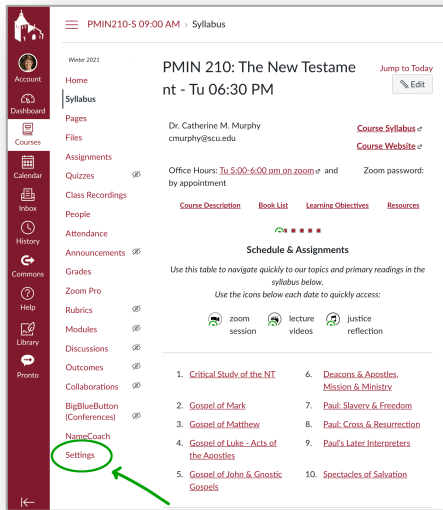


Converting Camino pages to pdf

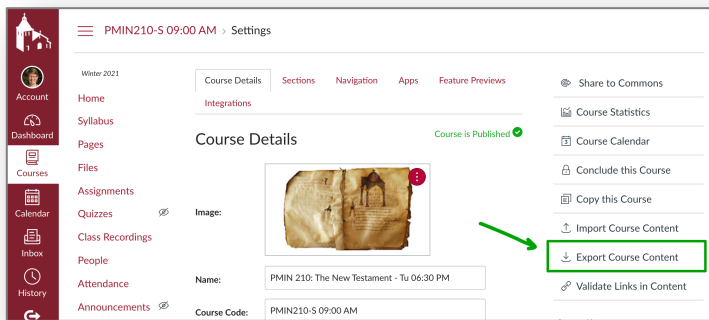
Capturing Your Uploads (click [here](#) for how to capture student content)

There are two methods to convert files from Camino. The first can be used by anyone; the second requires a subscription to Adobe Acrobat Pro. Both methods use steps 1 and 2, differing only at steps 3-4.

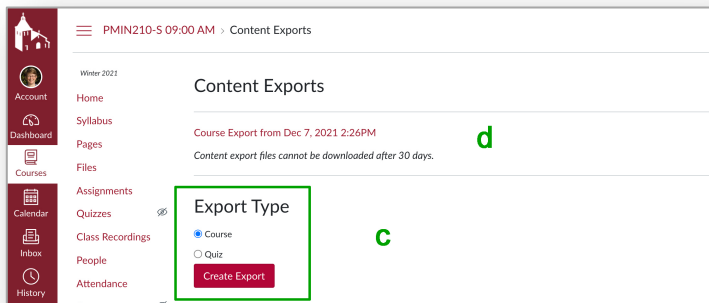
1. Export your course



a. In your Camino class, go to **Settings**



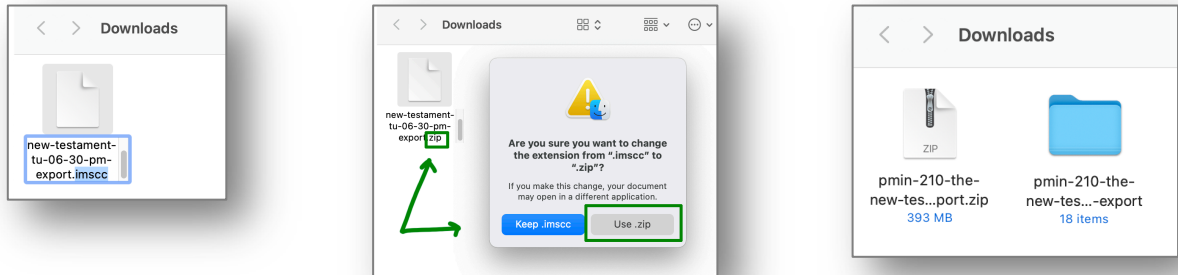
b. Select **Export Course Content**



c. At "Export Type," choose **Course** and click the **Create Export** button

d. It can take some time for the course to export. When it's done, you'll receive an email prompt and find a link to the export file [here](#)

2. Download the file to your computer.



- Click that export link, then navigate to your downloads folder.
- Highlight the extension `imssc` and type `zip` in its place (this can be done without damaging the file; it simply changes the extension to one that your computer will be able to open).
- Double click on the zip file to produce a folder with html files of your course materials.

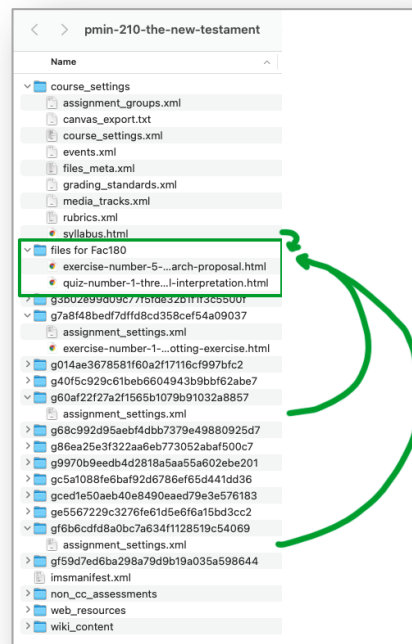
3. Select the files you want to convert to pdf. Be selective; choose only those syllabi, assignments, and other elements that best represent your teaching expertise and pedagogical development. At this point, what you will be able to do depends on whether you have the paid subscription to Adobe Acrobat Pro, which allows batch conversions of multiple html files to pdf (right column), or not (left column).

Adobe Acrobat



Decide which files to convert. You will convert them individually.

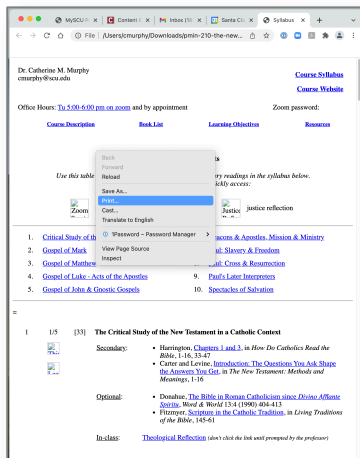
Adobe Acrobat Pro



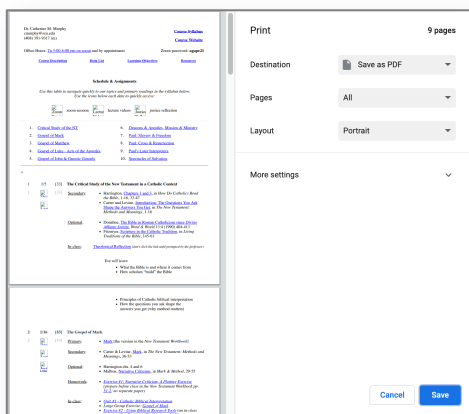
Create a folder within your course export for the materials you want to upload to Faculty180, and drag into it those files you would like to include in your evaluation portfolio.

4. Convert the files you want to include in your evaluation portfolio to pdf.

Adobe Acrobat

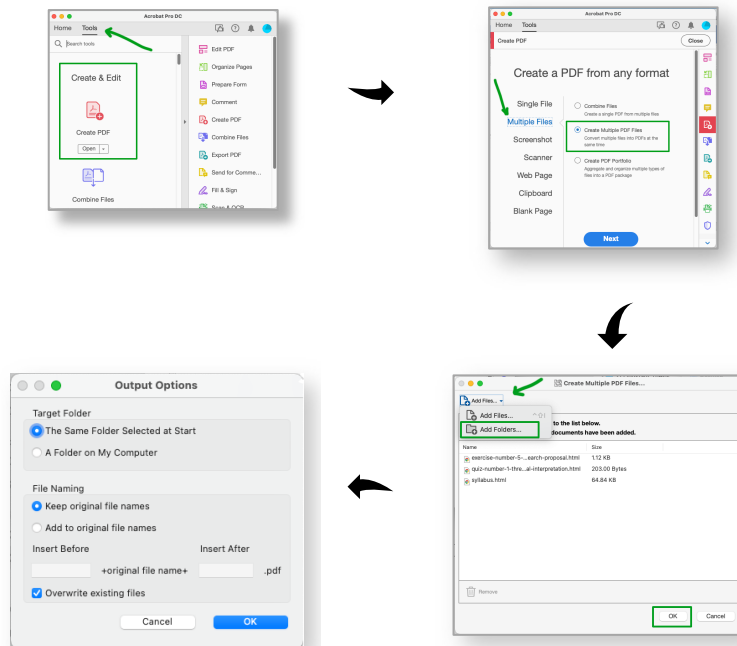


Right click on the page and select **Print**.

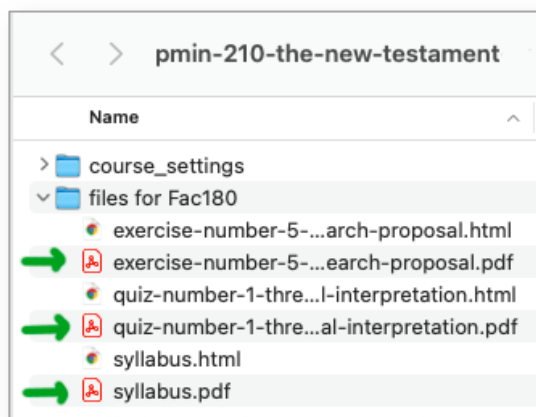


In the "Destination" window, choose **Save as PDF**, and click the **Save** button. Create a folder hierarchy on your computer to store the pdfs for later upload to Faculty180.

Adobe Acrobat Pro



Open the **Tools** menu. Select the **Create & Edit** tool, and click **Open**. In the next window, select **Multiple Files** and click the option to **Create Multiple PDF Files**. In the next window, select **Add Files** and, from the pop-up menu, **Add Folders**. Navigate to the Faculty180 folder you created in step 3, and click it. The files from the folder should now appear in the window. Click the **OK** button. In the next window, choose your target folder and other options.

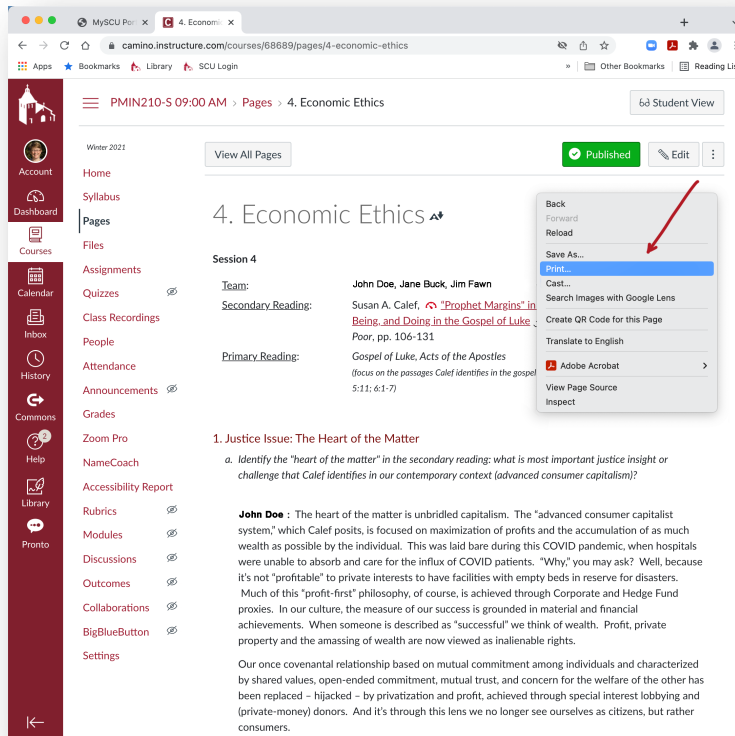


Your pdf files are now available to upload to Faculty180.

Capturing Student Content

Student content is not automatically downloaded in a Camino course export.

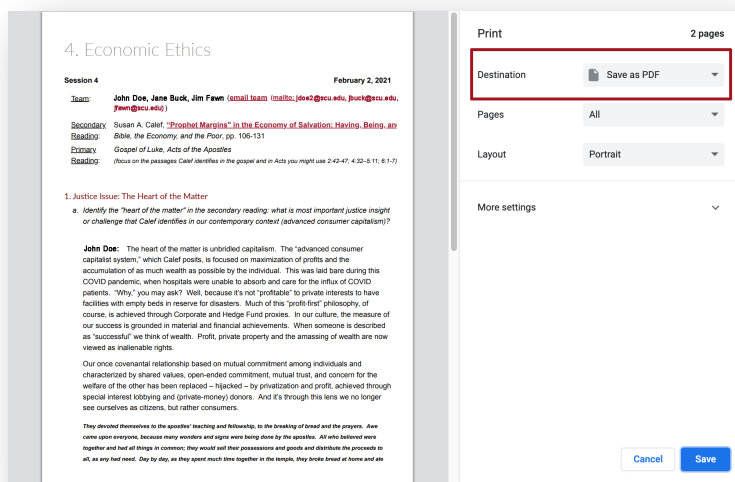
If you would like to include a representative sample of student performance to illustrate an assignment or the quality of student work, there are three steps:



The screenshot shows a web browser window displaying a Camino course page for '4. Economic Ethics'. The page content includes a session title, team members (John Doe, Jane Buck, Jim Fawn), secondary reading (Susan A. Calef's article on 'Prophet Margins'), and primary reading (Gospel of Luke). A right-click context menu is open over the page, with the 'Print...' option highlighted by a red arrow.

1. Open the page, discussion board, or other student content file in Camino.
2. Right click on the page to pull up the menu, and select **Print**.

Note: In addition to this method, web browsers have their own unique methods to enable printing to pdf from a webpage; see this [DigitalTrends guide](http://www.digitaltrends.com/computing/how-to-save-a-webpage-as-a-pdf): www.digitaltrends.com/computing/how-to-save-a-webpage-as-a-pdf.



The screenshot shows the 'Print' dialog box with 'Save as PDF' selected as the destination. The dialog box also shows 'Pages' set to 'All' and 'Layout' set to 'Portrait'. The 'Save' button is highlighted.

3. Select for the destination **Save to PDF**, click the **Save** button, and choose the location on your computer where you are staging these files for eventual upload to your evaluation portfolio.