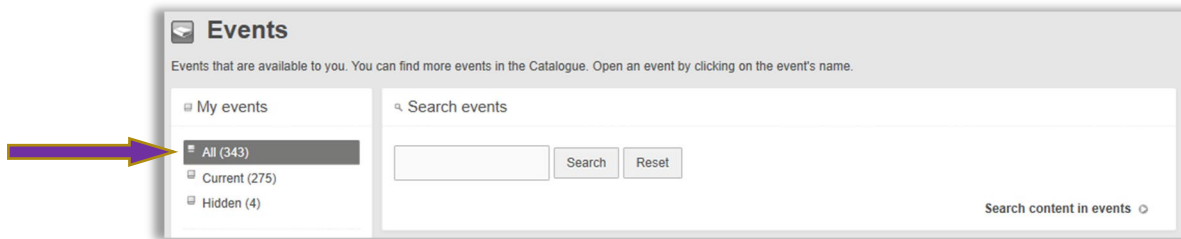## Events – My events

You will find all the courses you have access to through the menu (*Events-My events*). Click *All* to find all your courses.

Personal - Documents

Select a file and click *Download* to download it. If you select a folder, it will be compressed into a Zip file so you can download it more quickly. Here you will also find the documents in your project groups.


Content

In the *Content* menu you will find all published pages in the course. For example, you may find your assignments including status and your teacher's comments. Your test results may also be found here.
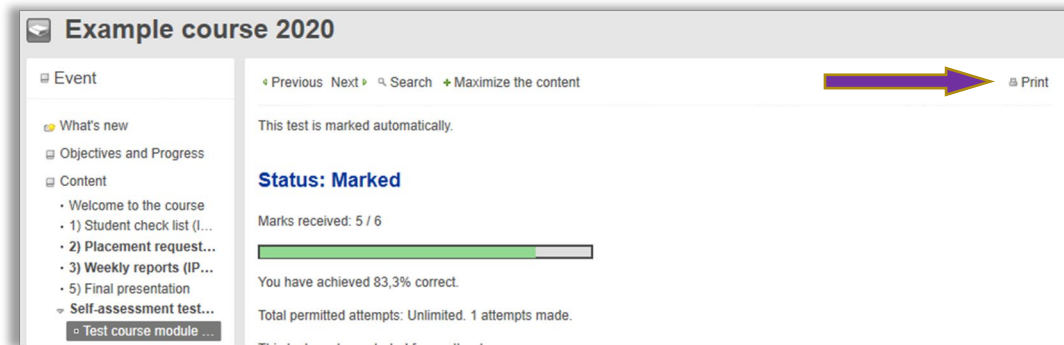
On most of the pages in the **Content** menu you will find the button *Print* to save a page as a PDF file. The button *Print* is also available in the function **Discussion**.

Assignments

Open the file and save it or right-click the file and select *Save link as/Save target as*.
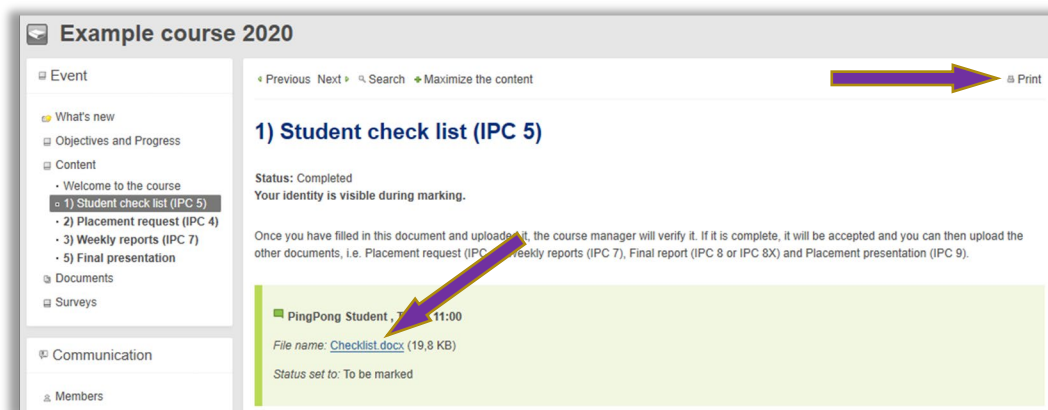
Test results

Other information you want to save – for example from Objectives and Progress or from PIM

To save information from most of the functions you need to take screenshots. Below you will find how to do this, depending on which system you are using.

How to take a screenshot

Windows: Press the key *Prt Scr (Print Screen)* to take a picture of the entire screen. To take a picture of the active window press *Alt+Prt Scr*.

Windows 10: Press *Windows-tangenten+skift+S* to decide which part of the screen to save.

Mac: Press *Cmd+shift+3* to take a picture of the entire screen. To take a picture of the active window press *Cmd+shift+4*. Using the mouse, click and hold and then drag the mouse in one direction to decide which part of the screen is to be pictured. When you cover the area you want to save, you release the mouse.

Other functions

Personal – Portfolio

You can export a folder by clicking on *Export* beside the folder's name. If you wish to export all the folders in your portfolio, click on the *Export* button to the right in the upper part of the page. This creates a compressed (.zip) file that you can save on your computer.

Personal – Log books

The log book's top menu includes a *Print* command allowing you to print the current log book including all posts. If your system supports it, choose *Save as PDF* in your printer menu and you can save your log book as a file.