

INSTITUTE WRITING PROGRAM

THE WRITING CENTER

Exporting Your Blog After You Graduate

While at VMI, your blog exists on VMI's network where people need to have VMI network credentials (username and password) to access your blog.

Upon graduating or leaving VMI, you may want to keep your blog as a networking tool to showcase your past work, remember what you have done, or continue developing the work that you started at VMI.

To keep your blog when you leave VMI, you may create a new Wordpress blog, export your existing VMI blog, and import the data from the VMI blog onto the new Wordpress blog you've created.

Creating a New Blog

Creating a new blog is easy and allows you a variety of options to customize your online identity and accessibility (e.g., privacy settings). Creating a new blog will separate you from the VMI system:

1. Go to <https://wordpress.com/>
2. Enter your username/desired url into the text box and click "Create Website"
3. Fill out all of your personal information to make an account
4. Since you are no longer on VMI's system, you will no longer have all of the same accessibility options, memory, and functionality you had before and may choose to pay for a subscription.

Exporting Your Blog Information

You will now need to log into your VMI blog to export all of the information from it:

1. Hover your mouse over "My Sites".
2. Hover your mouse over the blog you wish to export information from.
3. Click "Dashboard"
4. Hover your mouse over the "Tools" icon
5. Click "Export"
 - a. From here, you can choose what you want to export and what you do not. You may decide you want everything, but you may run into the problem that you do not have enough memory to carry everything over onto your new blog. You will be given the opportunity to keep certain posts/categories and to choose certain types of content from a certain date range. (ex. Your first class year)



Importing

To finalize the process, you will import/upload your data to your new blog:

1. Log into your new WordPress site.
2. Hover your mouse over “My Sites.”
3. Hover your mouse over the blog from which you wish to export data.
4. Click “Dashboard.”
5. Hover your mouse over the “Tools” icon.
6. Click “Import.”
7. Click “WordPress.”
8. Click the “Browse” button and select the file that you exported.
9. Click “upload file and import” to upload all of your information onto your new WordPress site.
 - a. As administrator of your new page, you will be given different options on managing the content for your new WordPress site.

Help

If you continue to experience any problems importing or exporting your e-Portfolio to a new WordPress page, please schedule an appointment with the Writing Center E-Portfolio Team at <https://vmi.mywconline.com/>

