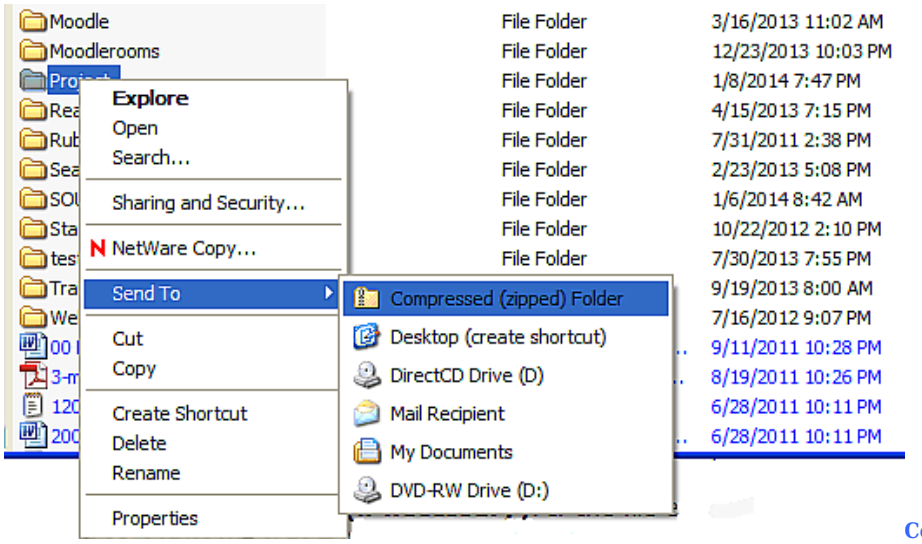
Students: Upload a File Folder

Hart Wilson - 2023-04-07 - Comments (0) - Students

You may find that you need to upload a folder with multiple files to an assignment link for a term project. To do so, you will need to compress your folder and create a .zip archive file. Once you have created your compressed file, open the assignment link in Moodle and use the **Add submission** button to locate and upload your .zip file. Click on **Save changes** to submit.



Compress Files on a PC

1. **View Files**. Open **Windows Explorer** and locate the files that you plan to submit.
2. **Verify Files Names**. Review the names of the files you intend to submit. If any files contain # signs or other symbols, rename them to delete the symbols from the file names.
3. **Prepare Folder**. Create a folder with an appropriate name to hold the desired files and move (or copy) all of the assignment files into the folder.
4. **Compress Folder**. Right-click on the folder and choose **Send to...** then choose **Compressed (zipped) folder**.

The zip archive will appear in the same location. It will have the same name as the original folder, but it will be displayed with a zipper icon. If your folder view is set to display file types, the file name will include a ".zip" extension. Check the size of the zipped file to make sure it is less than 50 MB.

Compress Files on a Mac

1. **View Files**. Open **Finder** and locate the files that you plan to submit.
2. **Verify Files Names**. Review the names of the files you intend to submit. If any files contain # signs or other symbols, rename them to delete the symbols from the file names.
3. **Add file extensions (if necessary)**. If the file extension (e.g., .doc for a Word document, .ppt for a PowerPoint presentation, etc.) is missing from any of your file names, rename the file to add the correct file extension. Otherwise, your instructor might not be able to open the file. (To prevent this problem in the future, check the "Append file extension" box in the "Save As" screen in Word, PowerPoint, etc.)
4. **Prepare Folder**. Create a folder with an appropriate name to hold the desired files and move (or copy) all of the assignment files into the folder.
5. **Compress Folder**. Ctrl+click (or right click) on the folder and choose **Compress**.

The zip archive will appear in the same location. It will have the same name as the folder, but will be displayed with a ".zip" extension and a zipper icon. Check the size of the zipped file to make sure it is less than 50 MB.