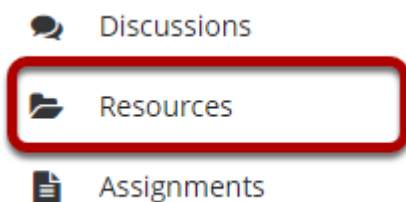


# How do I upload and unpack a zip file to a Resources folder?

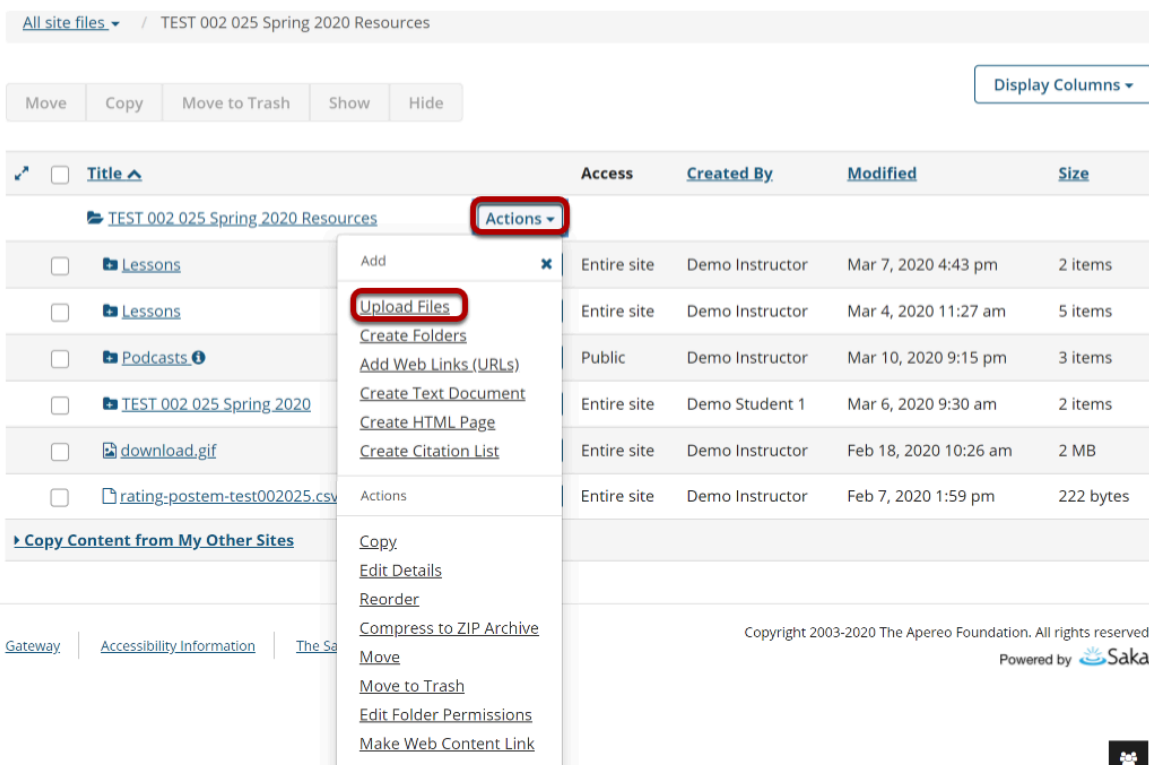
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions > Expand Zip Archive functionality to unpack the zip file into its component files.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## From the Actions menu, select Upload Files.

A screenshot of the 'Resources' tool interface. At the top, there is a breadcrumb 'All site files > / TEST 002 025 Spring 2020 Resources' and a 'Display Columns' button. Below this is a toolbar with 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide' buttons. The main area is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table lists several folders and files, including 'Lessons', 'Podcasts', 'TEST 002 025 Spring 2020', 'download.gif', and 'rating-postem-test002025.csv'. An 'Actions' dropdown menu is open over the 'TEST 002 025 Spring 2020' folder, with 'Upload Files' highlighted by a red box. Other options in the menu include 'Add', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. At the bottom, there is a footer with 'Gateway', 'Accessibility Information', 'The Sa...', 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.', and 'Powered by Sakai'.

From the **Actions** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

## Drag and drop the zip file from your computer.

### Upload Files

Location: / TEST 002 025 Spring 2020



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

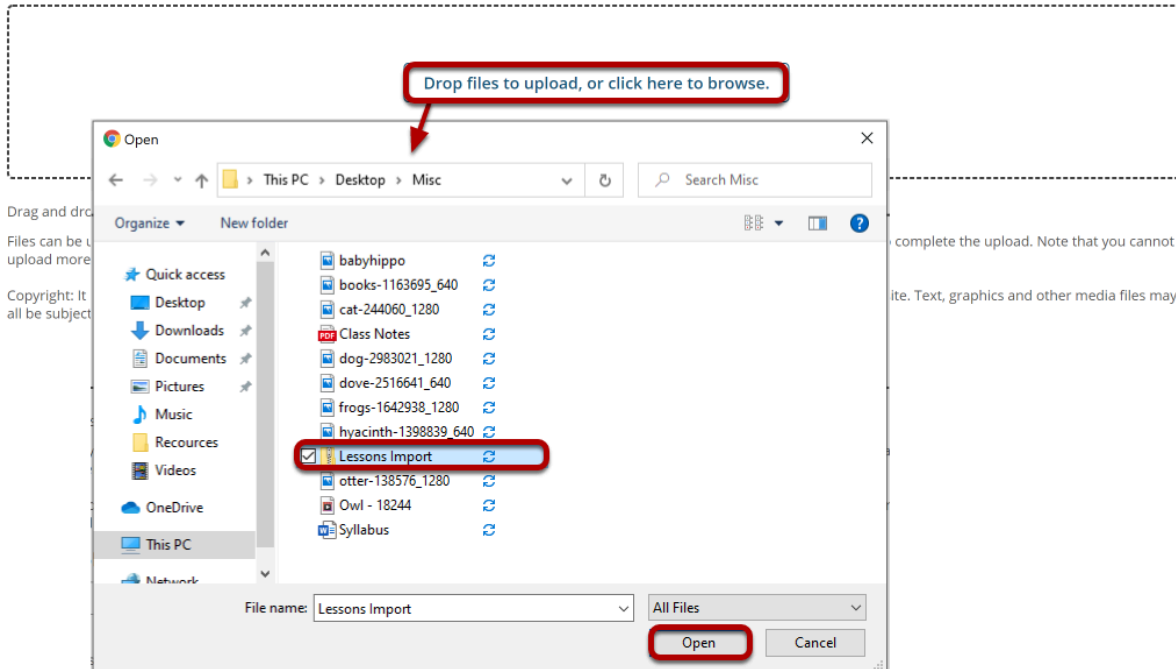
Drag the zip file from your computer and drop it in the box marked **Drop files here to upload**.

This will display a thumbnail of the zip file that will be uploaded.

## Or click to switch to a file browser view.

### Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



If you prefer to browse for your file instead, click the **Drop files here to upload, or click here to browse** button to go to the file browser view.

Locate and select the file on your computer, then click **Open** to upload.

# Click Continue.

## Upload Files

Location: / TEST 002 025 Spring 2020



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

### \* Copyright Status (applies to all files)

Material is in public domain. [\(more info\)](#)

### Versioning

Uploaded items should

Create new version  Overwrite existing files

### Availability

Uploaded items should be

Visible  Hidden

### Email Notification

None - No notification

This uploads the zip file.

## Click Actions, and then select Expand Zip Archive.

The screenshot shows a table of resources in a Sakai LMS. The table has columns for Title, Access, Created By, Modified, and Size. The resource 'Lessons Import.zip' is highlighted in yellow. Its 'Actions' dropdown menu is open, and the option 'Expand ZIP Archive' is circled in red. Other resources in the table include 'TEST 002 025 Spring 2020 Resources', 'Lessons', 'Podcasts', 'Reading', 'Syllabus and Guidelines', 'TEST 002 025 Spring 2020', 'Websites', 'download.gif', and 'rating-postem-test002025.csv'. The footer of the page includes 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.' and 'Powered by Sakai'.


Title	Access	Created By	Modified	Size
TEST 002 025 Spring 2020 Resources				
Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
Podcasts	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
Lessons Import.zip	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes



From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

# View zip contents in Resources

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size	
<input type="checkbox"/>	TEST 002 025 Spring 2020 Resources	<a href="#">Actions</a>				
<input type="checkbox"/>	Lessons	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input checked="" type="checkbox"/>	Lessons.Import-1	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1 item
<input checked="" type="checkbox"/>	Misc	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	5 items
<input type="checkbox"/>	babyhippo.PNG	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	207.4 KB
<input type="checkbox"/>	books-1163695_640.jpg	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	47.6 KB
<input type="checkbox"/>	Class Notes.pdf	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244.mp4	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1.5 MB
<input type="checkbox"/>	Podcasts	<a href="#">Actions</a>	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Reading	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	Syllabus and Guidelines	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	<a href="#">Actions</a>	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	download.gif	<a href="#">Actions</a>	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input checked="" type="checkbox"/>	Lessons.Import.zip	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
<input type="checkbox"/>	rating-postem-test002025.csv	<a href="#">Actions</a>	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

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The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.