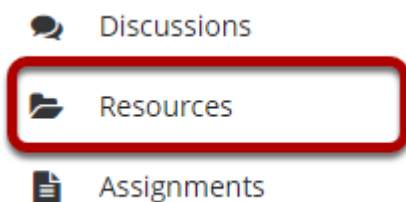# How do I upload and unpack a zip file to a Resources folder?
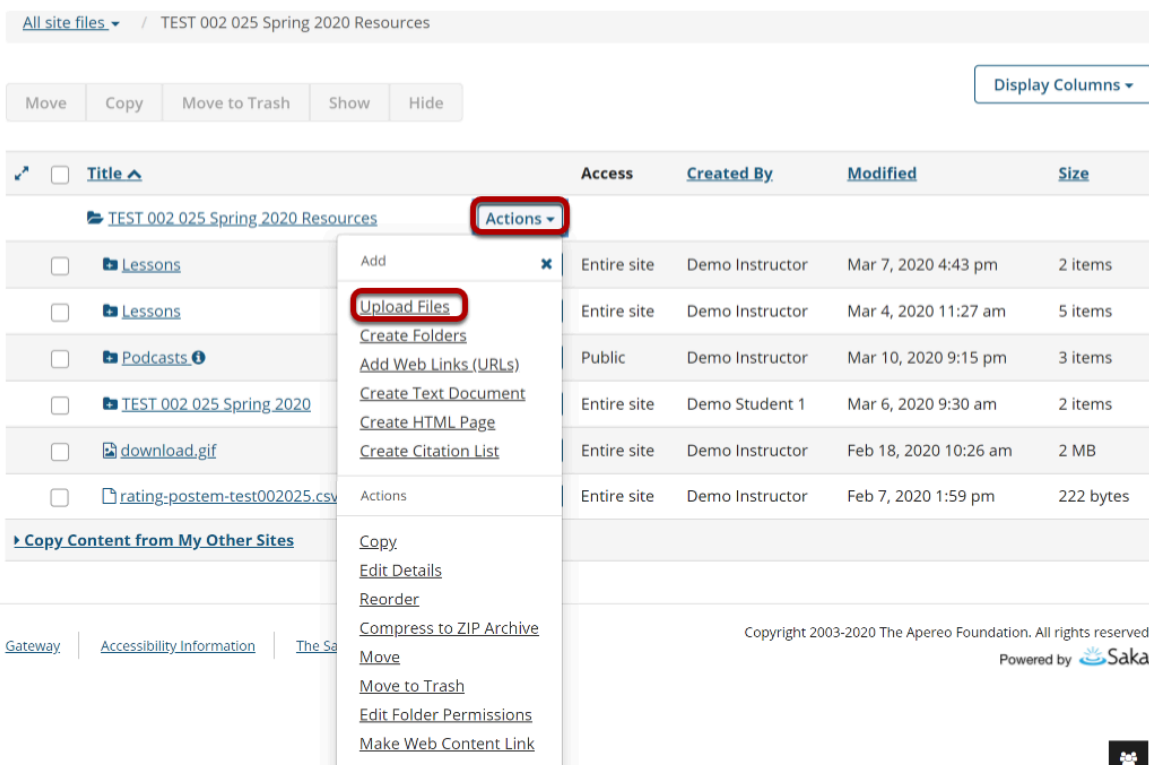
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions > Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.

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

From the Actions menu, select Upload Files.

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.

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.

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

1.5 MB

Lessons Imp...

Remove file

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.
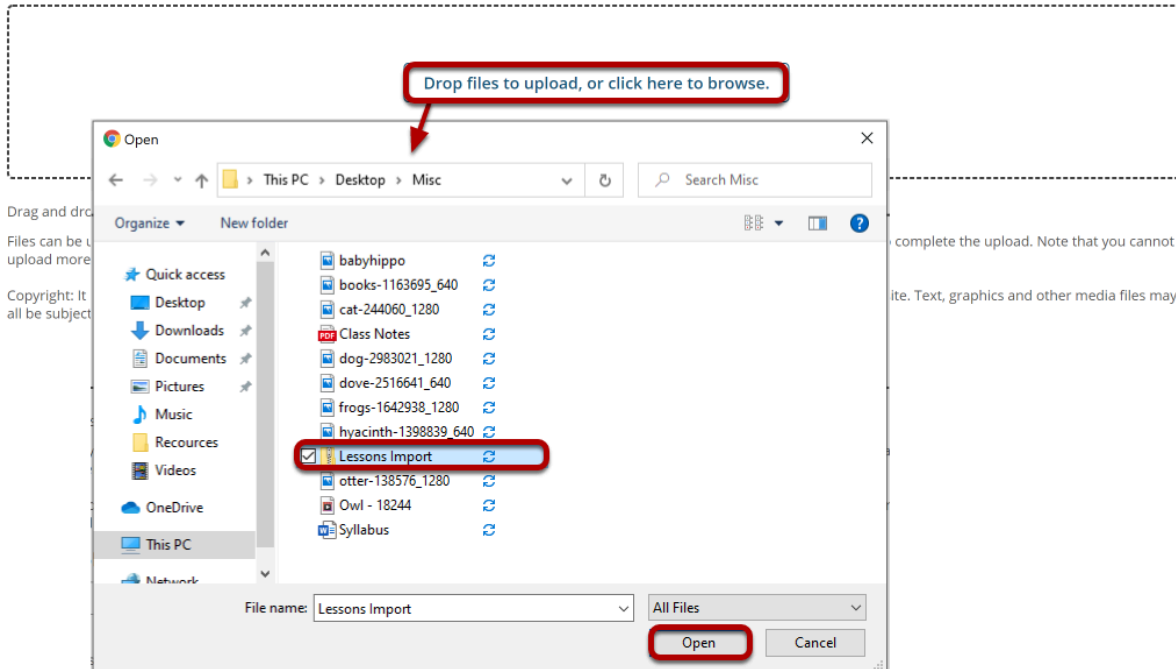
* Copyright Status (applies to all files)

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 ▼

CONTINUE   Cancel

This uploads the zip file.

Click Actions, and then select Expand Zip Archive.

		Title ∧		Access	Created By	Modified	Size
		📂 TEST 002 025 Spring 2020 Resources	Actions ▾				
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
	☐	📁 Podcasts ℹ	Actions ▾	Public	Demo Instructor	Mar 10, 2020 9:15 am	3 items
	☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
	☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
	☐	📁 TEST 002 025 Spring 2020	Actions ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
	☐	📁 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
	☐	📄 download.gif	Actions ▾	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
	☐	📄 Lessons Import.zip	Actions ▾	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

▸ Copy Content from My Other Sites

Actions ✖

Copy
Edit Details
Upload New Version
Expand ZIP Archive
Move
Move to Trash
Duplicate
Make Web Content Link

Gateway | Accessibility Information | The Sa...

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

View zip contents in Resources

		Title ⌃		Access	Created By	Modified	Size
⤢	☐						
		📂 TEST 002 025 Spring 2020 Resources	Actions ▾				
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
1		📂 Lessons Import-1	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1 item
2	☐	📂 Misc	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	5 items
	☐	🖼 babyhippo.PNG	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	207.4 KB
	☐	🖼 books-1163695_640.jpg	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	47.6 KB
	☐	📄 Class Notes.pdf	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	30.7 KB
	☐	🖼 dove-2516641_640.jpg	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	31.3 KB
	☐	🎬 Owl - 18244.mp4	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1.5 MB
	☐	📁 Podcasts ❶	Actions ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
	☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
	☐	📂 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
	☐	📁 TEST 002 025 Spring 2020	Actions ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
	☐	📂 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
	☐	🖼 download.gif	Actions ▾	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
3		📄 Lessons Import.zip	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
	☐	📄 rating-postem-test002025.csv	Actions ▾	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.