



After logging into Mahara, go to the **"Content (Files)"** tab.

Content/files tab

The screenshot shows the Mahara user interface. At the top left is the NYIT logo. To its right is a search bar labeled "Search users" and the user's name "Jason Rosenblum". Further right are links for "Settings", "0" (notifications), and "Logout". Below this is a navigation bar with tabs: "Dashboard", "Content", "Portfolio", and "Groups". The "Content" tab is highlighted with a red box. Underneath "Content" are sub-tabs: "Profile", "Profile pictures", "Files", and "Notes". The "Files" sub-tab is also highlighted with a red box. The main content area is titled "Files" with an information icon. Below the title is a text box: "Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders." Below this is a green notification box: "Upload of Rosenblum_sample_sohp_personnel_process_folders.zip complete". On the right side, there is a user profile box for "Jason Rosenblum" with a profile picture icon. Below that is a "Quota" box with an information icon, stating: "You have used 2.0MB of your 50.0MB quota." with a progress bar.



Click the Decompress icon

Click the Decompress icon to extract the file in Mahara.

Upload file

File
[Choose Files](#) No file chosen
(Maximum upload size 48MB)

Drop files here to upload

[Create folder](#)

Home

NAME	DESCRIPTION	SIZE	DATE	
SoHP_personnel_process_folders	Files extracted from archive		14/11/2016	
viewfiles	Files from copied pages		14/11/2016	
mahara_Adding and Removing Group Members.pdf	DESCRIPTION GOES HERE	613.4K	14/11/2016	
Rosenblum_sample_sohp_personnel_process_folders.zip		1.4M	14/11/2016	

[Download folder content as a zip file](#)



Decompress the File

This screen shows a preview of the folder and file structure that will be created.

Click "**Decompress**".

The screenshot shows a user dashboard for Jason Rosenblum. At the top, there is a search bar and navigation links for Settings, Logout, and a notification icon. Below this is a menu with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Under 'Content', there are sub-links for 'Profile', 'Profile pictures', 'Files', and 'Notes'. The main content area is titled 'Decompress' and shows details for a zip file named 'Rosenblum_sample_sohp_personnel_process_folders.zip'. It lists 36 files, 15 folders, and a space requirement of 1.6M. A light blue box indicates that files will be extracted into a folder with the same name. A green 'Decompress' button is highlighted with a red rectangle, with a 'Cancel' link next to it. To the right, there is a user profile for Jason Rosenblum and a 'Quota' section showing that 2.0MB of a 50.0MB quota has been used (4% usage).

NYIT Search users Jason Rosenblum Settings 0 Logout

Dashboard Content Portfolio Groups

Profile Profile pictures Files Notes

Decompress

Rosenblum_sample_sohp_personnel_process_folders.zip

Files: 36
Folders: 15
Space required: 1.6M

Files will be extracted into
Rosenblum_sample_sohp_personnel_process_folders

Decompress [Cancel](#)

Contents:

- Rosenblum_sample_sohp_personnel_process_folders/
- Rosenblum_sample_sohp_personnel_process_folders/.DS_Store
- __MACOSX/
- __MACOSX/Rosenblum_sample_sohp_personnel_process_folders/
- __MACOSX/Rosenblum_sample_sohp_personnel_process_folders/.DS_Store
- __MACOSX/Rosenblum_sample_sohp_personnel_process_folders/.Additional Documentation
- __MACOSX/Rosenblum_sample_sohp_personnel_process_folders/.Personnel Action Letters (Prior Years)
- Rosenblum_sample_sohp_personnel_process_folders/Scholarship Documentation/
- Rosenblum_sample_sohp_personnel_process_folders/Scholarship Documentation/.DS_Store

Jason Rosenblum

Quota

You have used 2.0MB of your 50.0MB quota.

4%



Please Wait...

You will get a message that folders and files have been created.

If your browser does not redirect you, click on the "Files" tab to get back to your listing of the folders/files of your content.

The screenshot shows a web interface with a navigation bar at the top. The navigation bar has four main tabs: "Dashboard", "Content", "Portfolio", and "Groups". Below these are four sub-tabs: "Profile", "Profile pictures", "Files", and "Notes". The "Content" tab is highlighted with a red box, and the "Files" sub-tab is also highlighted with a red box. Below the navigation bar, the main content area displays the message "Please wait while your files are being unzipped." Below this message is a green progress bar with the text "Created 16 folders and 36 files. [continue](#)". At the bottom of the page, there is a logo for "powered by mahara" and two links: "Privacy statement" and "About".



Folder appears in content list

Click on the folder to explore its contents.

Upload file

File
[Choose Files](#) No file chosen
(Maximum upload size 46.3MB)

Drop files here to upload

You have used 3.7MB of your 50.0MB quota.
7%

[Create folder](#)

Home

NAME	DESCRIPTION	SIZE	DATE	
Rosenblum_sample_sohp_personnel_process_folders	Files extracted from archive		14/11/2016	
SoHP_personnel_process_folders	Files extracted from archive		14/11/2016	
viewfiles	Files from copied pages		14/11/2016	
mahara_Adding and Removing Group Members.pdf	DESCRIPTION GOES HERE	613.4K	14/11/2016	
Rosenblum_sample_sohp_personnel_process_folders.zip		1.4M	14/11/2016	

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DONE!

Click on the name of your extracted folder and navigate your uploaded content. You should now see the same list of folders and files that you originally compressed, uploaded and extracted.

(Maximum upload size 46.3MB)

Drop files here to upload

Create folder

Home / Rosenblum_sample...process_folders / Rosenblum_sample...process_folders / Scholarship Documentation / 07 Peer-Reviewed Publications

NAME	DESCRIPTION	SIZE	DATE	
↑ Parent folder	Parent folder			
📄 designing_science_learning_game_based_approaches (1).pdf		349K	14/11/2016	✎ 🗑

Download folder content as a zip file