



## Upload your Zipped Folders

1. Login to your Mahara account. Navigate to **"Content"**
2. Click **"Files"**
3. Click **"Browse"** to locate your zipped folders (i.e., folders compressed into a single file) to upload.

The screenshot shows the Mahara interface for a user named Jason Rosenblum. The navigation menu includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. The 'Files' section is active, showing a list of files and an 'Upload file' button. A red box highlights the 'Upload file' button and the 'Drop files here to upload' area. A table below shows the current files in the folder.

NAME	DESCRIPTION	SIZE	DATE
viewfiles	Files from copied pages		14/11/2016
mahara_Adding and Removing Group Members.pdf	DESCRIPTION GOES HERE	613.4K	14/11/2016



## Double-check the name of the uploaded zip file.

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