

Upload your Zipped Folders

1. Click the "hamburger" menu icon.
2. Expand the *Create* menu options by selecting the caret "^".
3. Click *Files*.
4. Click *Choose Files* to locate your zipped folders (i.e., folders compressed into a single file) on your computer.

The screenshot displays the Faculty e-Portfolio interface. At the top, there is a dark blue header with the NYIT logo, a search bar, and navigation icons. A yellow circle with the number '1' highlights the hamburger menu icon. Below the header, the 'Files' section is visible, featuring a file upload area with a 'Choose Files' button (highlighted with a yellow circle '4') and a 'Drop files here to upload' box. A dropdown menu is open, showing options like 'Dashboard', 'Create' (highlighted with a yellow circle '2'), 'Pages and collections', 'Files' (highlighted with a yellow circle '3'), 'Notes', 'Tags', 'Share', 'Engage', and 'Manage'. A progress bar at the bottom of the dropdown shows 50% completion. Below the upload area, there is a 'Home' section with a table of files.

NAME	DESCRIPTION / TAGS	SIZE	DATE	
Personnel_Process_Folders	Files extracted from archive	124.9M	11/07/2022	
viewfiles	Files from copied pages	566.1K	12/07/2022	
Personnel_Process_Folders.zip		124M	11/07/2022	

<https://eportfolios.nyit.edu/artefact/file/index.php> [Download folder content as a zip file](#)