

Faculty e-Portfolios

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 navigation bar with the New York Tech logo, a search bar, and user profile icons. A hamburger menu icon is highlighted with a yellow circle '1'. Below the navigation bar, the main content area features a 'Files' section with a file icon and an information icon. A dropdown menu is open from the hamburger menu, showing options: 'Dashboard', '+ Create' (highlighted with a yellow circle '2'), 'Pages and collections', 'Files' (highlighted with a yellow circle '3'), 'Notes', 'Tags', 'Share', 'Engage', and 'Manage'. Below the dropdown, a progress bar shows 50% completion. The 'Files' section contains a text area with instructions: '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 an 'Upload file' section with a 'File' label and a 'Choose Files' button (highlighted with a yellow circle '4'). A dashed box indicates the drop zone: 'Drop files here to upload'. Below the upload section is a 'Create folder' button. The 'Home' section contains a table with columns: NAME, DESCRIPTION / TAGS, SIZE, DATE, and action icons. The table lists three items: 'Personnel_Process_Folders' (124.9M, 11/07/2022), 'viewfiles' (566.1K, 12/07/2022), and 'Personnel_Process_Folders.zip' (124M, 11/07/2022). At the bottom, there is a URL bar and a 'Download folder content as a zip file' button.

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	