



Zippping Files for WebCT

Zippping Files

In WebCT you can only upload one file at a time. Therefore, use may wish to use a zip utility to compress multiple files into a single file for easy uploading. The following instructions use the WinZip utility.

1. Place all of the files you wish to upload in one folder.
2. Open WinZip.
3. Click "Create a New Zip file" and the "Next" button.
4. Navigate to the directory where you want to save the file by using the "Browse" button.
5. Name your file and click "OK."
6. The New Archive window opens. Click OK.
7. Click "Next."
8. Click "Add folders" and select the folder you wish to zip.
9. Click "Zip Now."
10. Close WinZip.

Uploading Zipped Files

Once you have zipped your files, you can follow these steps to upload and unzip them in WebCT.

1. In WebCT, enter the Control Panel and click "Manage Files."
2. From the Options: Files menu, click "Upload."
3. Click "Browse" to select the .zip file and click "Open"
4. Click "Upload."
5. Locate the .zip file and click the box next to it.
6. From the Options: Files menu, click "Unzip."
7. Select the My-Files folder and click "Unzip."
8. You will now find the folder you created to store your zipped files in listed under My-Files.