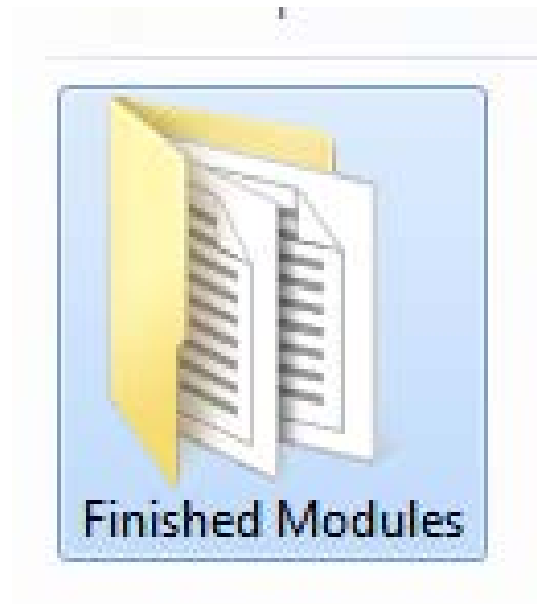


# Canvas Tips for Faculty

## Upload Zip Files to Canvas

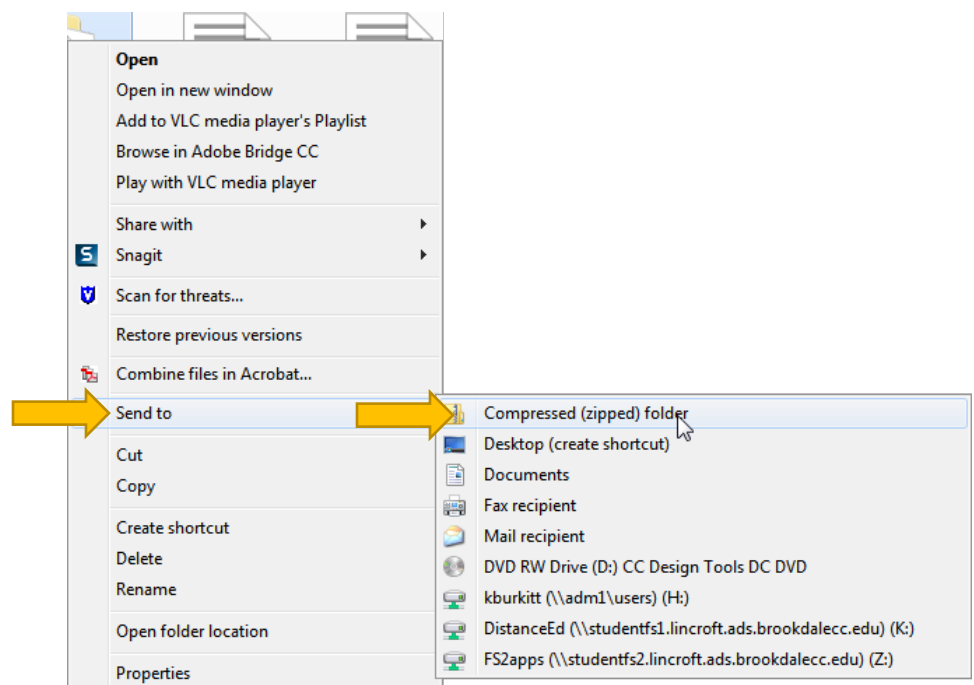
Canvas allows you to upload **zip or compressed files** through the **File Manager** tab. **Zip** files often contain more than one element and are compressed into a single folder. Canvas allows you to select, import, and extract these files into a folder within your course shell.

- 1.) Select the folder that you wish to compress. Any folder containing more than one element can be made into a **Zip File**.

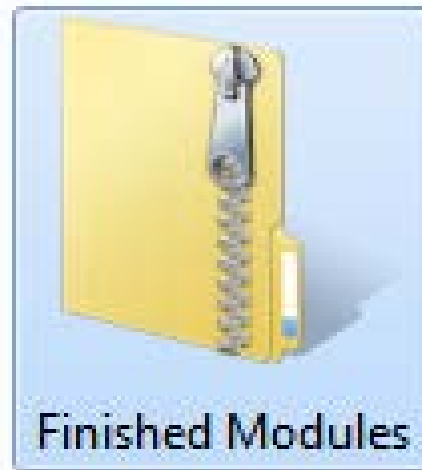


- 2.) Right click on the folder that you wish to compress.

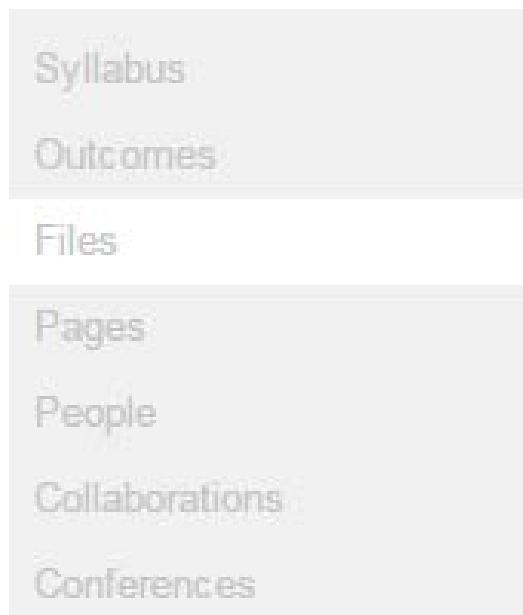
From the **Send To** tab select **Compressed (Zipped) Folder**.



3.) The file that you selected will now have a gray zipper icon attached to it. This indicates that the files in this folder are now combined into one Zip File.



4.) In Canvas, click **Files**.



5.) In the upper right corner click the **+ Folder** button and create the destination for your Zip Folder.



6.) Create a folder name.



Name ▲	Date Created
<input type="text" value="Name"/>	
Animation.ppt	Aug 6, 2015
Chapter 1: PowerPoints	Jul 13, 2015
Chapter 2: PowerPoints	Jul 13, 2015
digital-divide.jpg	Aug 7, 2015
Images	Jul 13, 2015
Intro To Audio.ppt	Aug 5, 2015
Intro To Imaging.ppt	Aug 5, 2015
Intro To Morse Code 2-1.ppt	Aug 5, 2015

7.) Click **Upload** to find the file that you wish to work with.

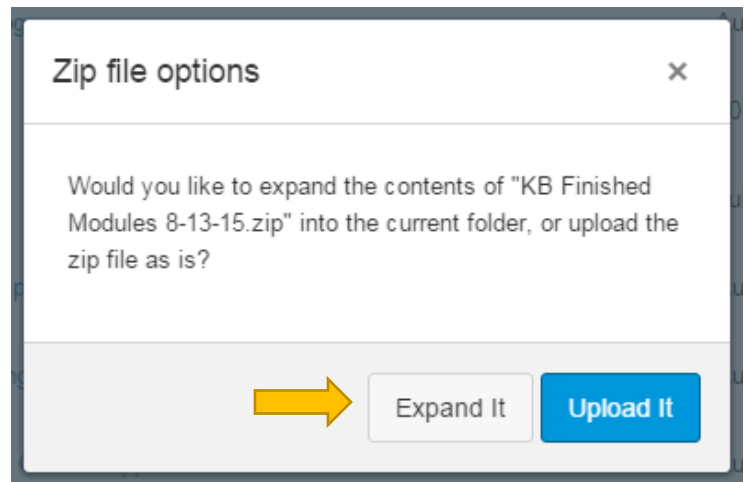


8.) Find the **Zip File** and click **Open**.













Name ▲	Date Created
<input type="text" value="Name"/>	
Animation.ppt	Aug 6, 2015
Chapter 1: PowerPoints	Jul 13, 2015
Chapter 2: PowerPoints	Jul 13, 2015
digital-divide.jpg	Aug 7, 2015
Images	Jul 13, 2015
Intro To Audio.ppt	Aug 5, 2015
Intro To Imaging.ppt	Aug 5, 2015
Intro To Morse Code 2-1.ppt	Aug 5, 2015

9.) You will be asked to upload or expand (extract) the **Zip File**.

10.) Click the **Expand It** button to extract the documents.



11.) The files that you extracted will become visible within the folder that you created.

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-  [Add Assignment Modules KB #30 8-10-15.docx](#)
  -  [Add Contact Method KB #14 8-3-15-B.docx](#)
  -  [Add Files To File Manager KB #17 8-5-15.docx](#)
  -  [Add Files To Modules KB # 18 8-7-15.docx](#)
  -  [Adding a File #6 KB 8-3-15.docx](#)
  -  [Adding Files to Pages KB #20 8-7-15.docx](#)
  -  [Adding Images to Pages KB #21 8-7-15.docx](#)
  -  [Conversations KB #15 8-4-15.docx](#)
  -  [Course Specific Dashboard Settings KB #16 8-4-15.docx](#)
  -  [Create An Assignment for No Submission #32 KB 8-11-15.docx](#)
  -  [Grade Discussions #42 KB 8-12-15.docx](#)
  -  [Turnitin #34 KB 8-11-15.docx](#)
-

12.) Canvas has extract the files from the Zipped folder and will place them into the folder that you created in the **File Manager**.

