

ePortfolio Support | Academic Success Initiatives odu.edu/asis/eportfolio

Downloading and Uploading Folders

Downloading

Google Drive folders can be downloaded using either the context (right-clicking) or the additional options (three dots) menu. Content will be combined into a ZIP file containing all files within itself and its children.

Note: All Google Drive content will be converted into their Microsoft Office equivalent



Uploading



From the "New" menu, folders can be uploaded through the "Folder upload" option and resulting dialog prompt.



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Uploading and Decompressing a ZIP file

Any previously downloaded Google Drive folders or other ZIP files can be uploaded and decompressed.



Go to your files folder to view your downloaded folder. Click on the file.

From the menu, click on the "Compress Folder Tools" Button under "Extract"



Click "Extract all"



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~	Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	alle067\Downloads\ePortfolio Assistant Training Fall 2022-20231003T213818Z-001 Browse	
	Show extracted files when complete	
	Extract Canc	el

From the "Browse" section, choose what folder in your files you want this to be saved to and then click "Extract"



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