ePortfolio Studio

ePortfolio Support | Academic Success Initiatives
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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
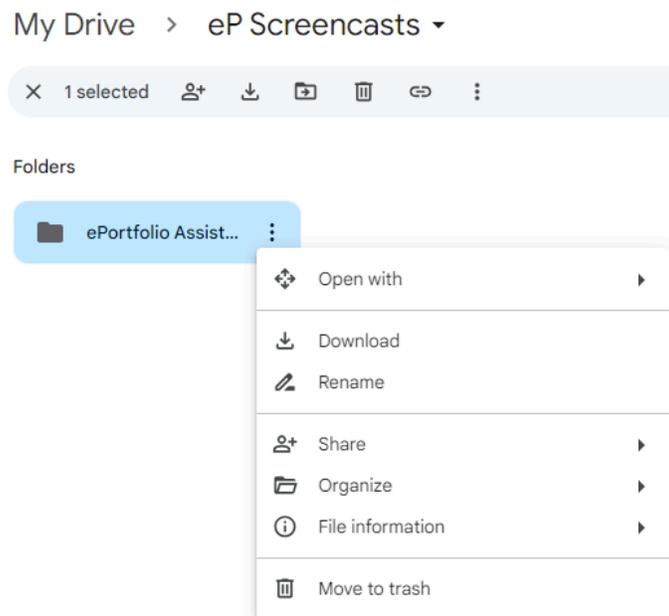
Uploading
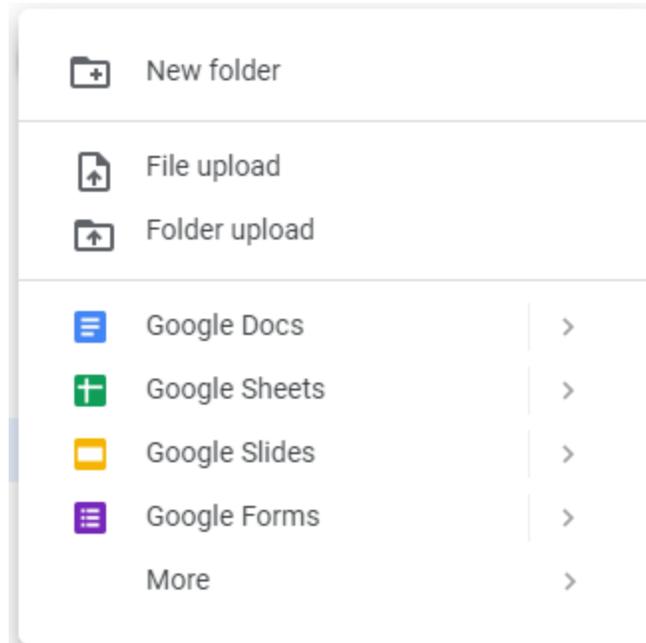
From the "New" menu, folders can be uploaded through the "Folder upload" option and resulting dialog prompt.

Uploading and Decompressing a ZIP file

Any previously downloaded Google Drive folders or other ZIP files can be uploaded and decompressed.
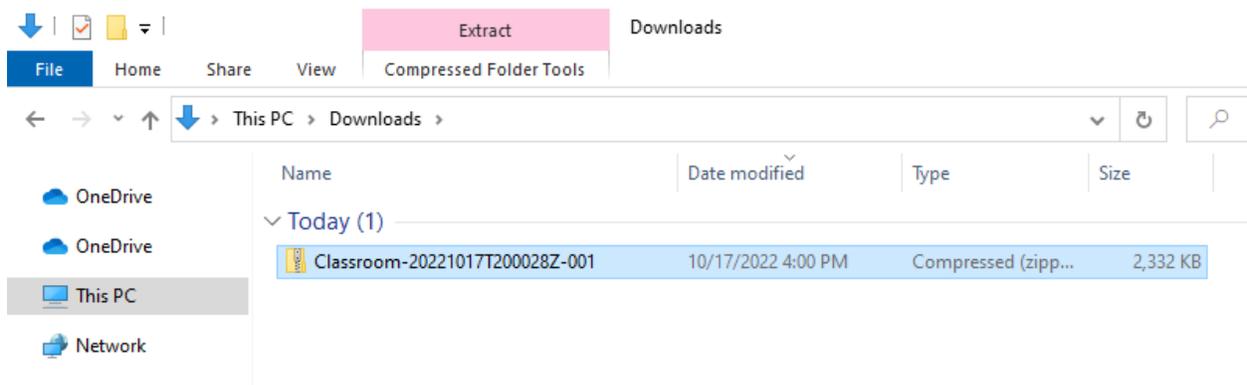
Go to your files folder to view your downloaded folder. Click on the file.

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

Click "Extract all"

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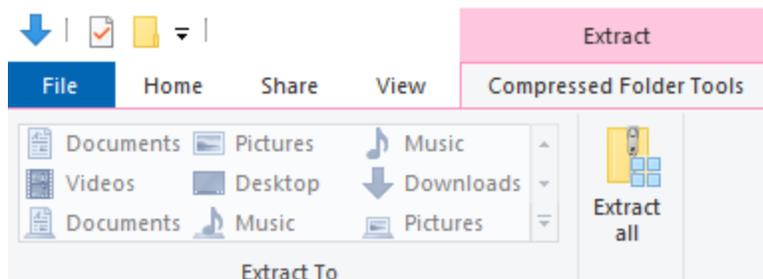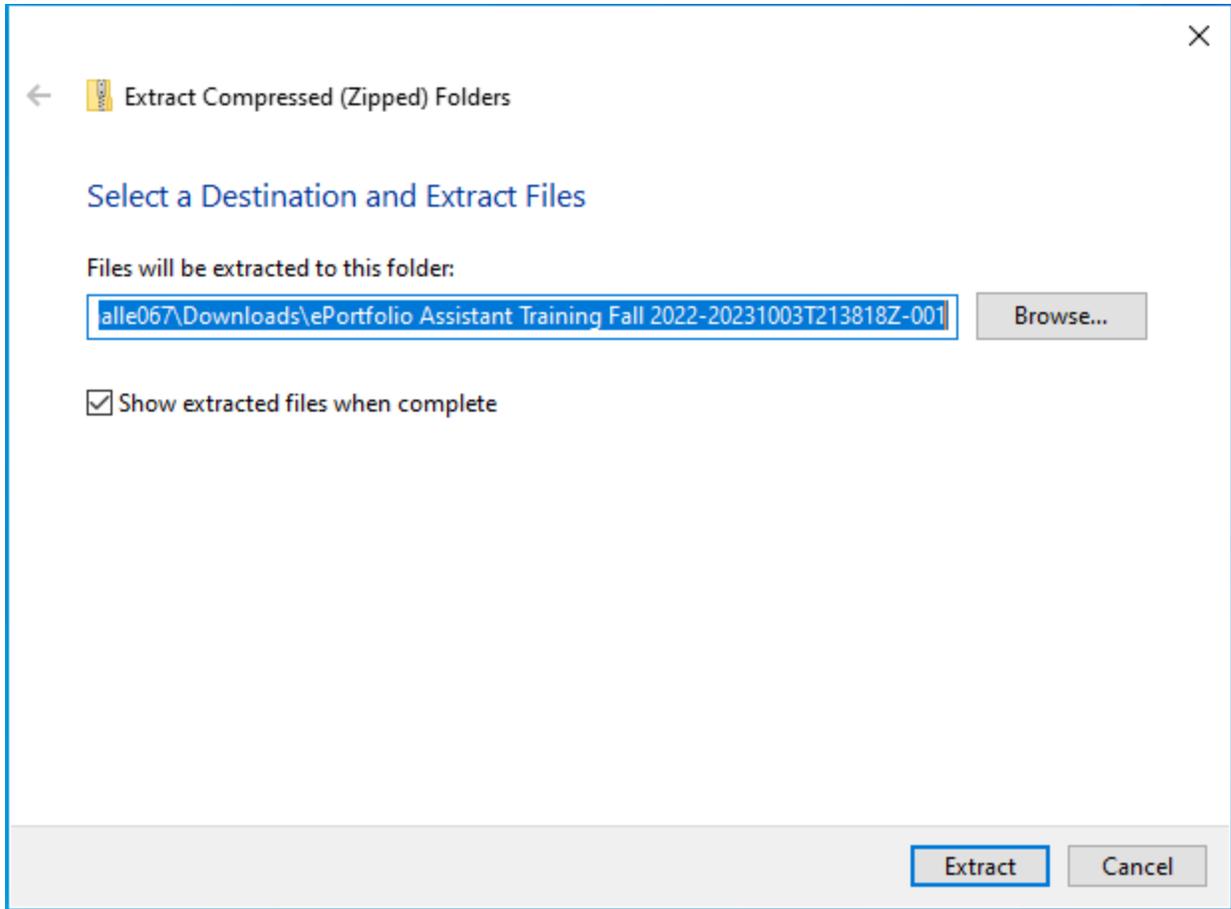
From the "Browse" section, choose what folder in your files you want this to be saved to and then click "Extract"