

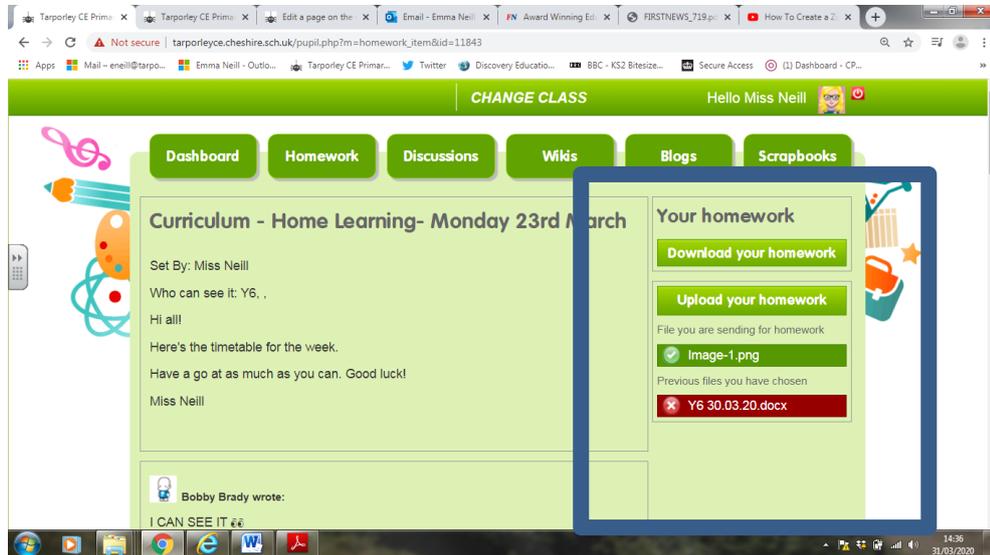
## Uploading Files as Homework- User guide

Hi everybody,

So I've noticed lots of you are trying to upload your homework and as teachers we're only receiving one file.

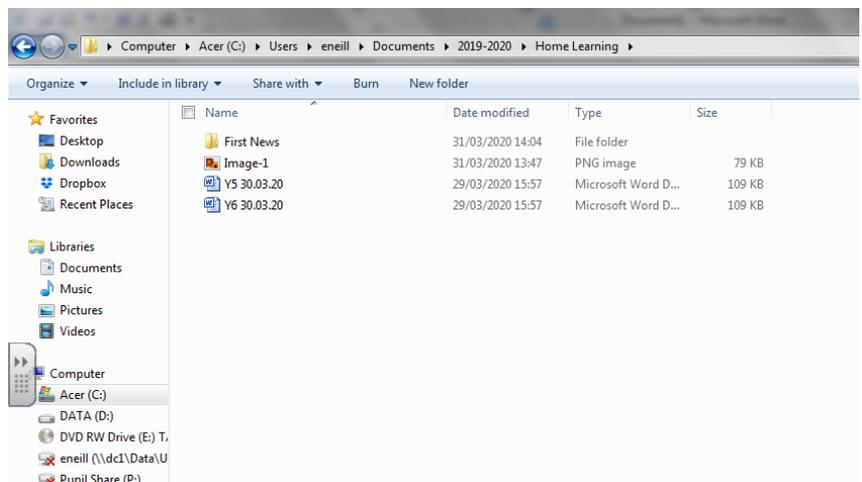
If you look at the picture below you can see I've tried to upload 2 files but one of them has gone red.

We won't be able to see the red file, only the green ones.

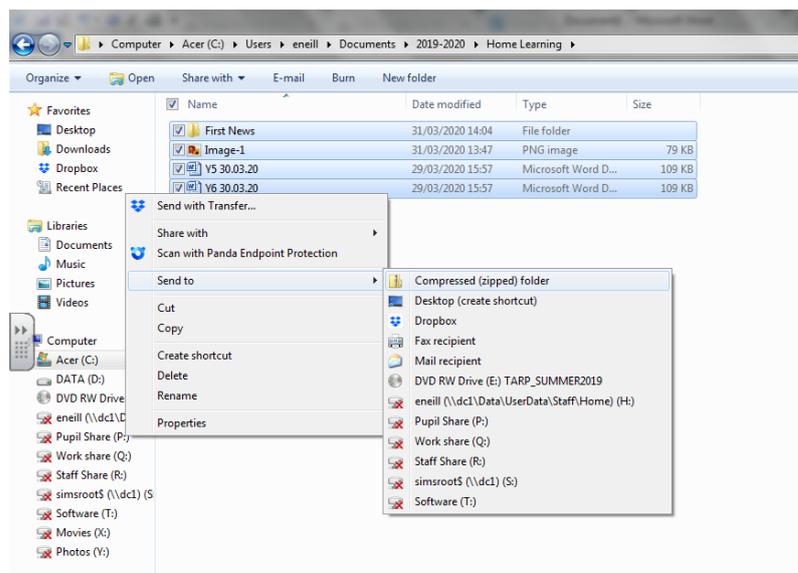


So to fix this you need to upload all your files in one go. I'll try and explain how! Basically you need to 'zip' your file.

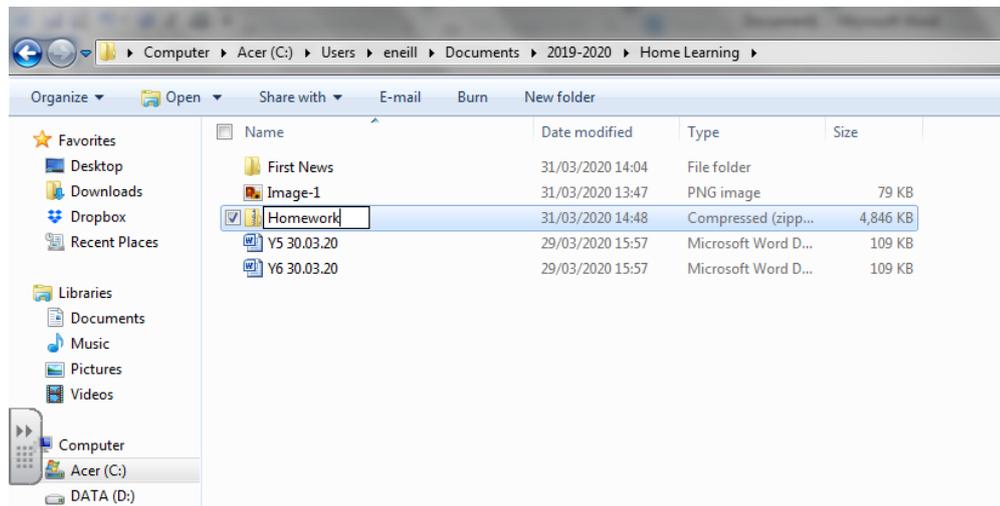
1. Open your folder where you've saved your work or pictures.



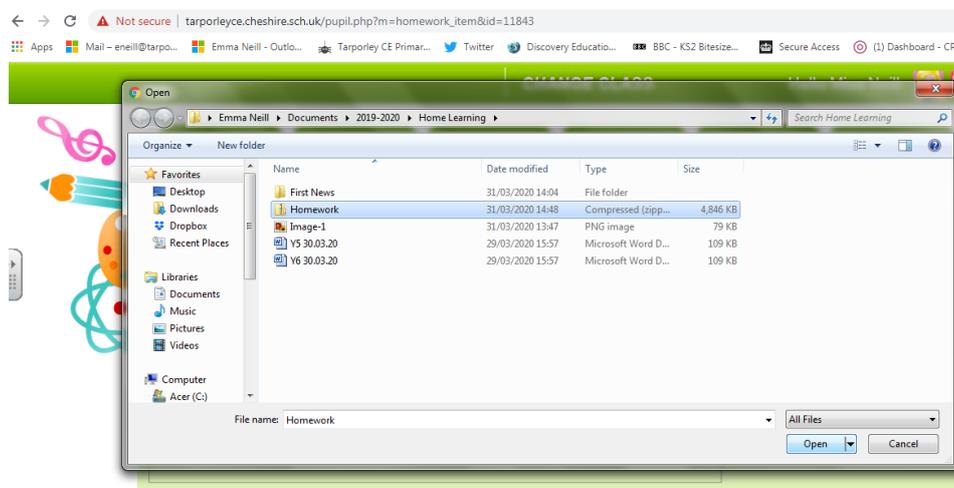
2. Select all the files/ folder you want to upload onto the website. Right click, choose 'send to' then 'Compressed (zipped) folder'.



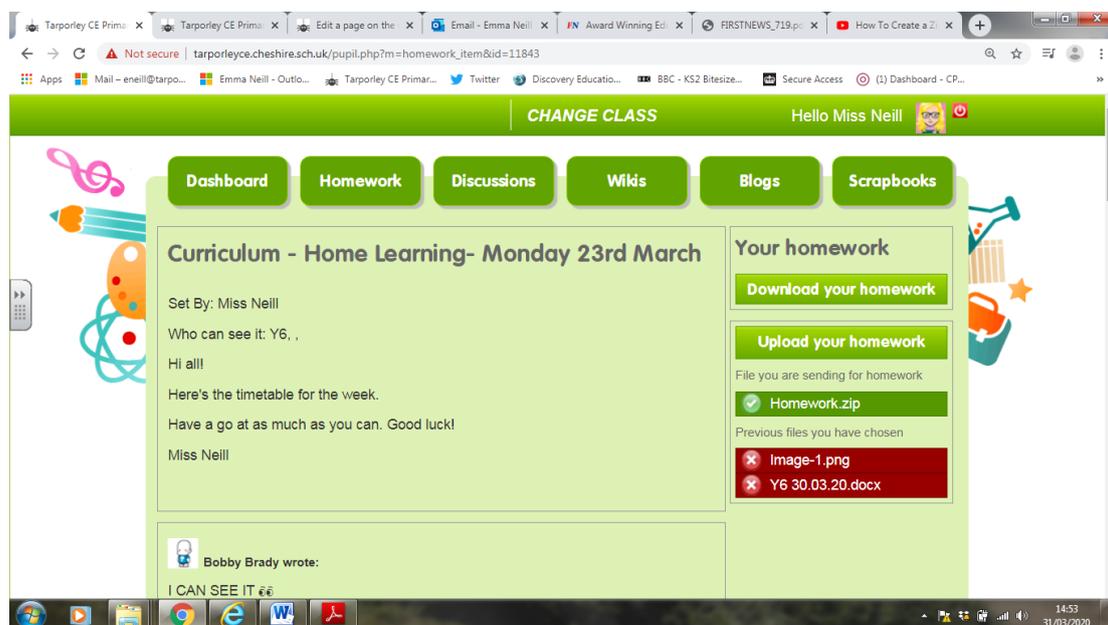
- A folder with a zip on should appear that you can rename. I've called mine 'Homework'.



- Go back to your login on the website and click 'upload homework' and choose your new zipped folder.



- And you're done! It should look like this...



## Mac

To create a zip file on Mac, you need to right click on the folder and click 'Compress "name of folder"'. That will create a zip file and then you can upload it.

I hope that works!

Miss Neill