Uploading Multiple Files in MyGateway

In order to upload multiple files at one time in MyGateway the files must be zipped.

1. There are a number of ways to zip files however for this example we will assume that all files will be placed into a single folder which you can store on your desktop.
2. Right click on the folder.
3. There should be an option which allows you to compress (zip) the folder. The exact process will depend on the software your computer uses to zip files (e.g. WinZip, 7-Zip).
4. Open up your course.
5. Select the content area (e.g. course documents) located to the left on the course menu bar.
6. Make sure the Edit mode button (upper right side of screen) is turned “on.”
7. Click on the Dropdown window located under the “Add Interactive Tool” icon. Select “Document Package.”
8. A new window will appear. Modify the default setting options and select “browse” (option #2) to locate the zip folder on your desktop.
9. Click submit. The files will appear in the content area (e.g. course documents) you selected.

Macintosh users:
The process to zip files varies. However it is still recommended that all files be placed into a single folder which can be stored on your desktop.

To zip the folder hold down the “ctrl” key and click the mouse button at the same time. You should get an option to compress the folder.

Follow steps 4-9 above to complete the process of uploading multiple files.