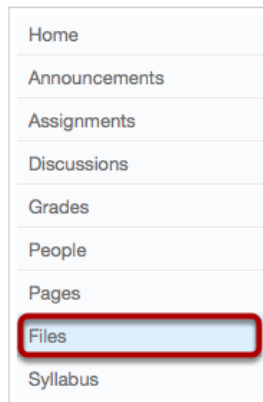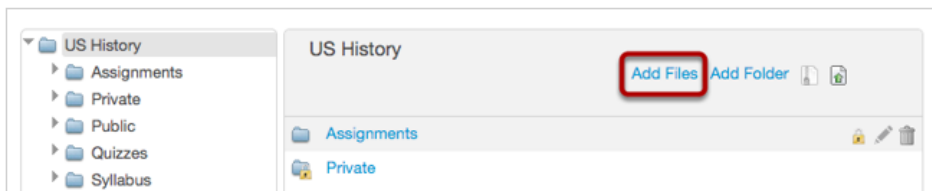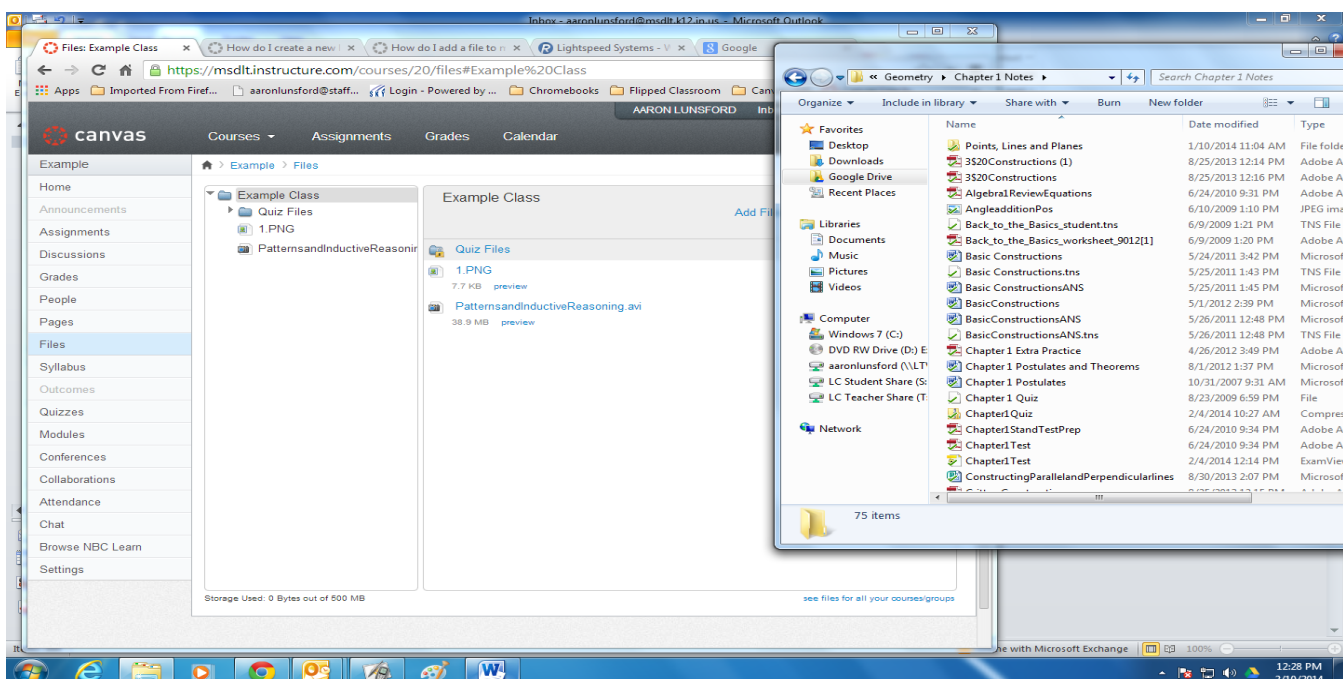# Importing your files

1.) Click Files – In order for you files to be available in your course make sure you click files once you open your course. You do not want to add files to your profile or you will not have access to them in your courses.

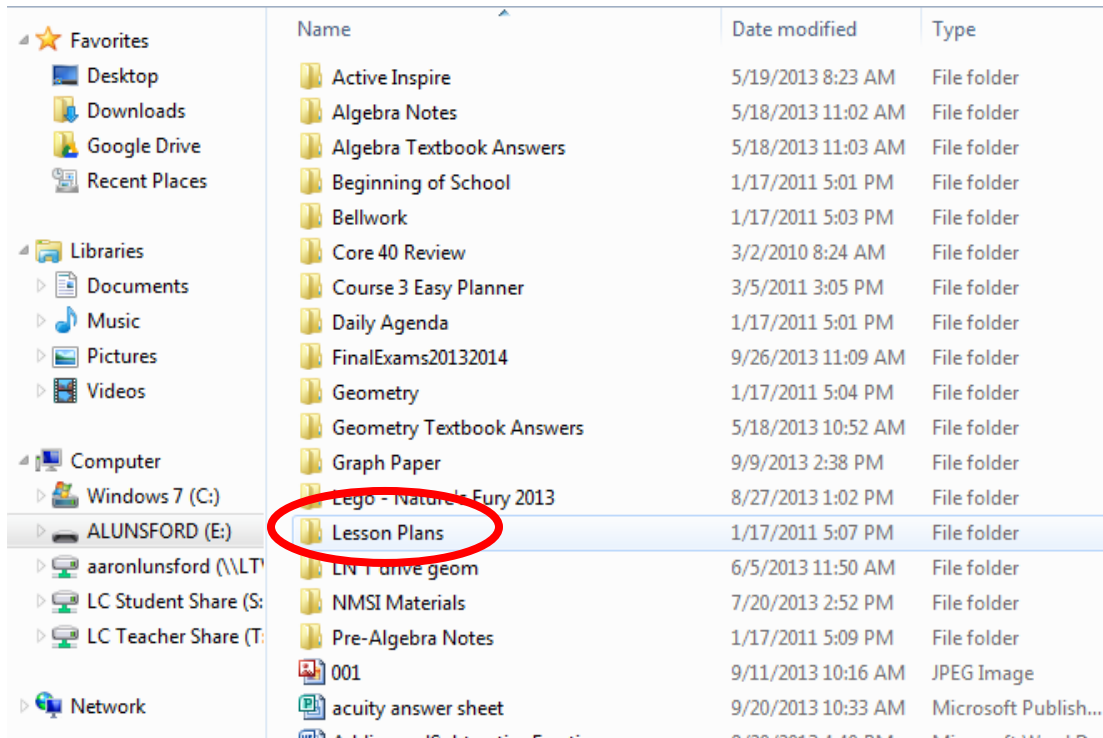2.) Click add files. You can also click add folder to create folders to organize your files in.

3.) Select the files you want to add and then click open. (This will work in explorer)
4.) If you are using Chrome, Safari or Firefox you can drag and drop the files you want. Go to start then computer and open the folder that has the files you want to import.
5.) Open both windows as below. Drag the file or files if you use ctrl+A to select all the files in the folder and drag those over to canvas.
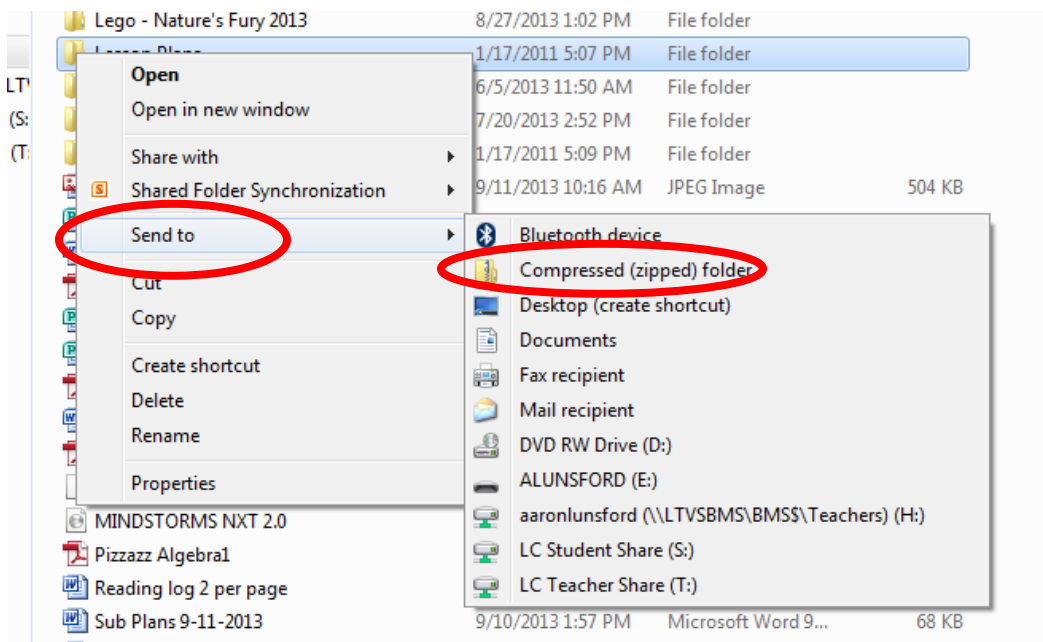
If you would like to add a whole folder of files at one time then first you need to compress the file into a zip file. To create a zip file
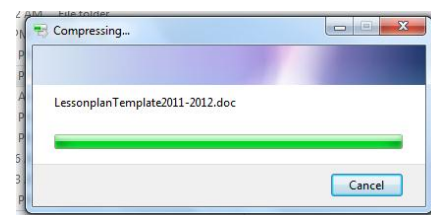
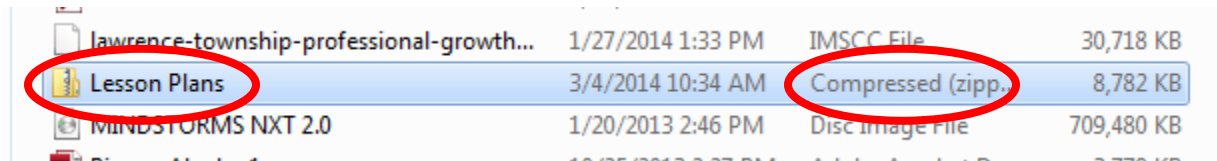1.) Locate your folder on your thumb drive or your H:// Drive.

2.) Right click on the folder. Choose send to the compressed (zipped Folder)

3.) You will see the status bar at the right as the computer compresses the files.
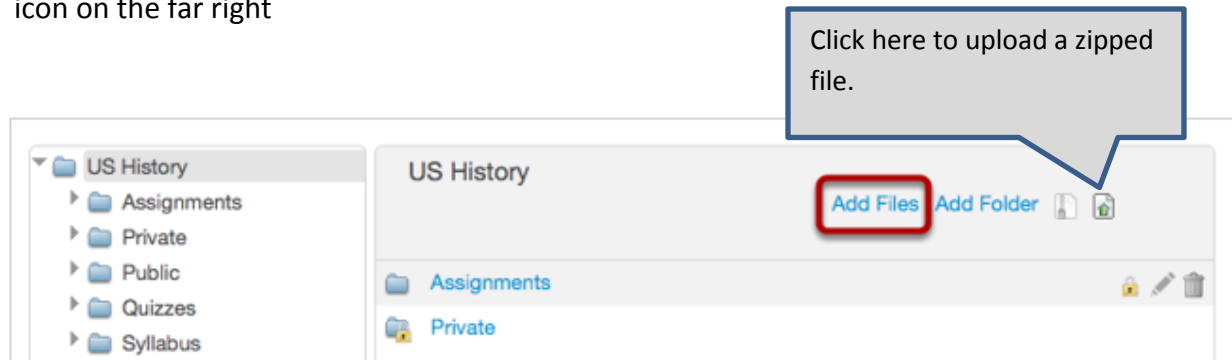
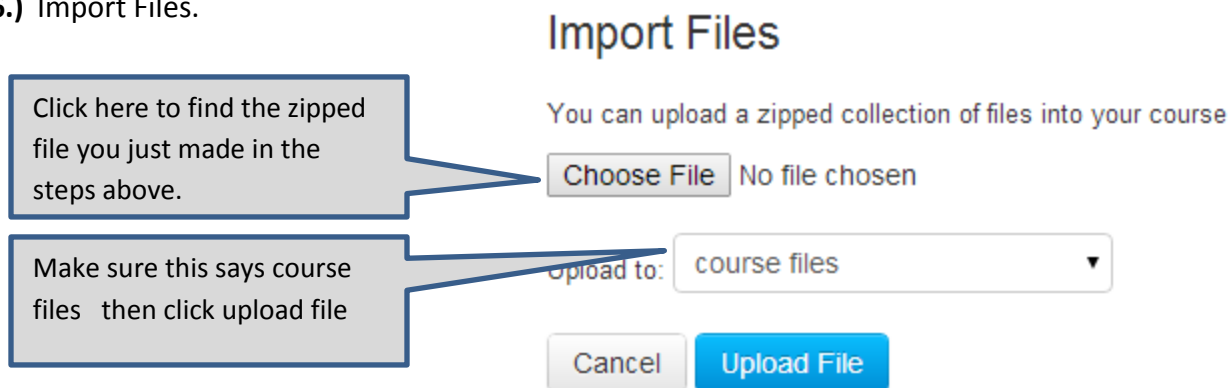**4.)** After the process is finish you will have a file similar to the one below.

lawrence-township-professional-growth...	1/27/2014 1:33 PM	IMSCC File	30,718 KB
Lesson Plans	3/4/2014 10:34 AM	Compressed (zipp...	8,782 KB
MINDSTORMS NXT 2.0	1/20/2013 2:46 PM	Disc Image File	709,480 KB

5.) You are now ready to import the file into canvas. Click files then instead of clicking add files choose the icon on the far right
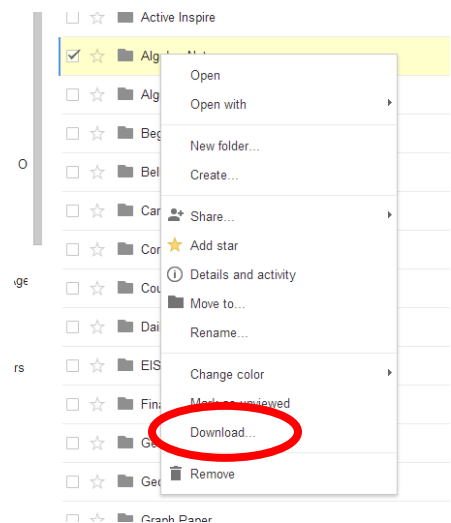
Click here to upload a zipped file.

US History
- US History
  - Assignments
  - Private
  - Public
  - Quizzes
  - Syllabus

US History   Add Files Add Folder

Assignments

Private

6.) Import Files.

Import Files

Click here to find the zipped file you just made in the steps above.

You can upload a zipped collection of files into your course

Choose File No file chosen

Make sure this says course files   then click upload file
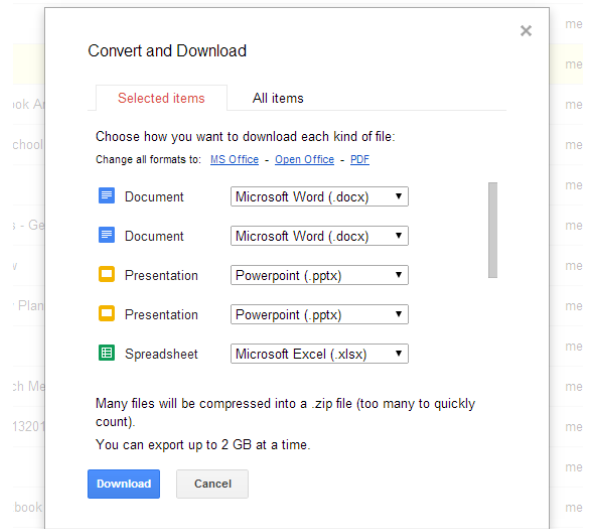
Upload to: course files

Cancel   Upload File

After you click upload files the folder and all of its contents will be added to your course.
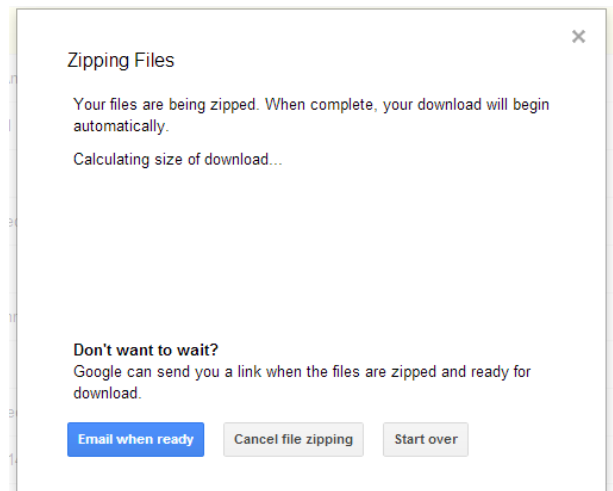
To Zip files from your Google Drive

1.) Right click on the folder you want to compress and choose download.

Active Inspire

Open
Open with

New folder...
Create...

Share...
Add star
Details and activity
Move to...
Rename...

Change color
Mark as unviewed
Download...
Remove

2.) If you have any google docs it will ask what format to download those files in. Then click download

3.) After you click download you will see the following progress menu. You can watch and wait on the download or you can get an email when it is ready. It is up to you. It will also give you an estimated time of when the download will be complete.

4.) You can then save the folder where you would like it. You can then proceed with the upload steps similar to above to get you files into canvas.