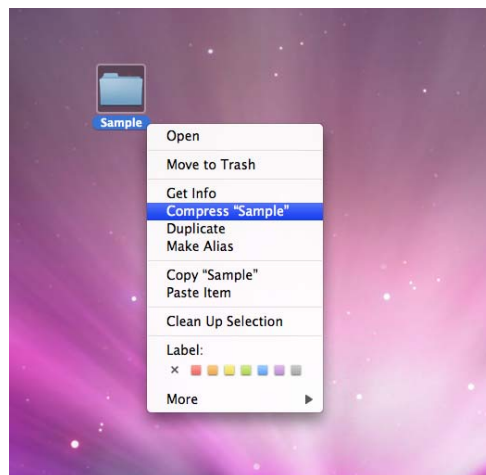# Creating and Uploading a ZIP Compressed File in MAC

A. Creating a ZIP compressed file in MAC:

Step 1: Create a folder on the desktop. Name the folder - such as "Enacted Lesson 1".

Step 2: Put all your work files (e.g. powerpoint, lesson plan, pictures, PDFs) which are to be zipped in the folder "Enacted Lesson 1" folder created in Step 1.

Step 3: Hit control-click (Press control button and click at the same time) on this folder and choose Compress "Enacted Lesson One".

Step 4: Mac quickly creates a new file, with the file extension ".zip" on the desktop. This is the compressed file. In this example, the compressed file name is Enacted Lesson 1.zip.

B. Uploading the zipped folder to EAS via Tk20:

• Visit EAS site at: "*http://umbc.tk20.com*". Enter your EAS via Tk20 username and password and click "*Login*".

• Click on the *"Artifacts"* tab. From the left menu click on *"Create"* to create a new artifact.

• From the drop down list for Artifact type please select *"File"* as artifact type.

• Provide *"Title"* and *"Description"* for the artifact.

• Click on the *"Documents"* tab. On the *"Documents"* page click on *"add new"* button to add a new document.

• Click on the *"Browse"* button and select *"Enacted Lesson.zip"* file from the desktop to
upload.

• Click on the *"Upload"* button to upload the zip file.