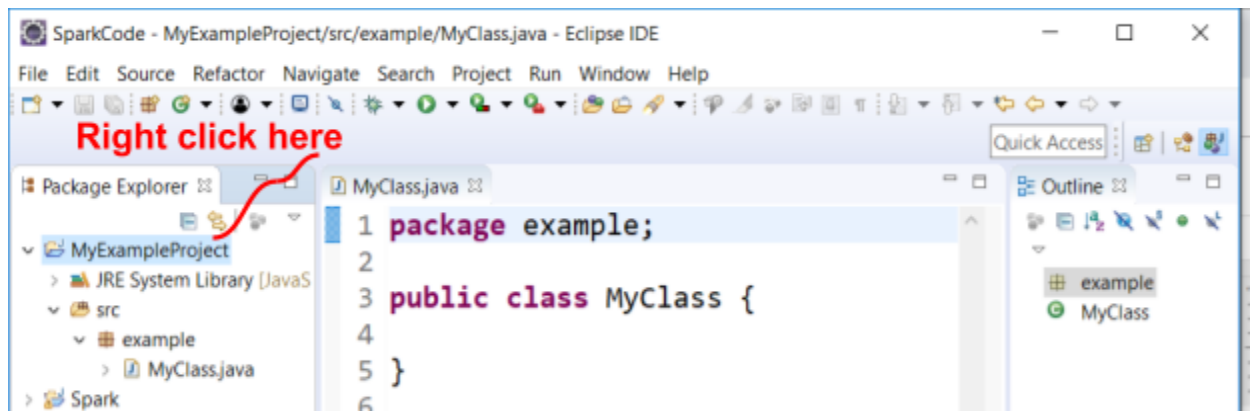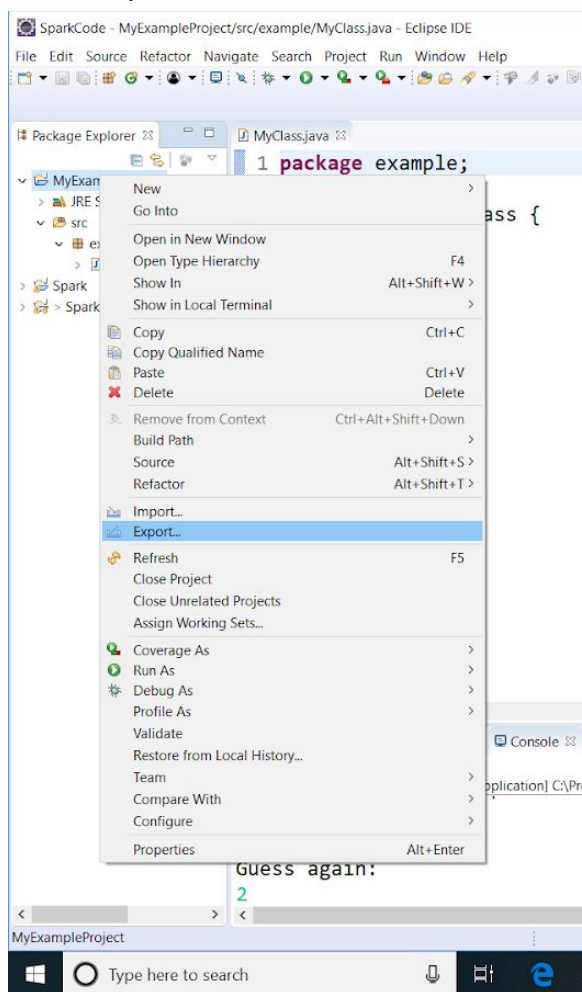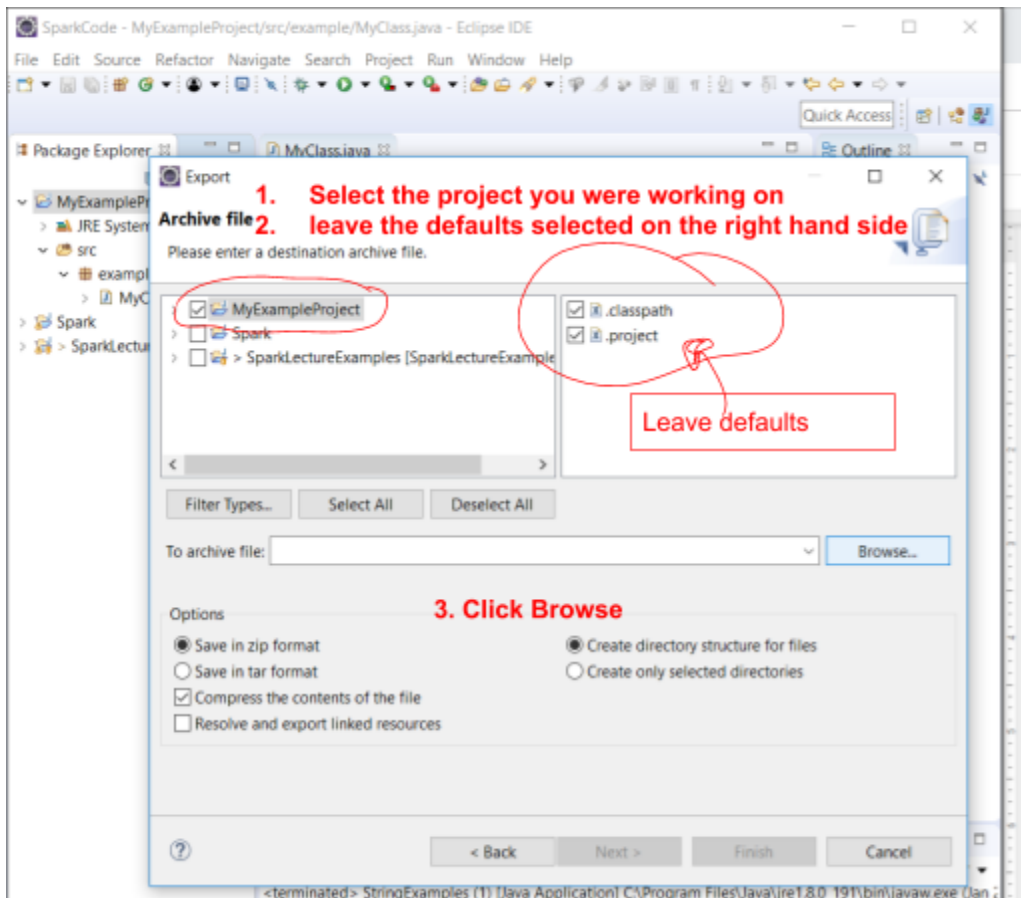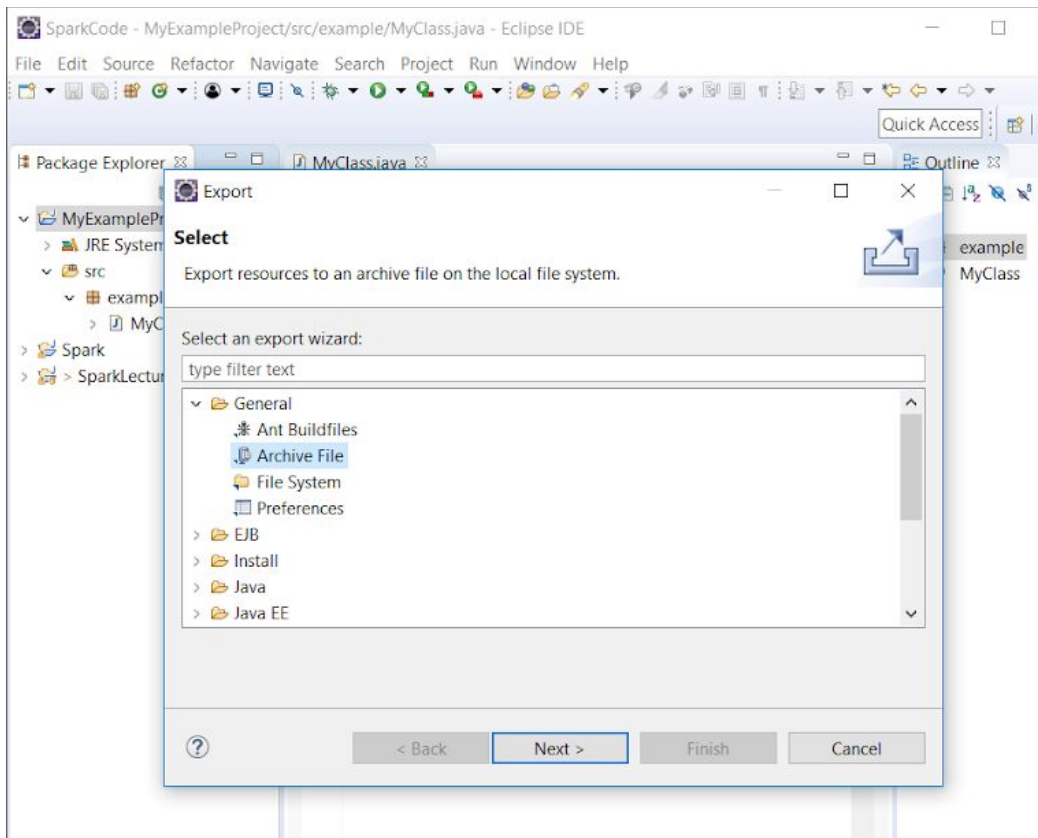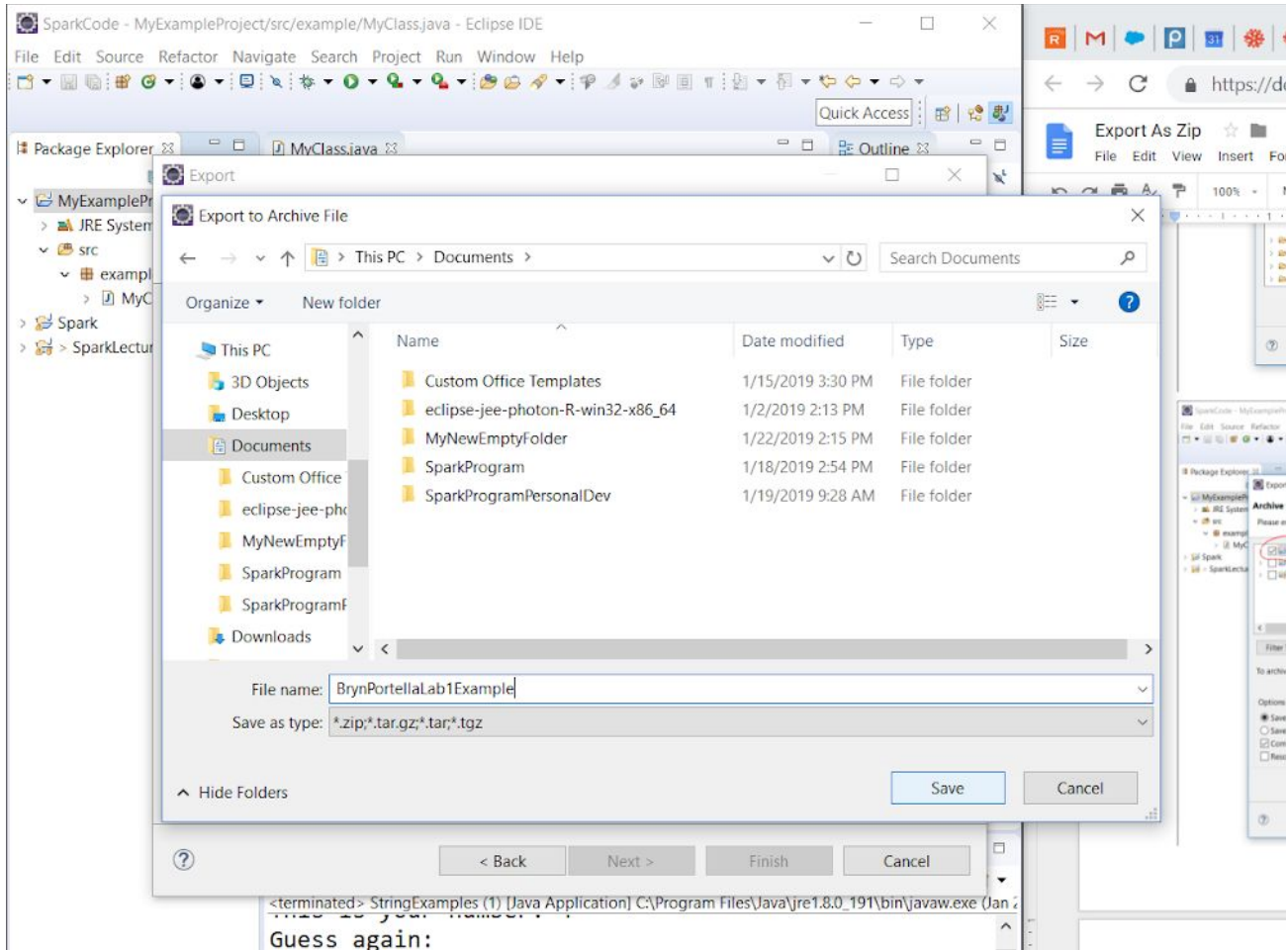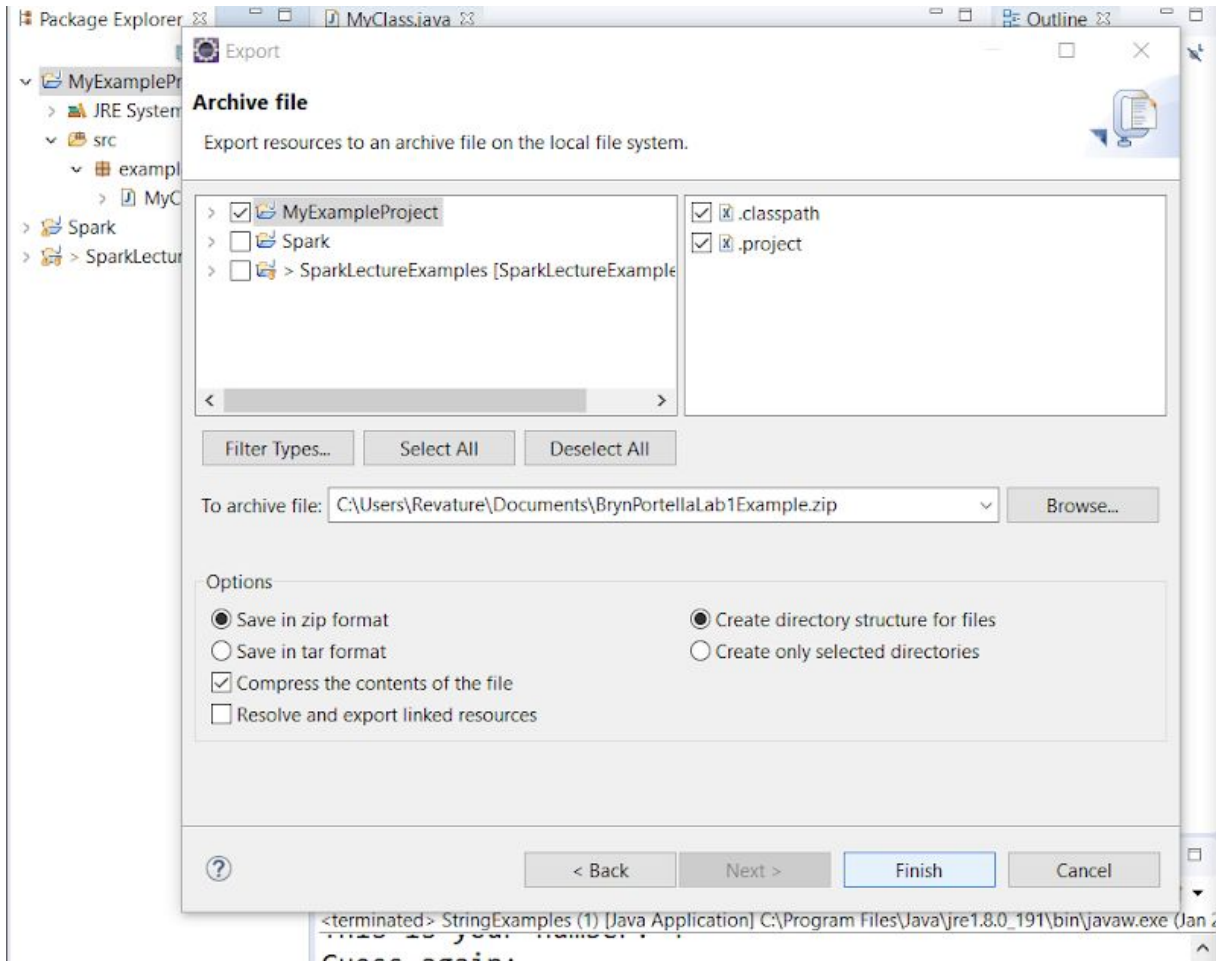Right Click at the package level

Select Export

Then select archive file:

1. Navigate to the folder you want to- make sure it's somewhere you can remember- I clicked on Documents
2. Then type out the name in File Name that you want to give the zip folder- I typed an example below
3. Click save

Then click finish leaving the Options as the default values:

Now find that zipped folder when you click the option to Browse while submitting your assignment: