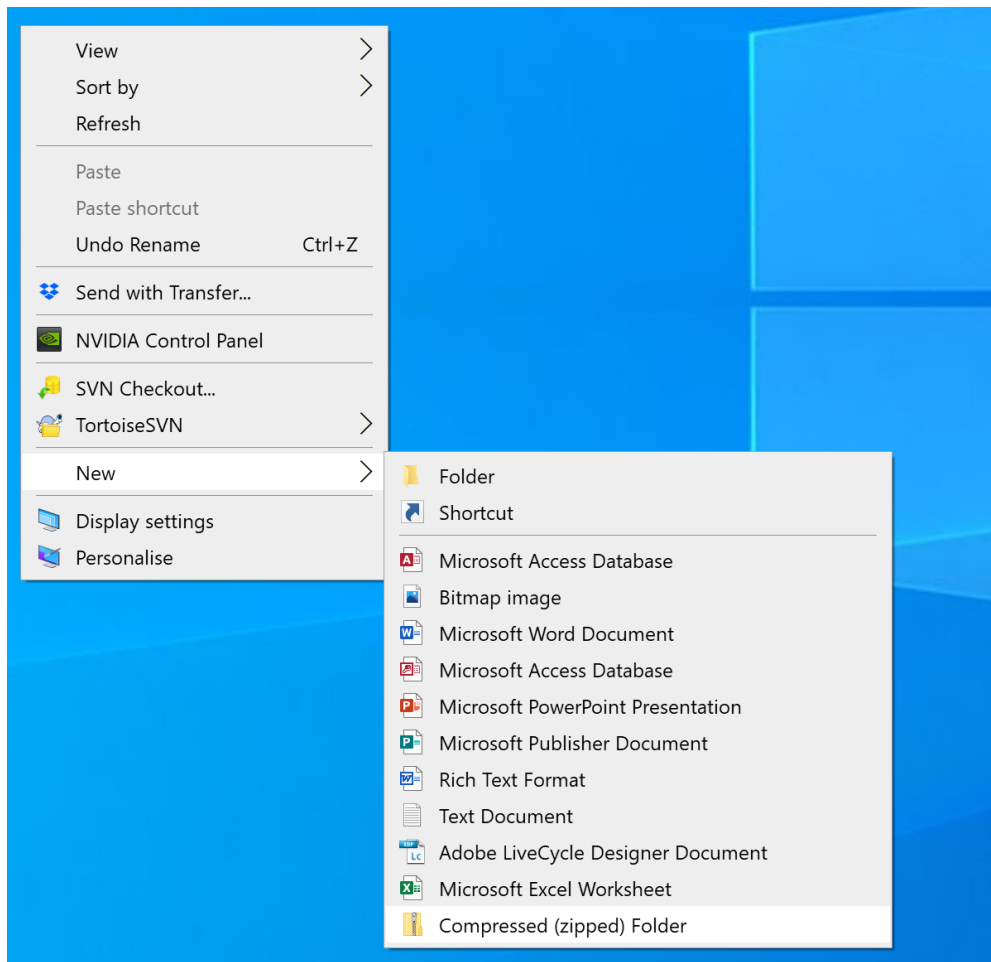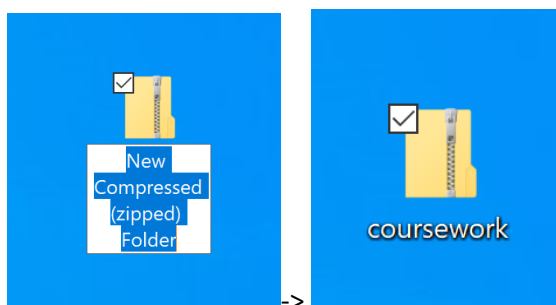# How to create and submit a single zip file for assignment

Throughout your University days, you will be asked to submit coursework that may contain multiple files. For example, for programming coursework, you are asked to submit both the design document and the source code. This tutorial explains how to create and submit a single zip file that contains all the files required.
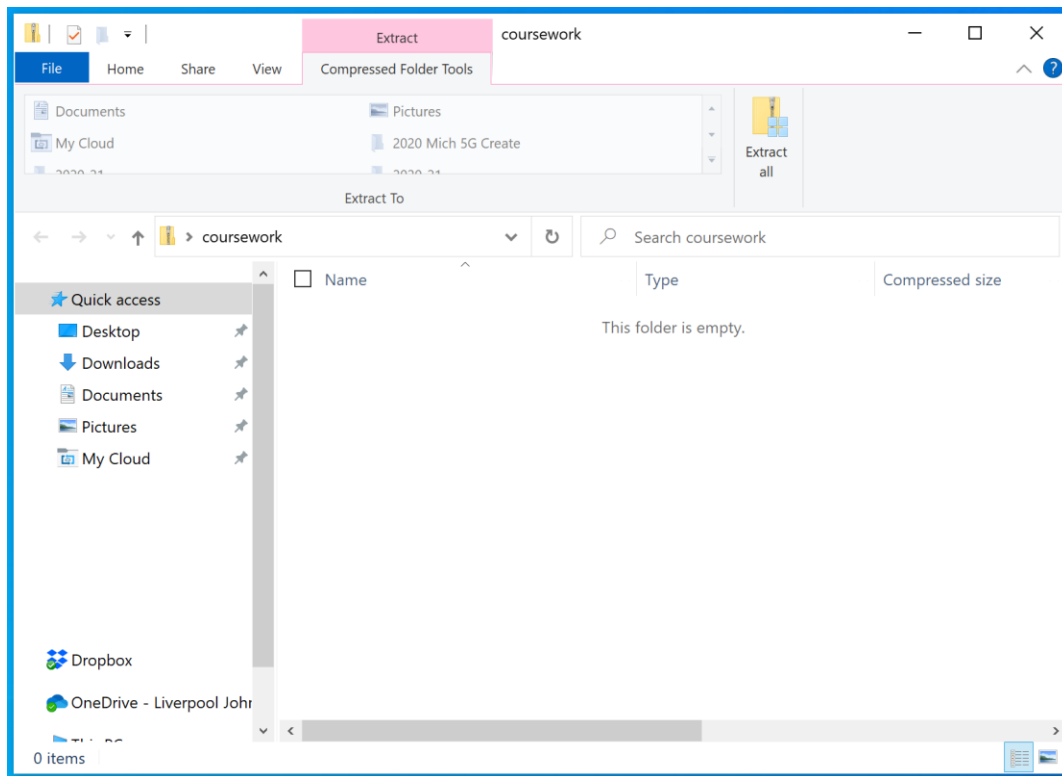
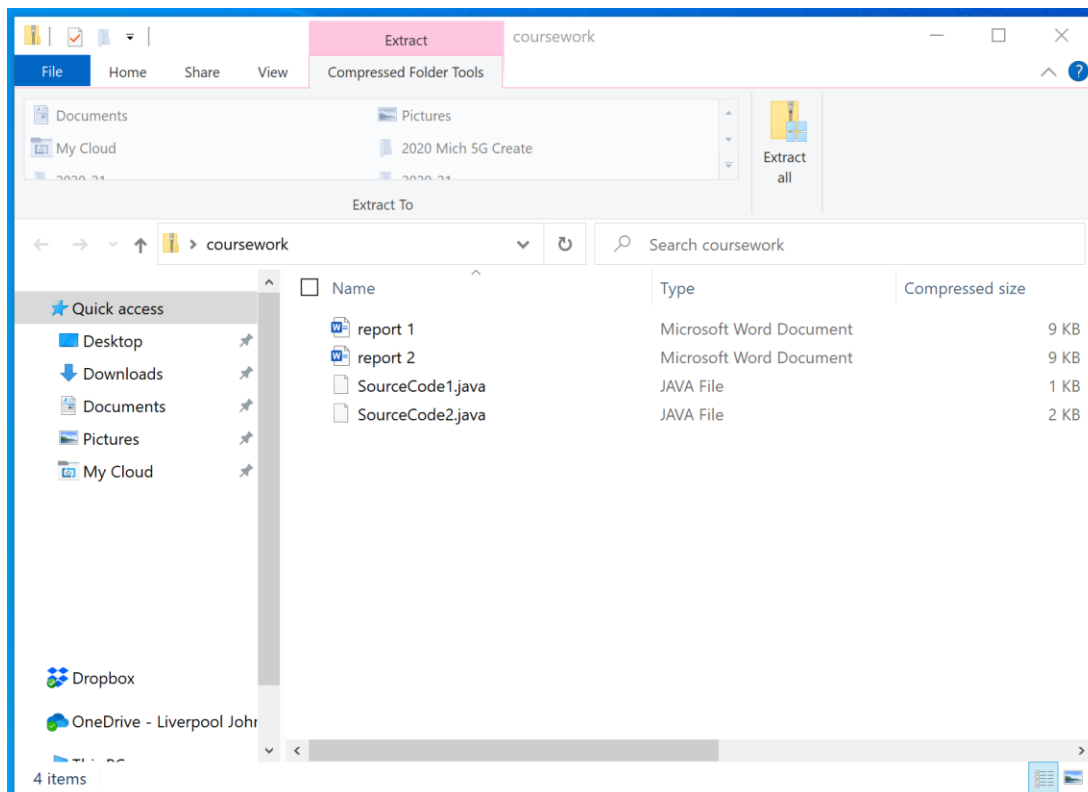1. Right click anywhere on the Desktop then select "New->Compressed (zipped) Folder"

2. This will create a new zip file on the Desktop. You can give it any suitable names such as "coursework".
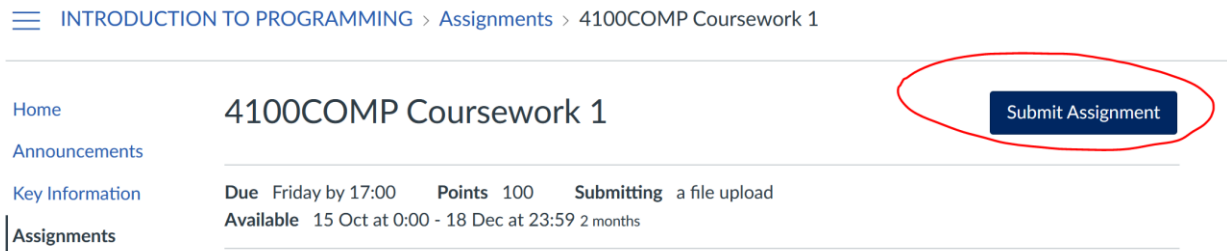
3. Double click the file to open it. It works like just any file folders.
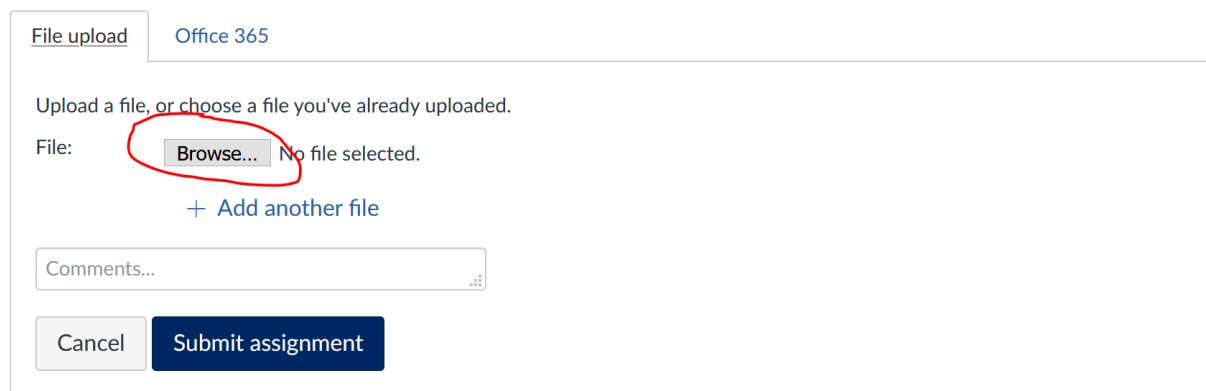

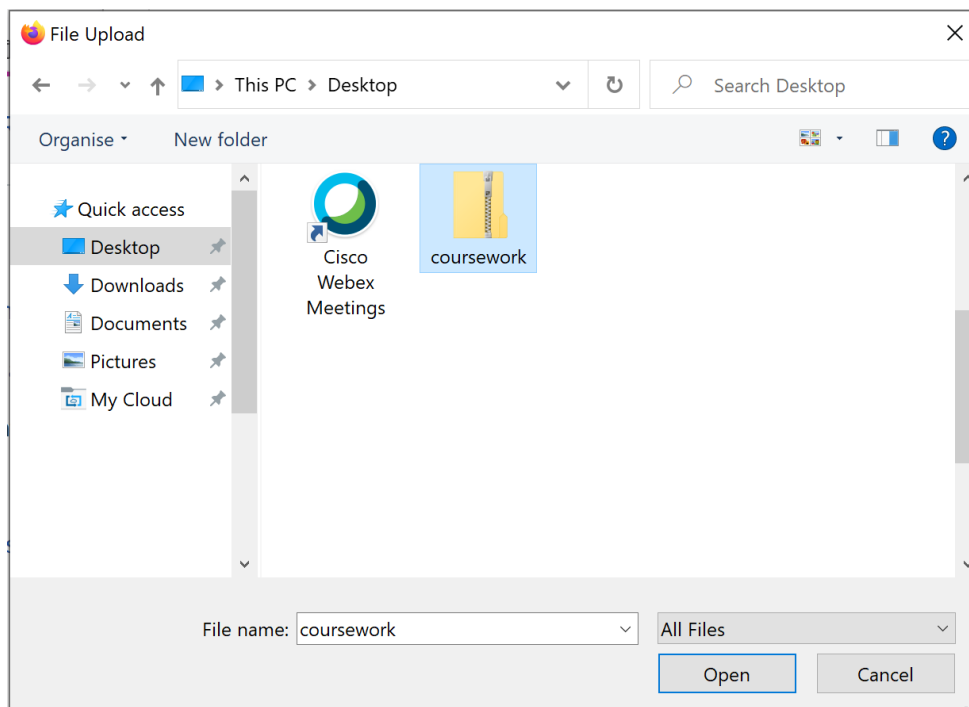4. Copy all the files that required to submit into the zip folder.

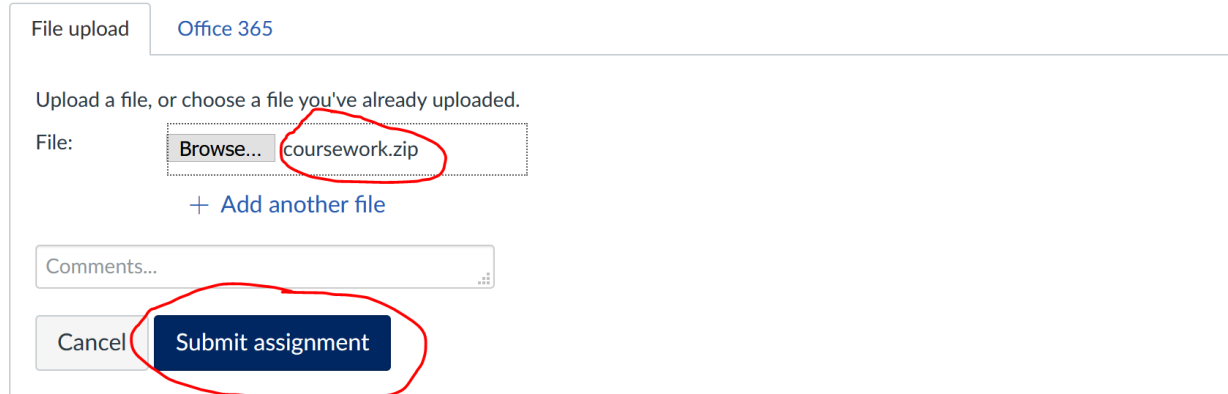5. Close the zip folder then go to the Assignment page on Canvas. Click the "Submit Assignment" button.

INTRODUCTION TO PROGRAMMING › Assignments › 4100COMP Coursework 1

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4100COMP Coursework 1

Submit Assignment

Due Friday by 17:00   **Points** 100   **Submitting** a file upload
Available 15 Oct at 0:00 - 18 Dec at 23:59 2 months

6. Click "Browse…" button in the next step

File upload   Office 365

Upload a file, or choose a file you've already uploaded.

File: Browse...   No file selected.

+ Add another file

Comments...

Cancel   Submit assignment

7. Select the zip file you just created then click "Open"

File Upload   ✕

← → ⌄ ↑   ▣ › This PC › Desktop   ⌄   ⟳   🔍 Search Desktop

Organise ▾   New folder   ▦ ▾   ▢   ?

Quick access   Cisco   coursework
  Desktop   📌   Webex
  Downloads   📌   Meetings
  Documents   📌
  Pictures   📌
  My Cloud   📌

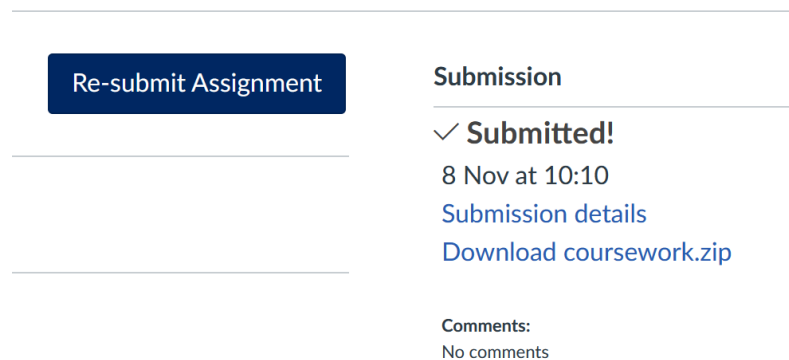File name: coursework   ⌄   All Files   ⌄

                                              Open   Cancel

8. The file is now selected and click "Submit assignment"

9. The file is submitted, and you are all done.

Please Note: For Mac users, unfortunately I don't have experience or access to a Mac PC. You could try to remotely access one of the PCs in our lab. The guidance on remote access is available at https://www.ljmu.ac.uk/ithelp/bring-your-own-device

and here - https://canvas.ljmu.ac.uk/courses/43115/pages/remote-connection

The following instructions may also work on your Mac:

- *Compress a file or folder:* Control-click it or tap it using two fingers, then choose Compress from the shortcut menu.

  If you compress a single item, the compressed file has the name of the original item with the .zip extension. If you compress multiple items at once, the compressed file is called Archive.zip.

- *Uncompress (expand) an item:* Double-click the .zip file.