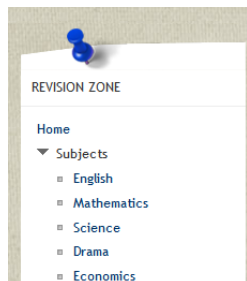




This guide shows you how to upload files to the Revision Zone. There is also an advanced section for multiple file uploading.

Log onto the Learning Space from the Portal

Click the Revision Zone Icon or the menu link:



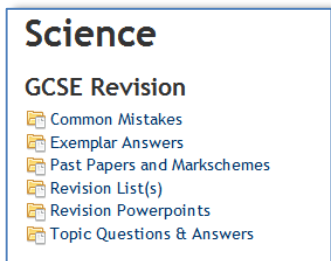
Select your subject to be edited from the Revision zone menu

(this example 'Science')

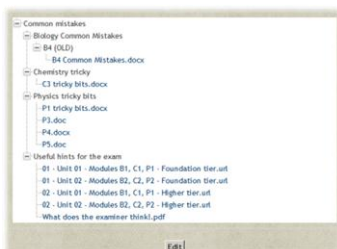
*** Turn on editing (top right) ***

Click the file repository you wish to update

(this example 'Common Mistakes')

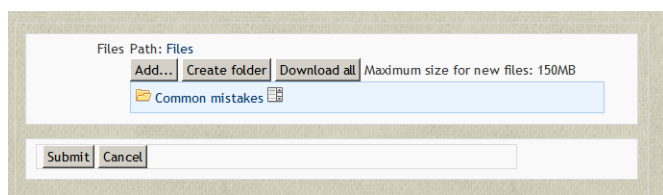


A list of folders and files will appear for the selected repository



Click: **Edit** at the bottom

You will now see the top level folder (Common Mistakes)

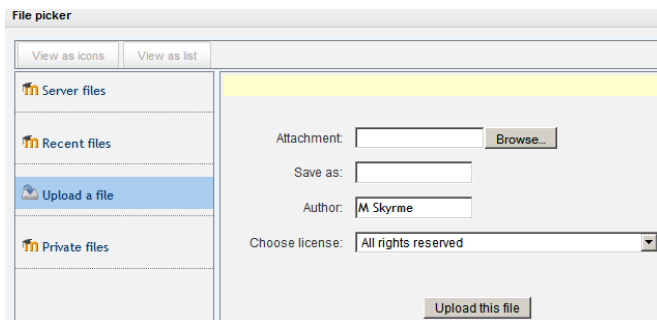


Here you can click on a folder to view any sub folders or files.

Clicking on the icon will allow you to change the current file or folder (ie: Remove it, change its name download a copy)

Once you are in the folder you want to add a file to click: **Add...**

From the file picker click "Upload a file"



Use the 'Browse' button to search your computer for the file. Use 'save as' box if you want the uploaded filename to be different from the browsed name.

Finally click "Upload this file"

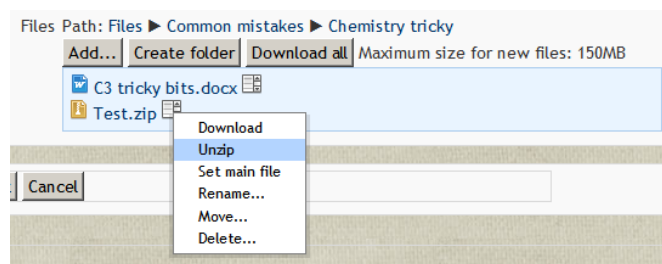
Done! This can be repeated for other files

Advanced: Uploading Multiple Files at Once

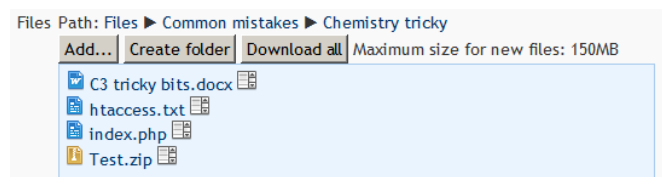
To upload multiple files to the same location, firstly ensure you have zipped the files into a single zip folder.

Then when you browse for the attachment (as above) select the zip file. This will upload. To show the files individually, you will then need to do the following:

Click the icon next the newly uploaded zip file (show as Test.zip below) and click 'unzip'.



The files will then unzip in the same folder (show as htaccess.txt and index.php below)



Finally delete the original zip file from the list. Done!