Download Empty Folders for Documentation Materials

Step 1- Download the folders

1. Go to [https://faculty-eportfolio.nyit.edu/](https://faculty-eportfolio.nyit.edu/)
2. Click “empty folders” to download the compressed (zipped) file.

Step 2- Decompress the zipped folders

1. Locate the downloaded file on your computer, named “Personnel_Process_Folders.zip,” and right-click on the file.
2. Choose “Extract All...”
Step 3 - Select a Destination and Extract

1. Select a destination.
2. Click “Browse”
3. In a new window that opens up choose “Desktop”
4. Click “Ok”
5. Click “Extract”
Step 4- Put your documentation into the correct folders

1. Put the PDF documents you have prepared into the correct folders.
Step 5- Compress your Folders

1. Go to the "Desktop"
2. Right click on the folder you want to zip (compress)
3. Choose “Send to”
4. Choose “Compressed (zipped) folder”
5. You are now ready to upload this file to mahara