Technology Services
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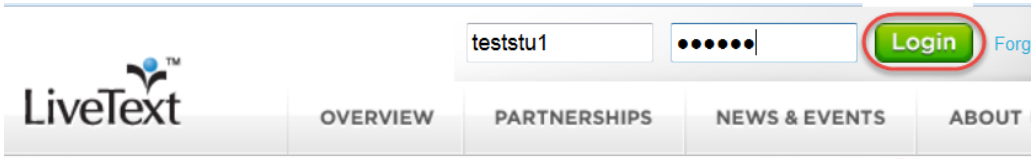
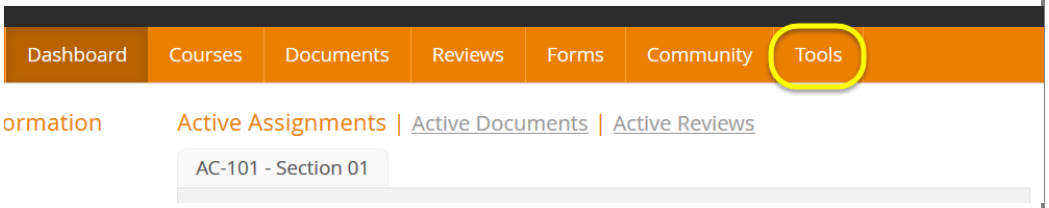
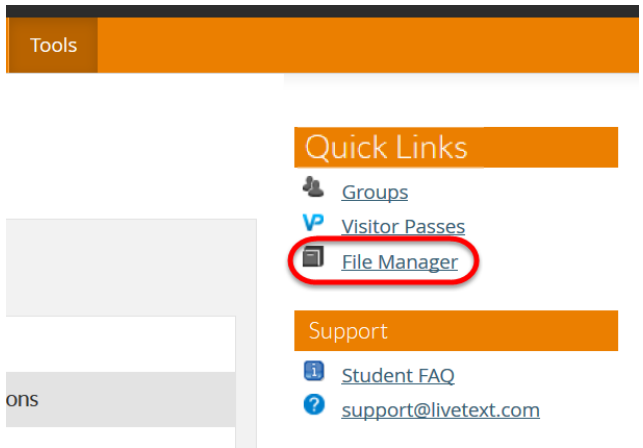
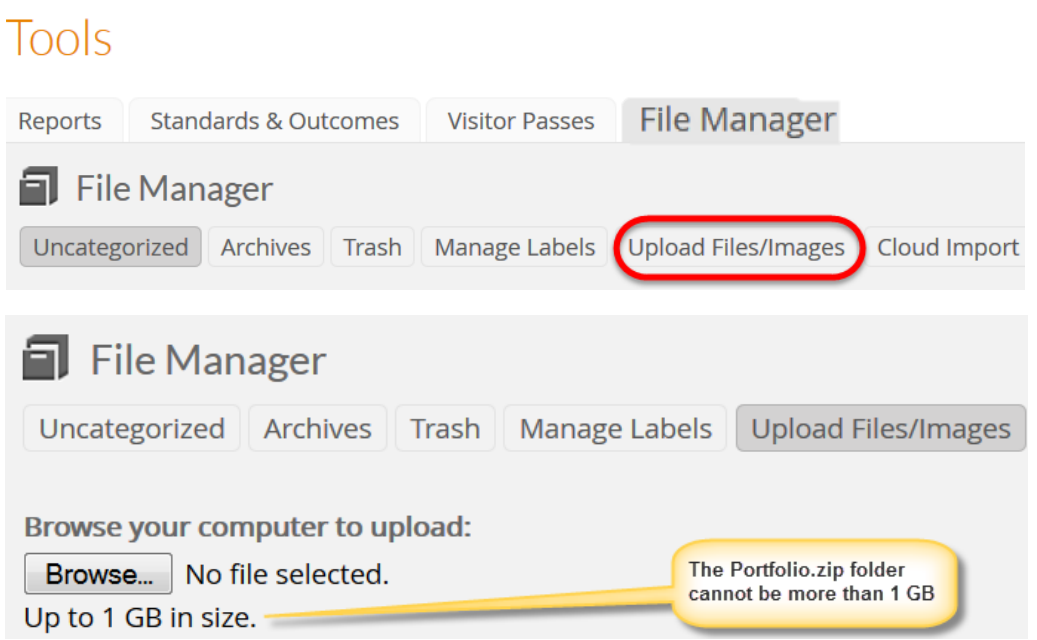
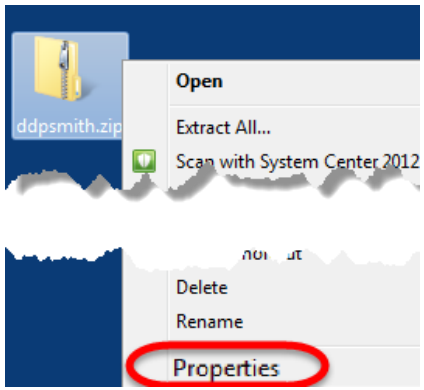
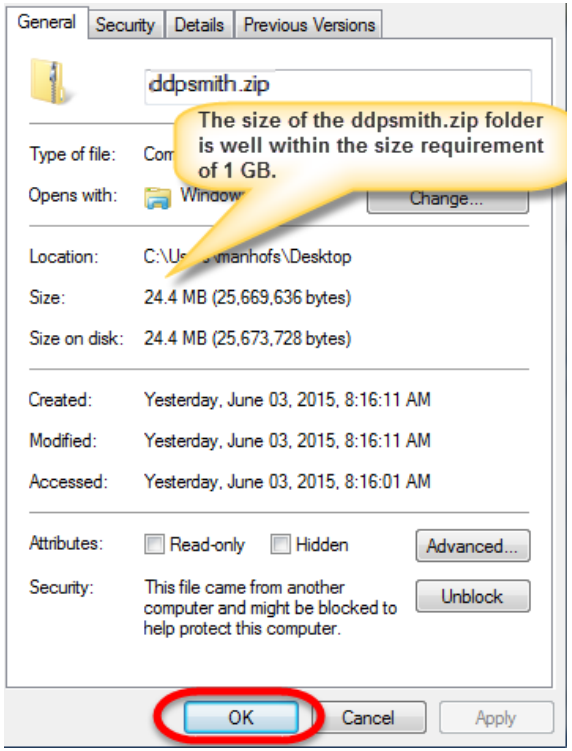
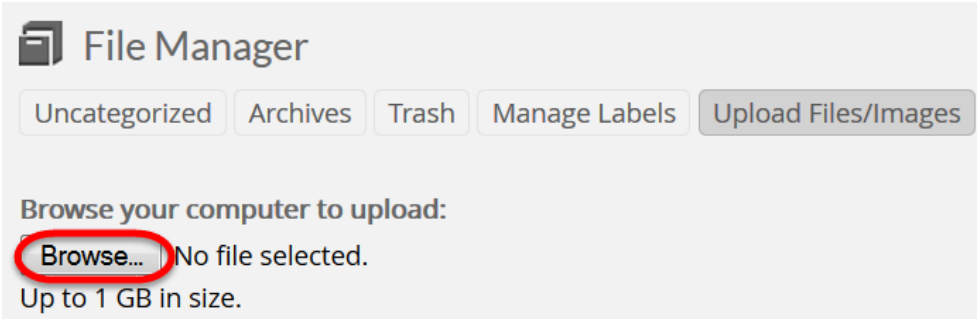
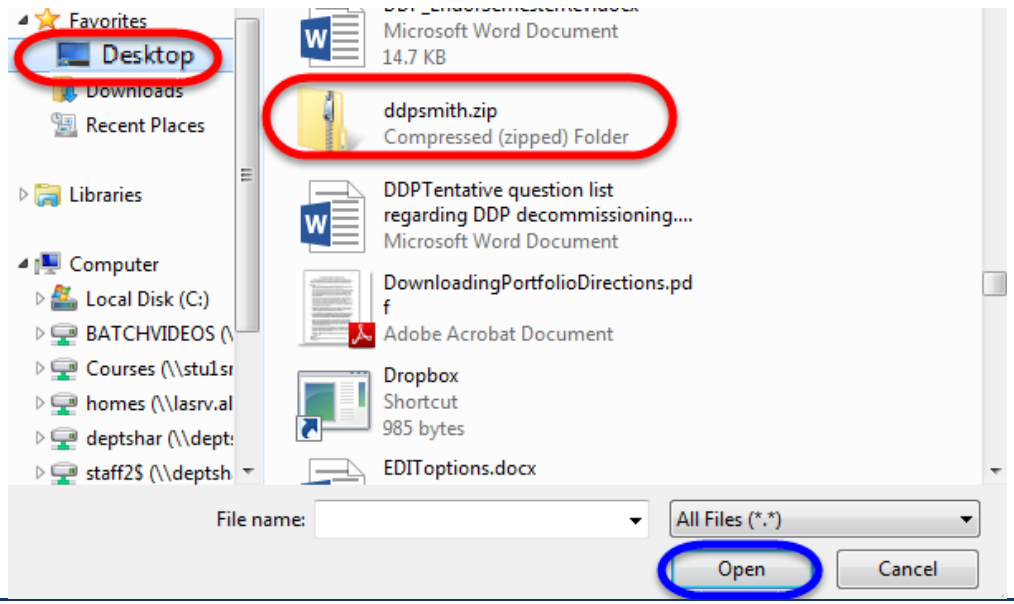
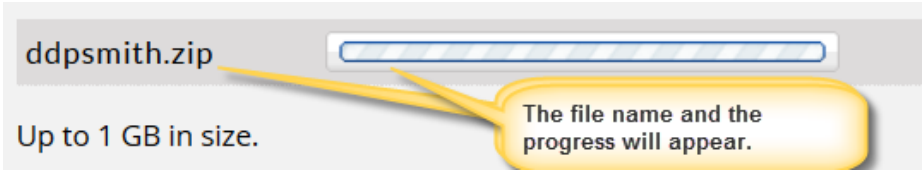
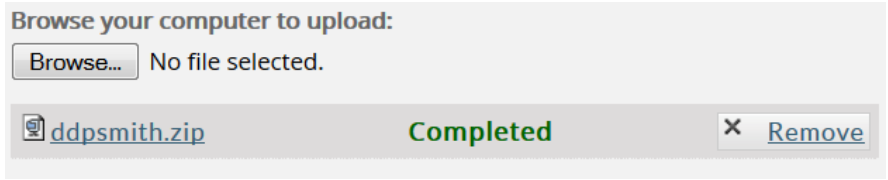
Uploading Your DDP to the LiveText File Manager

Once you have downloaded your DDP (the key performances from the My Portfolio tab and any files from the My Resources tab), you may upload the .zip folder to your LiveText File Manager area. By uploading the .zip folder, all your files **including faculty feedback will be uploaded as one unit**.

Task	Screen Shot
1. Log into LiveText using the Firefox browser. 2. Click the **Login** button.	
3. Click on the **Tools** menu.	
4. In **Quick Links**, select **File Manager**.	

Task	Screen Shot
5. Select **Upload Files/Images**. 6. When the File Manager opens, the requirement limit is indicated as 1 Gigabyte. 7. Minimize Firefox.	
8. Find your **Zip folder** in the saved location. 9. Right click on the folder, and click **Properties**.	

Task	Screen Shot
10. The size of the zip folder is well below the 1 GB limit. 11. Click the **OK** button.	
12. Maximize Firefox. 13. Click the **Browse** button.	

Task	Screen Shot
14. Locate where you saved the folder (Desktop). 15. Click to select **ddpsmith.zip** folder. 16. Click the **Open** button.	
17. Depending on the size of the item, it could take some time to upload. In this example, the upload was mere seconds.	
18. Once the file is uploaded, you will see the **Completed** confirmation.