When building your website, make sure to put all files (webpages, images, documents, subfolders, etc.) into one main folder, which will be your **Website Directory**.

Here we have a small website, consisting of one page (index.htm) and the images folder, which contains the images that go with it.
We'll click the Back icon to go back one step so that we can see the main directory folder that contains these files.
Since you will be submitting your entire website to your instructor, make sure the folder name includes your name so that the instructor can identify it as yours.

Right-Click the folder that contains all of your webpage files.
Point your cursor to **Send To**.
And click **Compressed (zipped) Folder** when the menu expands.
After a moment, a folder with the same name will appear. The new folder has an icon that looks like a folder with a zipper on it. It might also show the `.zip` extension at the end.

This is the folder we'll be adding to the assignment dropbox in the following steps.
Locate the Assignment Dropbox icon in your WebCT virtual classroom.
Select the **Student Website** link
Assignment: Student Website

Assignment Information
Maximum grade: 100
Due date: Unlimited
Instructions: Create a zip file that contains your entire website directory, and upload it here. Be sure the website folder name is your name.
Assignment files: None
Submissions: You can only submit your assignment once. No resubmission is permitted.
Notification: The instructor will not be notified via email when you submit this assignment.

Submit Assignment
Status: Not submitted
Student files: None

Click the Upload file button.
Select the zip file that contains your website.
Click the Open button
Click the **Upload** button.
Add your address here if you want to be notified when your assignment has been successfully submitted.

Click the **Submit assignment** button.
If you don't enter an email address, you'll get this warning. Click the **OK** button if you didn't want to enter an email address.
Confirm: Assignment will be submitted. Proceed?

Click the OK button.
If you see this message, you know that you have successfully submitted your website folder.
If you require further assistance, please complete a Request for Technical Assistance.

The link is located on OWC’s EdTech website.