

My Private Files

My private files is an online storage area for files that is linked to your personal profile and can be accessed anytime you have access to the Moodle portal.

Managing My Private Files

Locate the Navigation block and expand the My profile menu; click My private files.

Navigation
My home
Site home
Site pages
My profile
View profile
Forum posts
Blogs
Messages
My private files
Repositories
My courses

The standard file picker will appear; drag and drop your files from your computer into the file picker box, or click **Add...** in the top left corner to manually browse files. Browse for and select the file you would like to upload and click **Save changes**.

Files Maximum size for new files: 100MB, overall limit: 10	OMB
Add 💭 🛴 Create folder	
▶ 🚞 Files	
	2
You can drag and drop files here to add them.	
L	-
Save changes Cancel	

Files contained in your **My private files** may be downloaded, renamed, moved, or deleted by clicking the file icon. Be sure to click **Save changes** after any changes have been made.