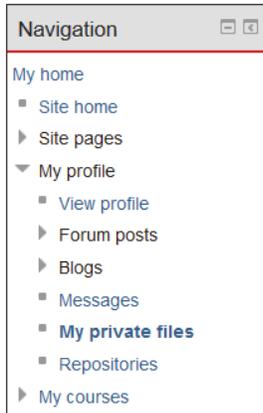


My Private Files

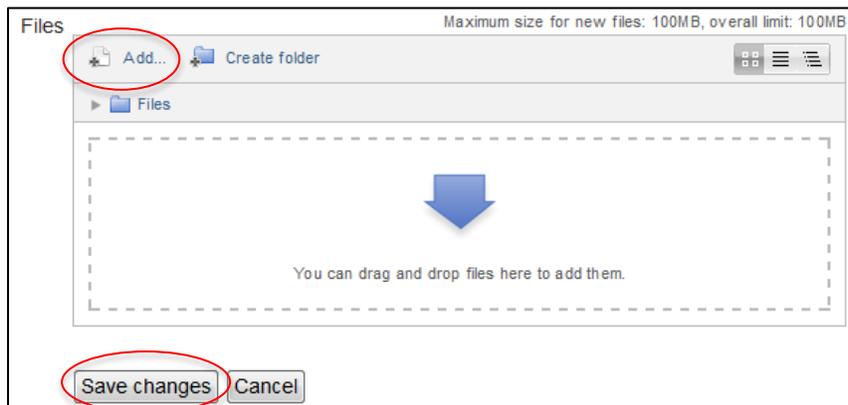
My private files is an online storage area for files that is linked to your personal profile and can be accessed anytime you have access to the Moodle portal.

Managing My Private Files

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



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 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.