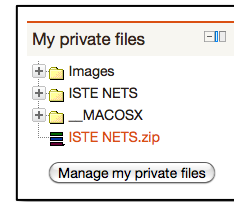
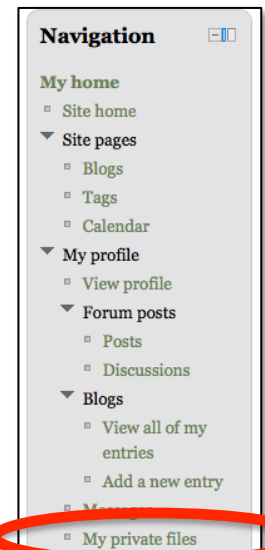


Private Files

In Moodle, each user has a private files area for uploading and managing a set of files. Private file storage is currently limited to 2 GB. You can access your private files via the **Navigation block** or the **My private files block**.

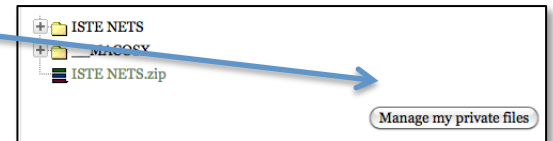


Private files Block

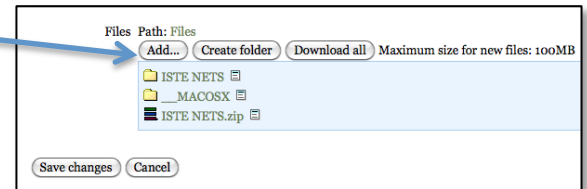


Private files management

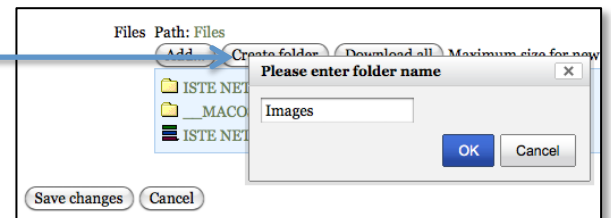
- To add a file to your private files area, access your private files from the **Navigation block** and then click on **Manage my private files**. *Alternately, click on **Manage my private files** in the **My private files block**.*



- The standard File picker box will open.
 - Click on **Add** to add a file. **Browse** for and select the file. Fill out the required fields in the dialog box and then click **Upload this file**.

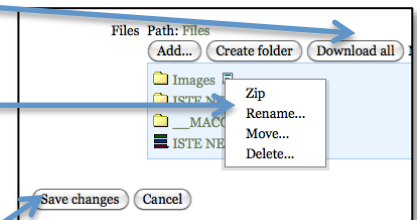


- Click on **Create folder** to create a folder to organize your files. Enter a folder name and click **OK**.



- Click **Download all** to download a zip file containing all of your private files.

- Click on the **context menu icon** next to a folder in your **Private files** to open a menu that gives you the options to **Zip**, **Rename**, **Move** or **Delete** the item.
 - If the item is a single file, the **context menu icon** options will be **Download**, **Rename**, **Move** or **Delete**.
 - If the item is a zipped file, the context menu icon options will be **Download**, **Unzip**, **Rename**, **Move** or **Delete**.



- Click the **Save changes** button. **IMPORTANT!** If you do **NOT** click **Save changes** then the changes to files, folders, etc. will not be updated and your Private Files will revert to their earlier status.