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# Moodle 2.2

## Student User Guide

### My Private Files

## Using My Private Files

My Private Files saves files in the cloud. Only the user may access it, but you can access it from any computer where you can access your school's Moodle portal. You can select files from the My Private Files section to submit as assignments or as attachments elsewhere in your course.

### Creating Folders in My Private Files

You can organize your My Private Files area just like you do your computer files, which makes finding items easier when you upload them to other parts of the course (such as attachments in a forum or assignment submissions).

Step	Screenshot
<p>The <b>My Private Files</b> block is available only on the <b>My Home</b> page.</p> <p>1. To access <b>My Home</b>, click <b>My Home</b> in the <b>Navigation</b> block.</p>	
<p>You will see the <b>My Home</b> page, which has the <b>My Private Files</b> block.</p>	
<p>2. Click <b>Manage my private files</b>.</p>	
<p>The <b>My Private Files</b> page will open.</p>	




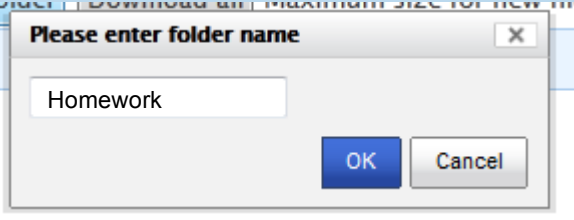

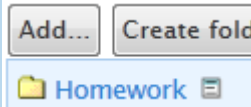

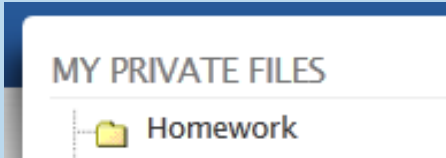
#### Note

The **My Home** link is always available in **Navigation** when you are logged in.



#### Note

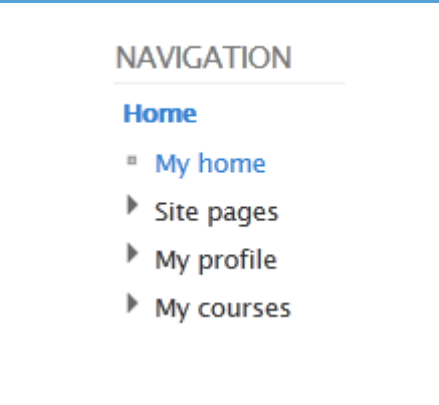
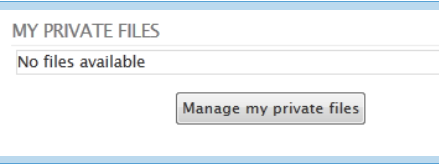
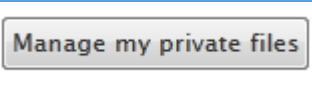

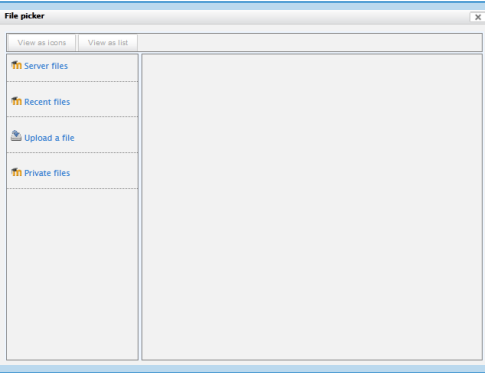
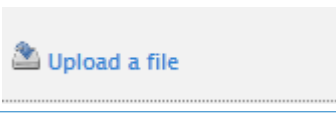
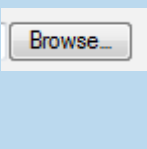
Space is limited in My Private Files, so store only a few files at a time.

Step	Screenshot
3. Click <b>Create folder</b> .	
<p>You will see a pop-up window that says <b>Please enter folder name</b>.</p> <p>4. Click in the field above the buttons and type in the name of your folder.</p>	
5. Click <b>OK</b> .	
<p>You will now see the file folder name listed below <b>Add</b>.</p>	
6. Click <b>Save Changes</b> .	
<p>You will return to your <b>My Home</b> page, and the folder will appear in the <b>My Private Files</b> block.</p>	

 **Note**

You must click **Save changes** because Moodle will not save the files you upload into **My Private Files** until you do.

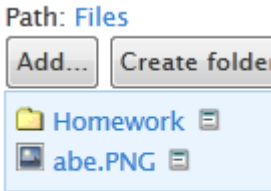
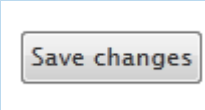
## Uploading to My Private Files

Step	Screenshot
<p>The <b>My Private Files</b> block is available only on the <b>My Home</b> page.</p> <p>1. To access <b>My Home</b>, click <b>My Home</b> in the <b>Navigation</b> block.</p>	
<p>You will see the <b>My Home</b> page, which has the <b>My Private Files</b> block.</p>	
<p>2. Click <b>Manage my private files</b>.</p>	
<p>The <b>My Private Files</b> page will open.</p>	
<p>3. Click <b>Add</b>.</p>	
<p>The file picker will appear.</p>	
<p>4. Click <b>Upload a file</b>.</p>	
<p>The right-hand side of the <b>File Picker</b> window will change.</p> <p>5. Click <b>Browse</b> in this new area.</p>	



### Note

The **My Home** link is always available in **Navigation** when you are logged in.

Step	Screenshot
<p>Find the file you wish to upload from your computer. When you find it, select it and then click <b>Open</b>.</p> <p>The right-hand side of the file picker will now show the path to your attachment.</p>	
<p>6. Click <b>Upload this file</b>.</p>	
<p>You will now see the file name listed below <b>Add</b>.</p>	
<p>7. Click <b>Save Changes</b>.</p>	

 **Note**

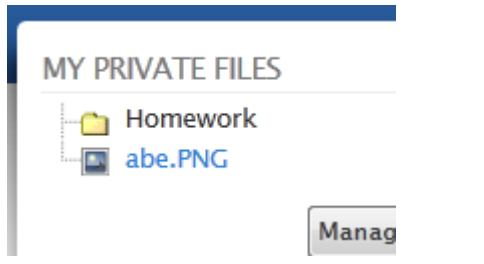
After you upload the file, the server will house it and you may access it from anywhere.

Other course participants who access the file will *not* be able to access the file on your computer. Instead, they will access only the one housed on the server.

 **Note**

You must click **Save changes** because Moodle will not save the files you upload into **My Private Files** until you do.

You will return to your **My Home** page, and the file will appear in the **My Private Files** block.



## Moving Files Into Folders

Step	Screenshot
<p>The <b>My Private Files</b> block is available only on the <b>My Home</b> page.</p> <p>1. To access <b>My Home</b>, click <b>My Home</b> in the <b>Navigation</b> block.</p>	
<p>You will see the <b>My Home</b> page, which has the <b>My Private Files</b> block.</p>	
<p>2. Click <b>Manage my private files</b>.</p>	
<p>The <b>My Private Files</b> page will open.</p>	
<p>A button that looks like a piece of paper appears to the right of your files and folders in My Private Files.</p>	
<p>3. Clicking this button will open a menu.</p>	



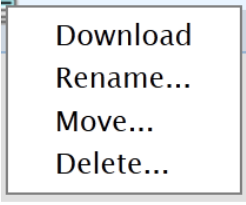
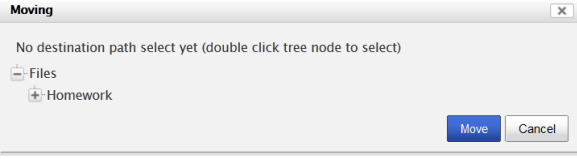
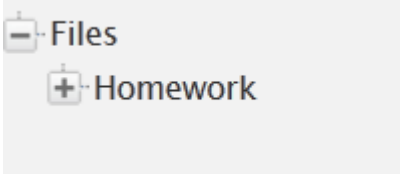
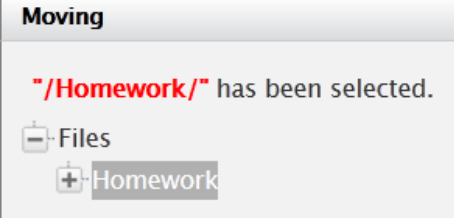
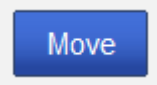
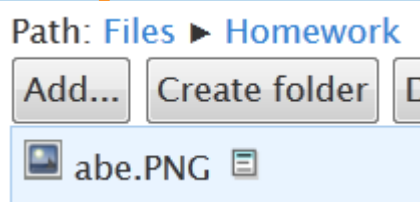
### Note

The **My Home** link is always available in **Navigation** when you are logged in.




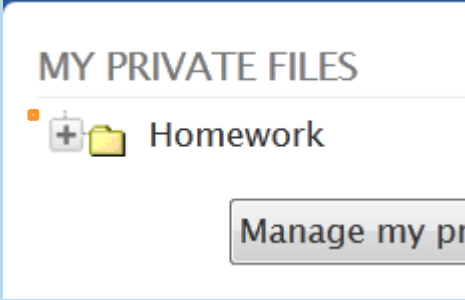
### Note

For a folder, the list contains: Zip, Rename, Move, and Delete. You can use these steps to move folders into another folder, too.

Step	Screenshot
4. Click <b>Move</b> in the list.	
This will open the <b>Moving</b> window. Double-click the "tree node" to select it.	
5. Double-click the tree node into which you wish to place the file.	
A notice at the top of the <b>Moving</b> window shows which tree node you selected.	
6. Click <b>Move</b> .	
The My Private Files page will change. You will see each file's file path listed underneath <b>Add</b> and <b>Create folder</b> .	

 **Term**

**Tree node:** A tree node is one of the levels in a files list. In the example to the left, Homework and Files are both tree nodes. You can tell because they have a minus sign (-) or a plus sign (+) next to them.

Step	Screenshot
<p>7. Click Save <b>Changes</b>.</p>	
<p>You will return to your <b>My Home</b> page. A plus sign (+) next to the folder shows that the folder has one or more item in it.</p>	



Note

You must click **Save changes** because Moodle will not save the files you upload into **My Private Files** until you do.



Note

A plus sign next to a tree node (in this case, next to Homework) means that another level of information is below it. If you click the plus sign, the list will open to show you the next level of tree nodes. If you click the plus next to Homework in the example to the left, you will see the file you just moved.

