


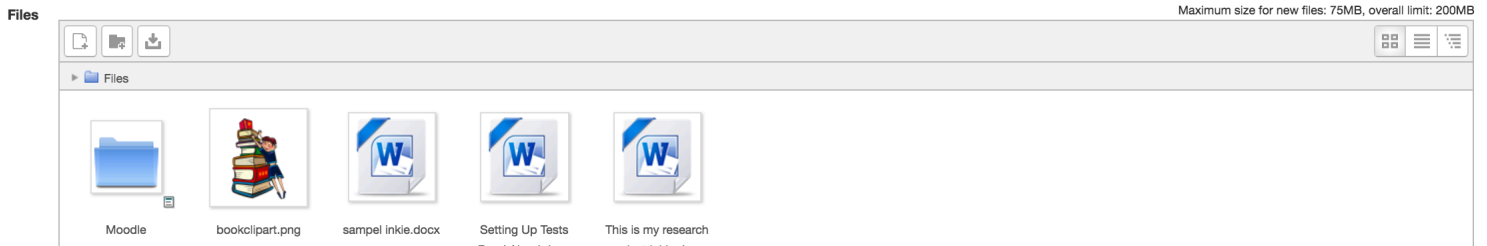


## Managing your Private Files



1. Log in **https://moodle.stpsb.org** - use your STPSB credentials
2. Under the **Navigation** tab, under **Home**, select **Dashboard**
3. You should see your **PRIVATE FILES** block (probably on the right side, unless you move it)
4. If you have no files in your private files, you will see “No files available”
5. Click on **Manage private files...** A new window will pop-up

6. Click the  to add files. Click on  to create a folder. Click on  to download files.



7. Click the  to add files.


- a. The **File picker** window will come up for you to navigate to the file you want to upload.
  - b. Click on **Browse** (Windows) or **Choose file** (Mac)
  - c. Navigate to the file you want to upload
- Note: This file must be saved somewhere on your computer and you need to be able to find it.

- d. Click 
- e. Click  or cancel


8. If you have any private files stored, you will see them in the list

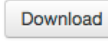
9. Use the  to create a folder. Ex. Social Studies, Science, Math, etc.

- a. Give the folder a name
- b. Click 

10. Use the  to download files that you want to work on. Remember to save any files that you want to upload to Moodle.

11. You can access Moodle anywhere from any computer or device that can get on the Internet.

12. To **delete** a file, right click on the file and click on the  button.

13. To **download** a file, right click on the file and click on the  button.