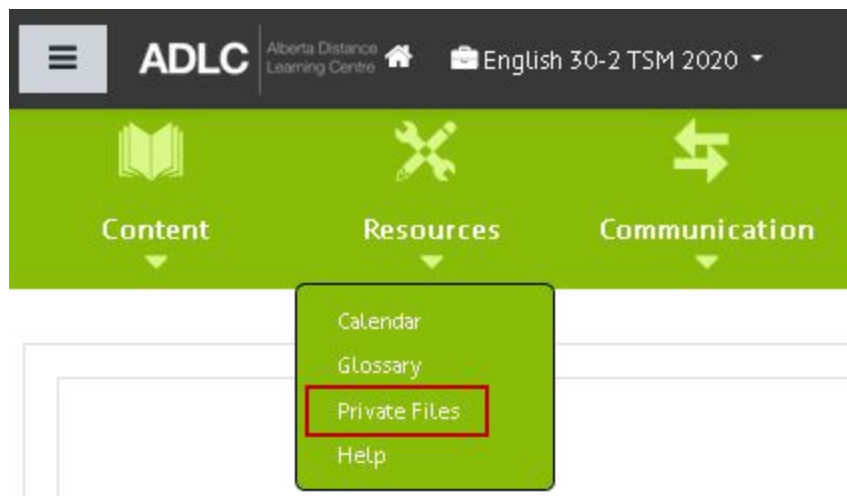
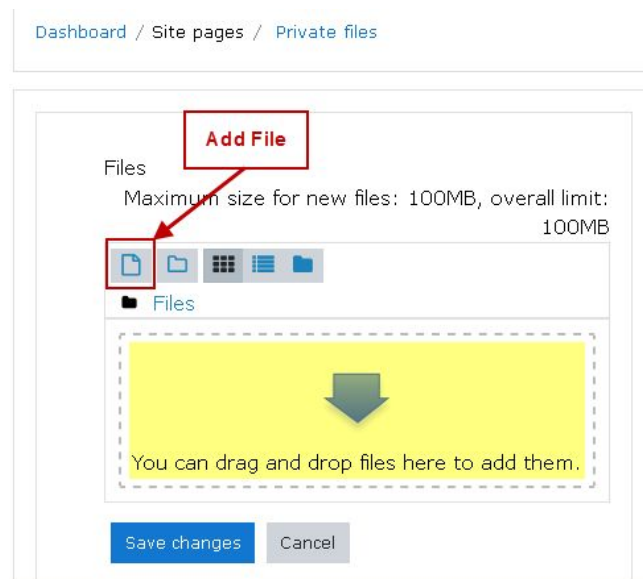


ADLC's online learning management system comes with a convenient place to store your course files.

Under the **Resources** main menu, you will find **Private Files**. Private Files is a place for you to store your coursework.



Putting your files into storage is very easy. Just drag and drop them. You can also add files by selecting the **Add files** button.



Select **Upload a file**, then click **Browse**, choose the file on your computer then click **Upload this file**.

File picker

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Learning Object Repository

Attachment

Browse... No file selected.

Save as

Author

TS Student

Choose license All rights reserved

Upload this file

Once you have uploaded your file, don't forget to **Save changes**.

Files

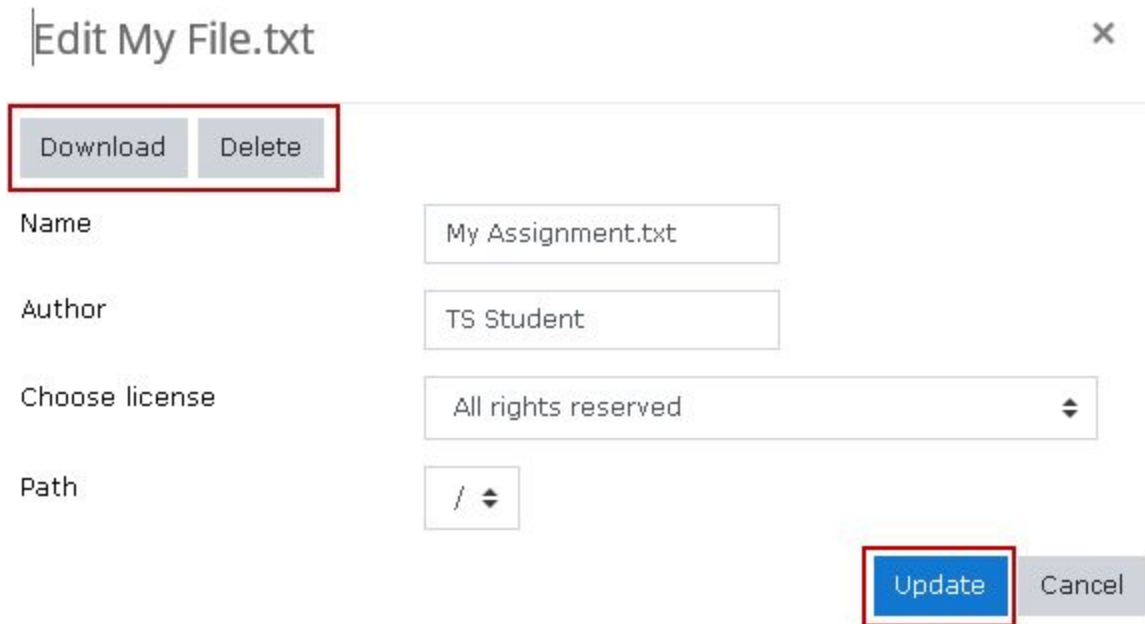
Maximum size for new files: 100MB, overall limit: 100MB

Files

My File.txt

Save changes Cancel

To **Download**, **Delete**, or rename a file, just click on the file and you'll be able to perform all those functions.



Edit My File.txt ×

Download Delete

Name: My Assignment.txt

Author: TS Student

Choose license: All rights reserved

Path: /

Update Cancel

You can also add folders.



Always click **Save Changes** or **Update** when you're done.

Why use private files?

It's best to stay organized when you're learning, so it's a good idea to keep all your coursework in one place. You access any files you place here from different computers anywhere in the world!

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca