

FILE MANAGEMENT

- 1 **My private files** - It is based on users, in order to let you share some files among users.
- 2 **Legacy course files** - Usually store archived course files, but instructors can store them as course files.
- 3 **Upload by case** - Upload the file through using “Link to a file” function. It will be stored in course level folders. (Please refer to Self-help Guide - Link to a file)

1 Different storage methods need will place the files in different locations. In cases **1** and **2**, you can find your folder through “My profile” and “Course administration”.

1 After login ,you can upload your file with see **“Private files”**.



2 After selected your course, you will see **“Legacy course files”** in “Actions” button.



2 Select **“Edit my private/legacy course files”**.



3 Press the **“Add...”** button to add a new file.



4 Press the **“Upload a file”** button.



6 Click on **“Save changes”** when finished.



5 Press the **1 “Browse...”** button. Choose the file you want to upload. And press the **2 “Upload this file”** button.



7 The file to be uploaded should appear under the **Private files** and **Legacy course files**.

