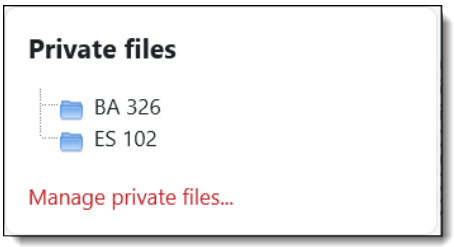
# Students: My Private Files

Hart Wilson - 2024-06-16 - Comments (0) - Students

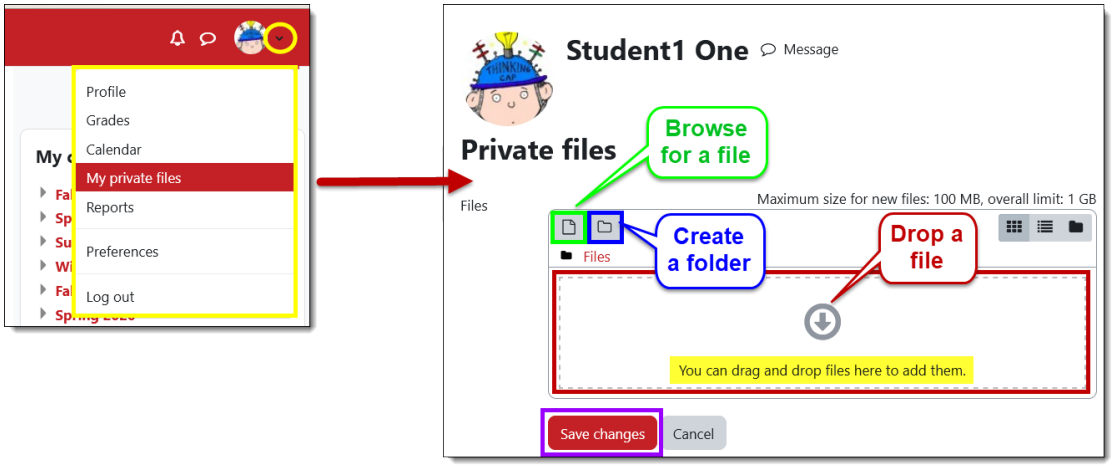
In Moodle, each user has a storage site for files. You can store up to 1GB in the **Private files** repository. Private files are available from a block in the right column of most courses and your dashboard. You can also access this area from your Moodle home page by opening the user menu in the top right corner.




You can use this file repository as a storage space for your work, uploading your files from home or campus and downloading them wherever you are when you are ready to work on them again. No one else can view your files when they are posted in this area.

The files in this area will be available to you (and **only** you) in any course you have open.

When you open your private files, you can drag and drop individual files into the repository or create folders to manage numerous files. BE SURE TO SAVE ANY CHANGES YOU MAKE!




Once you have created a folder, you can open it to add or download files, then delete it as needed.

