What are "Private Files"?

In Moodle 2, instead of having a file repository in each course site (**Files**), each user has a storage site for all Moodle-related files. This new repository is called "My Private Files." You can access this area from your Moodle home page by clicking on **My profile** in the **Navigation** block, then clicking on **My private files**.

The files in this area will be available to you no matter what course you have open, making it possible to link to the same file from any course site. Thus, if you have guidelines for online discussions or checklists that you provide for all of your students, you only need to upload each file once to be able to link to it from all of your course sites. **Note**: If you upload a new version of a file that you have linked in multiple places, you will have to relink the file everywhere it appears in order to provide access to the updated version. (This may seem illogical, but there is a lengthy, technical explanation for it—we'll spare you here!)

Add Files

Uploading files is as simple as dragging and dropping them from your desktop.

The first time you open your private files space, your repository will be empty. Before you begin uploading files, prepare to organize them in folders by topic or course. Spending a few minutes now may save you many minutes of searching later!
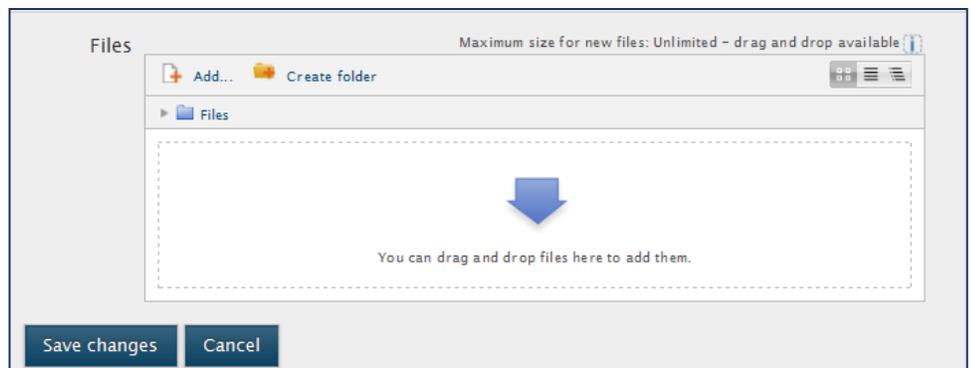
Create Folder

1. Click on **Create folder** to set up a folder for your first batch of files.
2. Name the folder to reflect the course name (or type of files) it will hold. This example indicates the term as a further identifier.
3. Click on **Create folder**.

You'll see the new folder in your storage space. Repeat steps 1-3 to continue creating a folder for each course you are teaching.
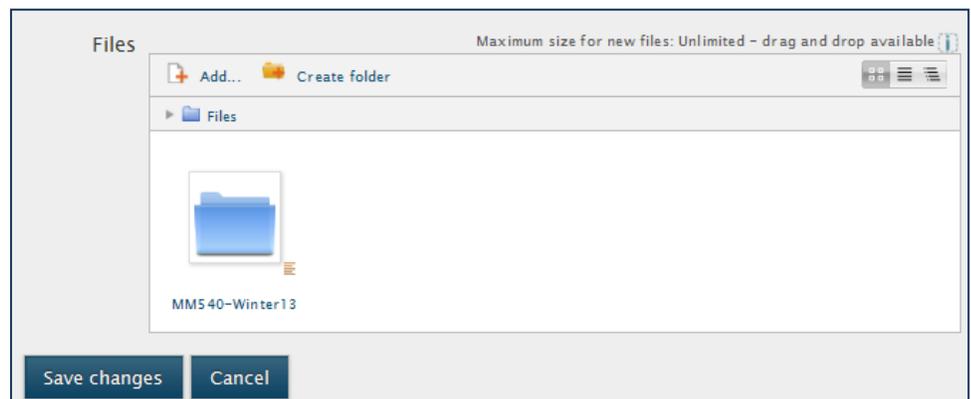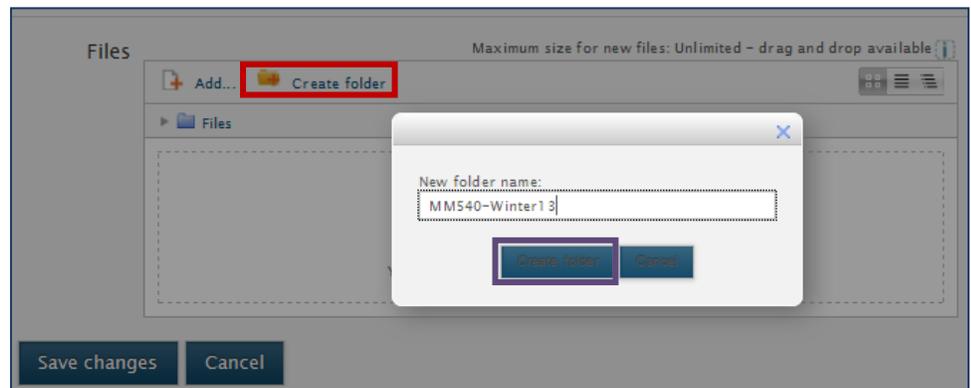
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Upload Files

Click on the folder you just created to open it. You'll see another drag and drop canvas with the name of your **open folder** displayed in a breadcrumb trail just above.

Minimize Moodle and navigate to the list of files on your computer (using *Windows Explorer* on a PC or *Finder* on a Mac) to locate the files that you wish to upload. You can upload files one by one or create and upload a **zip file** that contains multiple folders and files.

Note: If your zip file contains one or more folders, these folders will automatically be recreated when you unzip the file.

Select and drag the file onto the upload arrow in your **Private files** folder. Uploading the file may take a few moments. The file will then be displayed in your storage area.
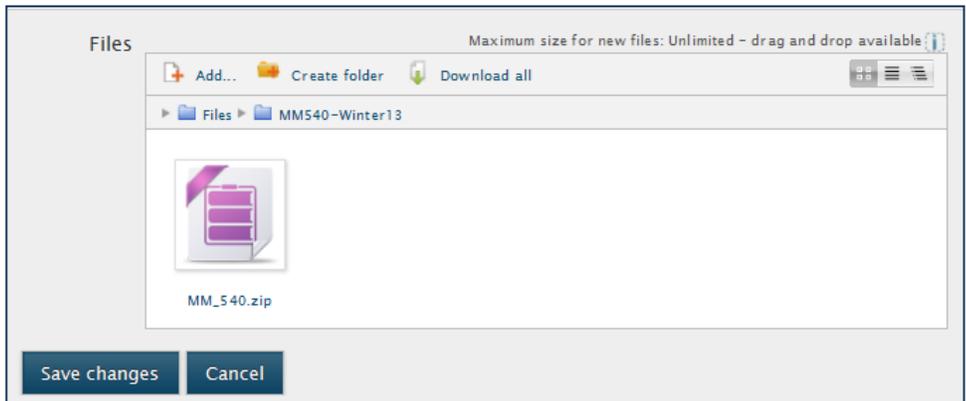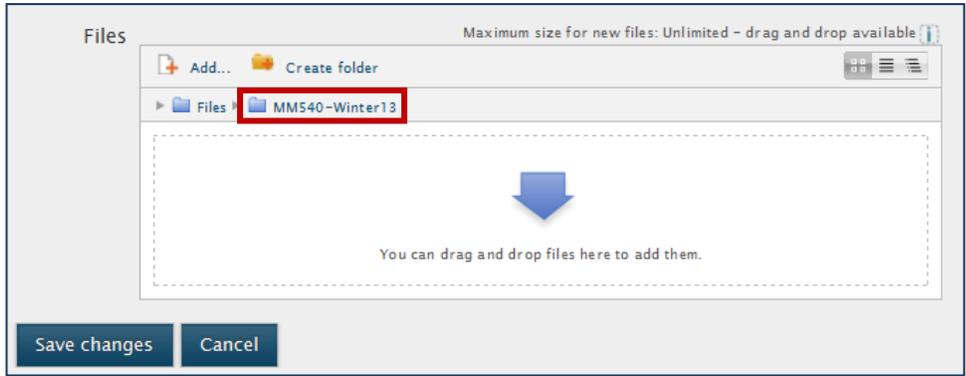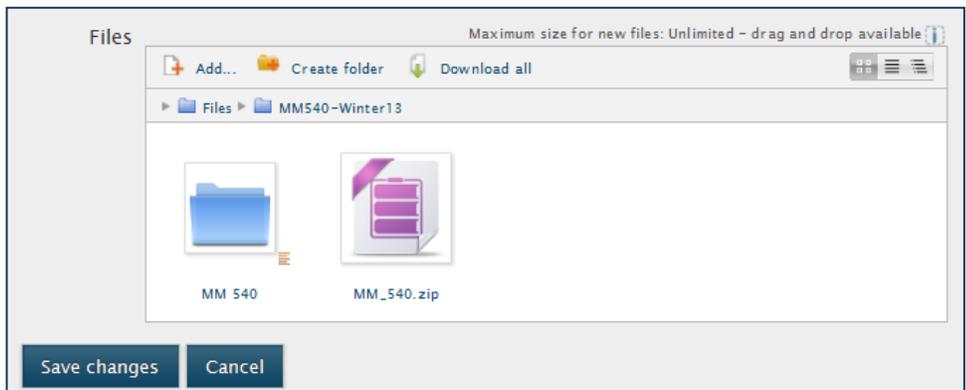
Unzip Files

Click on the icon representing the zipped file, then click on **Unzip** to unpack your files.
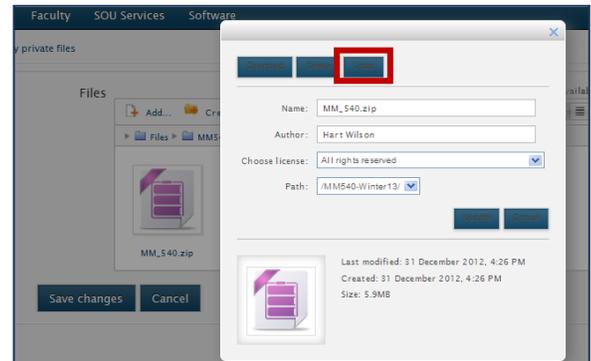
When the zipped file is unpacked, you'll see a folder with your files in it next to the original zip file. After unzipping, you should delete the zip file as shown on the next page.
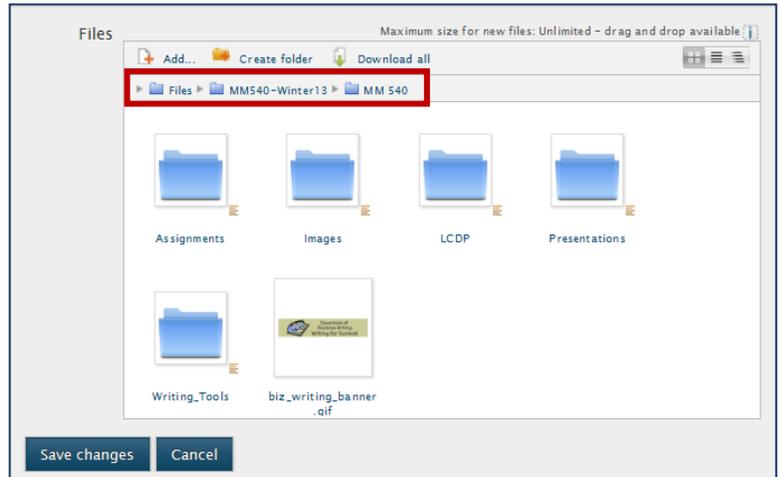
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Viewing Your Files

Click on the folder to view its contents. The example folder contains five subfolders full of files and an image file.

Clicking on any of the folders will display the files inside. Note that a **breadcrumb trail** just above the file area shows you what folder you are in.

Managing Your Files

Storage space is always at a premium, so keeping your private file space cleaned out will make it easier for you to locate files quickly and minimize bloating on the Moodle server. For instance, once you've unzipped your course files you'll no longer need your zip file, so it's best to delete it.

Delete a File

To delete a file, click on the file icon, then click on **Delete**. Confirm the deletion to remove the file.
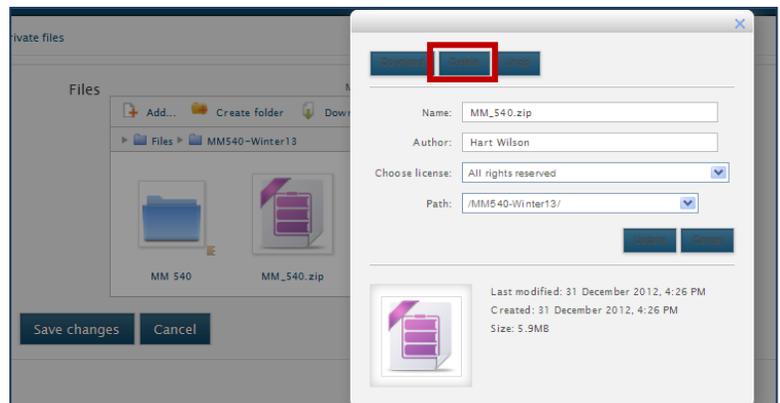
Click on **Save changes** and you're ready to go!
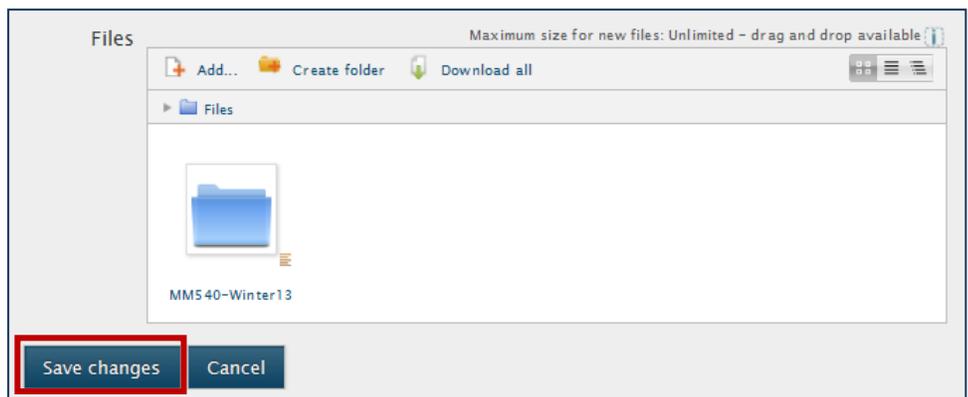
Link Files

To create a link to a file in a course site:

1. Turn editing on in your course.
2. In the module where you want the file to appear, click on **+Add activity or resource**.
3. Select **File** from the list and click on **Add**.
4. Enter a display name for the file and a description of it if you wish.
5. In the **Content** area, click on **Add**.
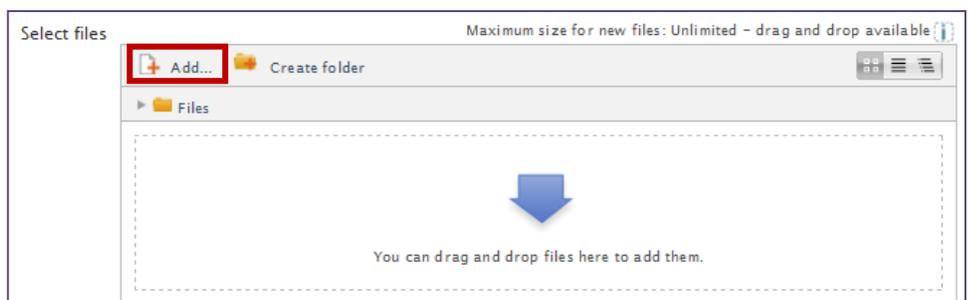
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6. Click on **Private files** to bring up the folders that you have created. Click on a folder to access and select the file that you wish to link.

7. Adjust the remaining settings to meet your needs, then save.
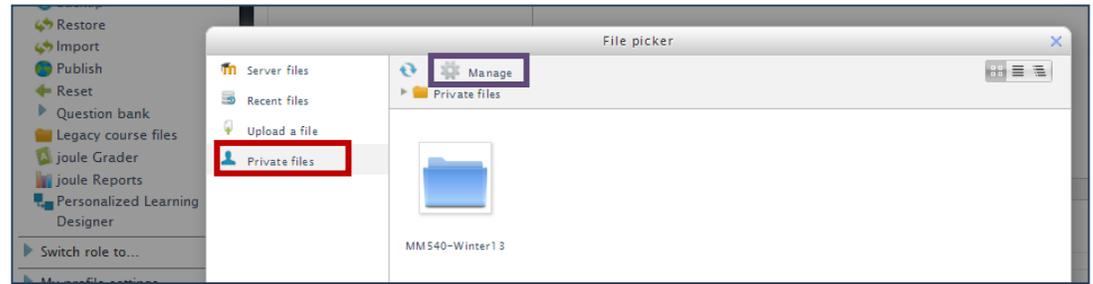
Bonus tip #1: To add a new file to a folder, open the folder by clicking on it, then click on **Manage** to open a drag and drop canvas. Drag and drop the new file in the folder and **Save changes**.

Bonus tip #2: You can add a "My private files" block to a course site for quick access to your course files. With editing on, scroll down and locate the **Add a block** block at the bottom of the left column. Click on **Add…**, then choose **My private files** from the list. The block will be added to the column. You can drag and drop it wherever you would like it to appear in the column.