

## Overview

Vista Virtual School's Online Learning Management System (SIS) comes with a convenient place to store your course files. This place is called the **Private Files** area, and it is located within the **Resources** menu. **Private Files**, as the name implies, are reserved for your own personal use and can be seen or modified only by you. To do so, use the steps provided below.

### Accessing the Private Files Area (Begin Here)

1. On the navigation bar, select the **Resources** menu and choose **Private Files** from the dropdown.



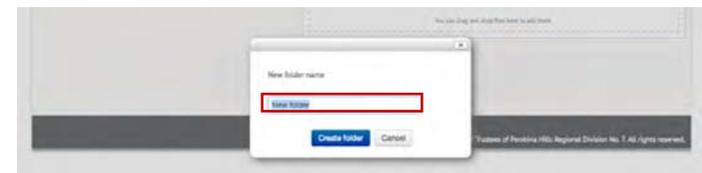
2. Here you have several options:
  - a) Create a new folder.
  - b) Add new files using drag and drop.
  - c) Rename a private file.
  - d) Download a private file.
  - e) Add new files using the Add button.
  - f) Delete a private file.

## To Create New File Folders

1. Select the **Create folder** button.



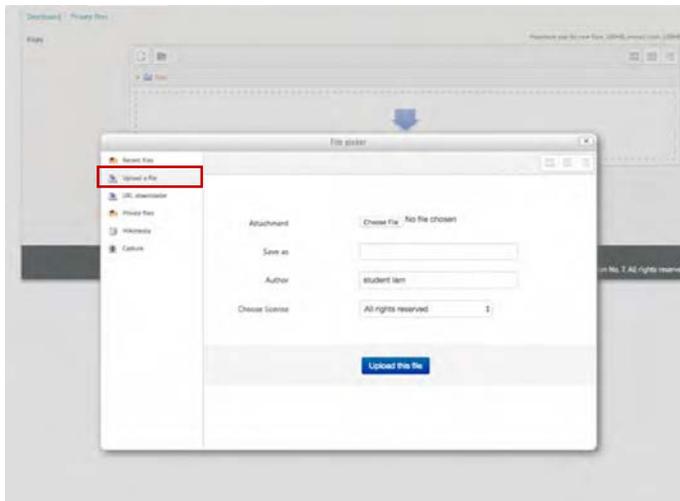
2. Enter the name of your new folder into the **New folder name** field.



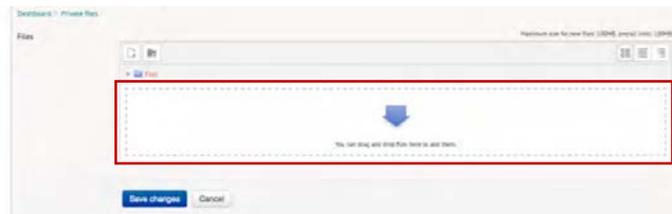
3. Click **Create folder**
4. A progress bar will appear. Once your folder has been created, it will display in the box. You can now add files to it by clicking and dragging your files into the new folder.

**To Add Files through Drag and Drop**

1. Open your browser and select a file you want to add.



2. Click on the file, and drag it to the box labelled with the arrow.



3. A progress bar will appear. Once your file has been uploaded, it will display in the box.

4. Verify that the item you have chosen is correct and click **Save changes** to apply your changes.

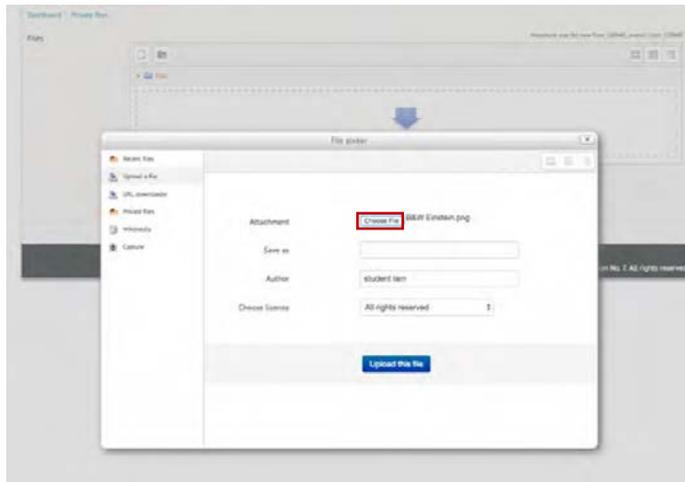


5. If you have any existing folders you want to add the new file to, you can drag and drop it there.



### To Add Files Using the Add Button

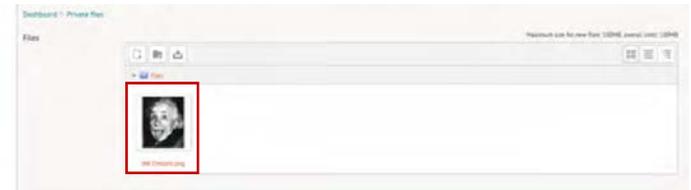
1. Select the **Add...** button.
2. Choose **Upload a file** from the **File picker**.



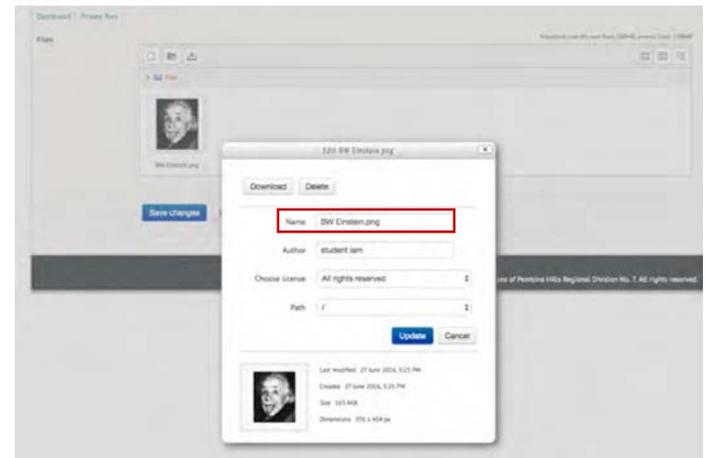
3. Click **Choose File** and select a file from your browser.
4. Click **Open**. The name of your selected file will appear beside the **Choose File** button.
5. Click **Upload this file**.
6. A progress bar will appear. Once your file has been uploaded, it will display in the box.
7. Verify that the item you have chosen is correct and click **Save changes** to apply your changes.
8. If you have any existing folders that you want to add the new file to, you can drag and drop it there.

### To Rename Private Files

1. Click on the file you want to rename.



2. When the **Edit** window appears, make your changes in the **Name** field.



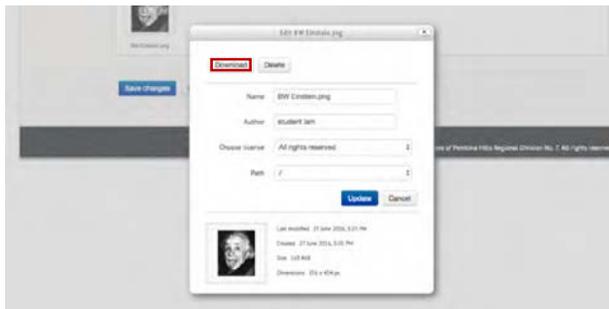
3. Click **Update** to preview your change. A progress bar will appear, and the new file name will display in the box.
4. Click **Save changes** to apply your changes.

**To Download Private Files**

1. Click on the file that you want to download. The **Edit** window will appear.



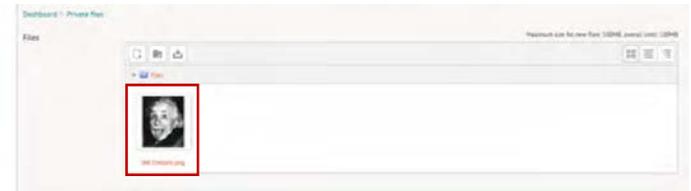
2. Click **Download**. The selected file will be downloaded to your browser.
3. Open the newly downloaded file in your browser to ensure that it downloaded properly.



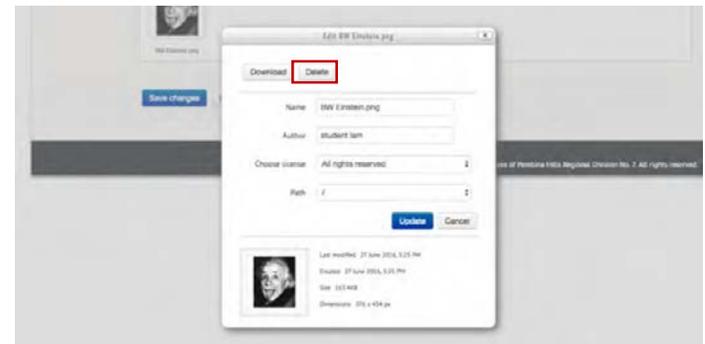
4. Click **Cancel** to close the **Edit** window.

**To Delete Private Files**

1. Click on the file you want to remove. The **Edit** window will appear.



2. Click **Delete**.



3. A confirmation message will appear. Click **OK** to proceed, and your file will be removed from the **Private Files** area.

**Contact**

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or [vsupport@pembinahills.ca](mailto:vsupport@pembinahills.ca).