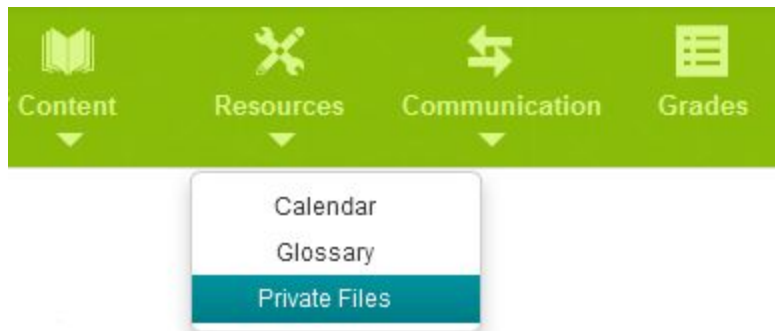
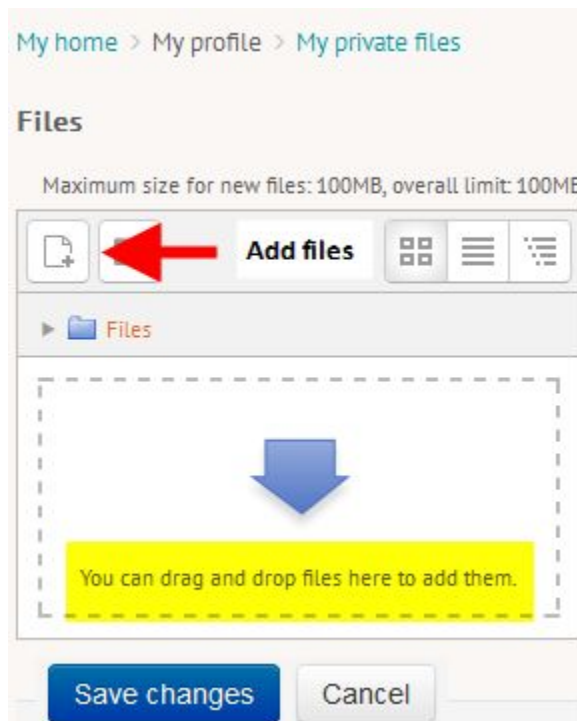


ADLC's online learning system comes with a convenient place to store your course files.

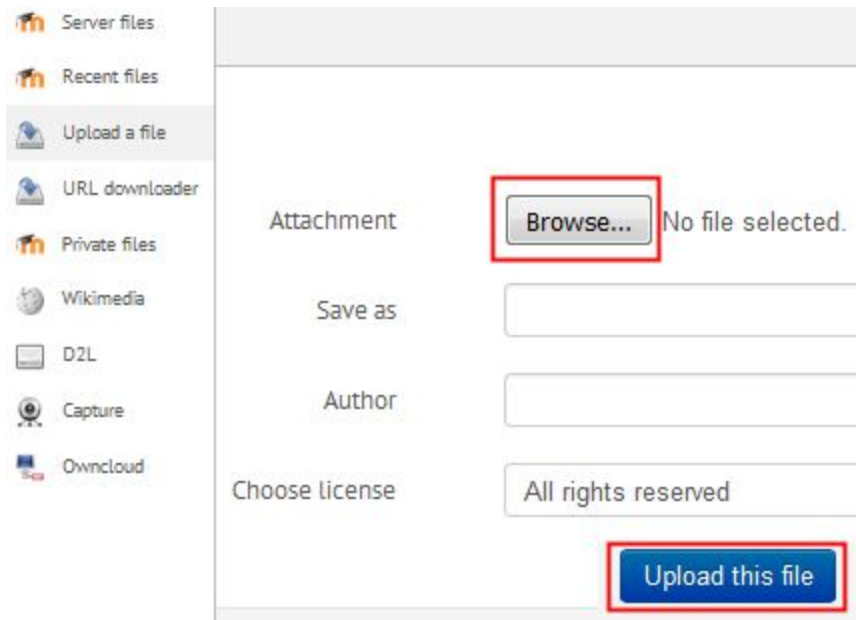
Under the **Resources** main menu, you will find **Private Files**. Private Files is a place for you to store your coursework.



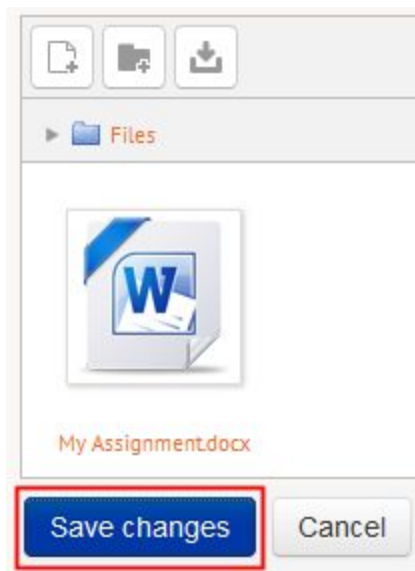
Putting your files into storage is very easy. Just drag and drop them. You can also add files by selecting the **Add files** button.



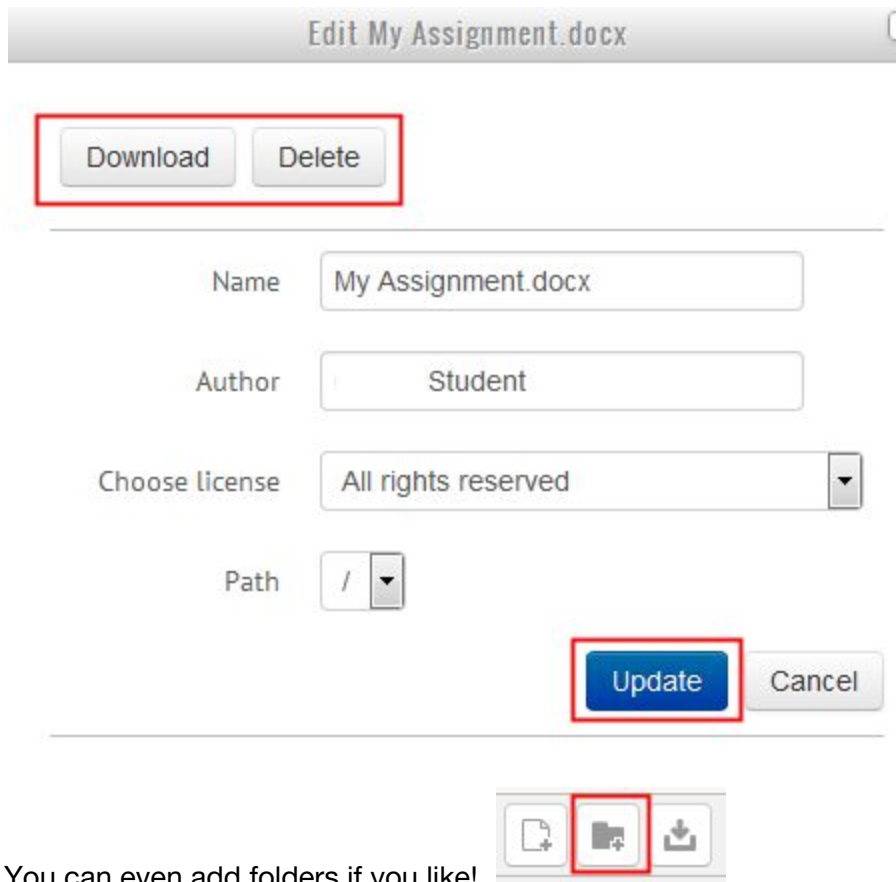
Choose **Upload a file** in the file picker that pops up, then click **Browse** and choose the file on your computer then click **Upload this file**.



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



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



Edit My Assignment.docx

Download Delete

Name My Assignment.docx

Author Student

Choose license All rights reserved

Path /

Update Cancel

You can even add folders if you like!

Whatever you do, don't forget to click **Save Changes** or **Update** when you're done.

Why use private files? Well, it's best to stay organized when you're learning, so it's a good idea to keep all your coursework in one place.

Your private files are in ADLC's online learning system, so that also lets you access them from different computers anywhere in the world!

## Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email [moodlesupport@adlc.ca](mailto:moodlesupport@adlc.ca)