

Using My Files

A really useful feature of “My Community” is the My Files section. In a nutshell it gives you a place to store things securely online which you can access from any computer with an internet connection. You can save all sorts of files here from Word and PowerPoint documents to pictures.

The screen grab below shows you the view when you first visit the My Files page. You can get to it by clicking the “My Files” button at the top of the screen.

Folders

The top section of the page allows you create folders in order to organise your files. To create a new folder type the name you would like to use into the new folder field for example “**my course documents**”.

If you are uploading photos you can change the folder type to photo gallery but in this case we’ll leave it as default file folder.

The next thing to consider is something called Access restrictions. This is important as this affects who can see access the files in this folder. You might want to set this to private initially until you are sure who you would want to share the files with.

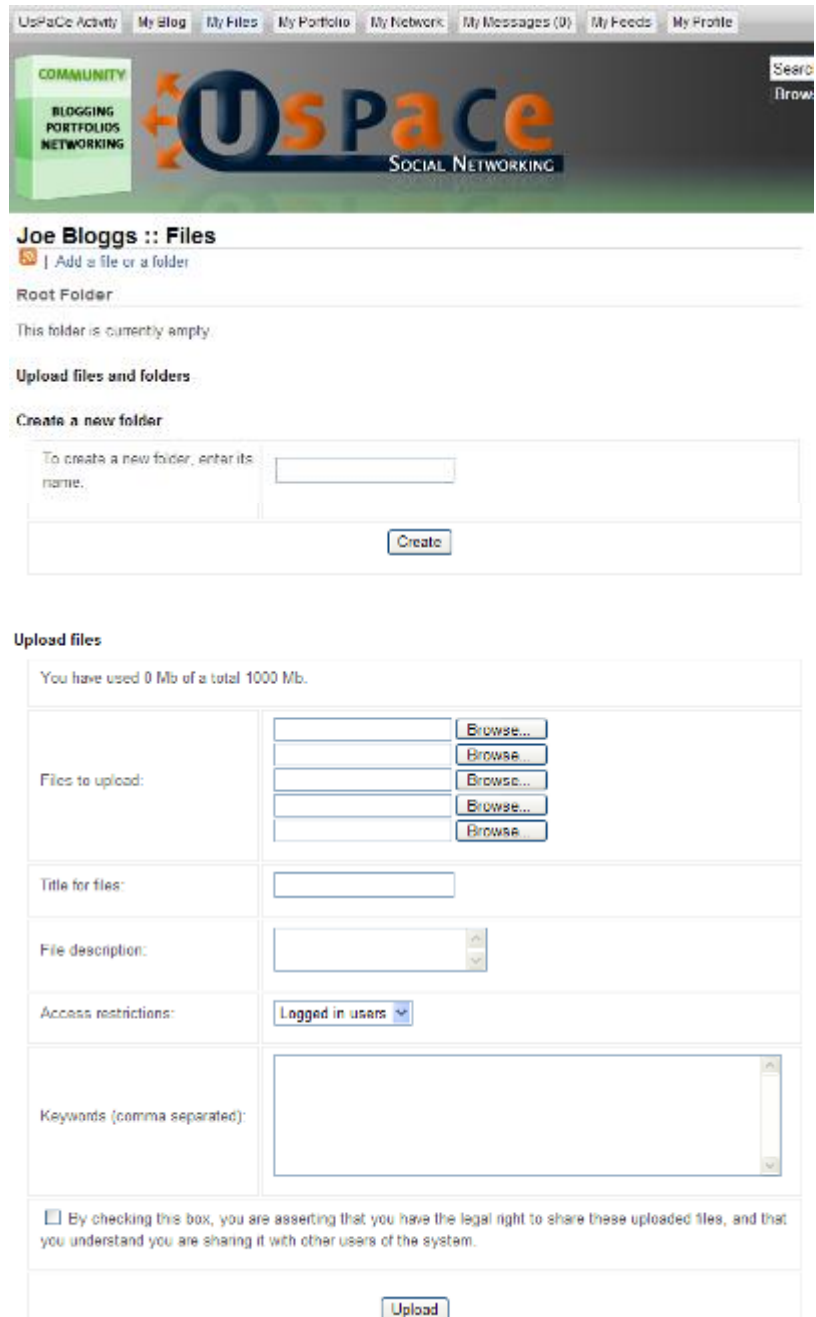
Files

Further down the page you can see that there is a section called **Upload files**. You don’t need to create a folder first in order to upload files but it can be useful for keeping them organised.

You can upload up to five files at the same time and are able to give them a **title** and file **description**. As with the folders you are able to control the **access restrictions** for the files. The best thing to do is to keep the files private until you want to share them. (If you choose to share, then those people will be able to see and download your file)

Finally you are able to add **keywords** to your files which make them easier to find. You should separate them with commas.

When you are happy with everything you need to check the box at the bottom to assert that you own the files. Then click **Upload**.



Editing / Deleting / Moving Files

Here you can see I have uploaded two photos and have also created a folder called **Random Photos Folder**.

You will also notice that in the title of each folder/picture it says **[Private]**. This refers to the access rights of each file or folder so as you can see these are all set to private.

You will also notice that each item has an **[Edit]** and **[Delete]** link. As you would expect, delete will remove the file from the system.

If you want to move one of the files into the folder you need to press **[Edit]**. You are presented with the option to change any of the information associated with the file: the title, description, access restrictions, and keywords.

You need to use **[Edit]** to move a file into a folder. You will notice there is an option called **"File Folder"**. If you click it you will be presented with a list of folders; choose the one you want to move the file to and then press **Save** when done.

Joe Bloggs :: Files

 | [Add a file or a folder](#)

Root Folder

Subfolders

 [\[Private\] Random Photos Folder](#) [\[Edit\]](#) [\[Delete\]](#)

[\[Private\] Random Pictures](#)
[\[Edit\]](#) [\[Delete\]](#)

 random photos from my pictures folder
drum.jpg


0 comments. [Click to add or view comments.](#)

[\[Private\] Random Pictures](#)
[\[Edit\]](#) [\[Delete\]](#)

 random photos from my pictures folder
i want.jpg

0 comments. [Click to add or view comments.](#)

Joe Bloggs :: Edit File

 | [Add a file or a folder](#)

Edit Random Pictures

File title:	<input type="text" value="Random Pictures"/>
File description:	<input type="text" value="random photos from my pictures folder"/>
Access restrictions:	<input type="text" value="Private"/>
File folder:	<input type="text" value="Root"/>
Keywords (comma separated):	<input type="text"/>
<input type="button" value="Save"/>	