# Managing Course Files Basics

Files are associated with a resource or activity, not a file directory. Basic file manipulation is done through the **File Picker**. The **File Picker** allows instructors and students access to files from a variety of resources. Teachers can use their **Private files**, found in the **Navigation drawer**, as an alternate means of managing files.
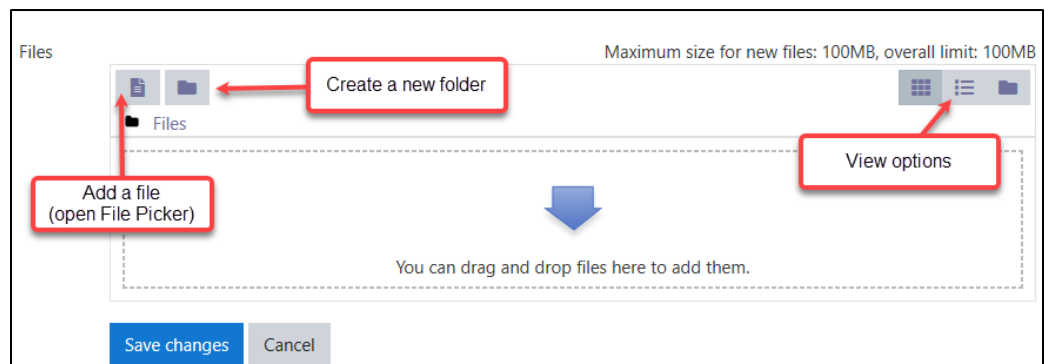
Instructors and students can also use the **Private files** block. It can be found on the **Dashboard** page. A **Manage private files** link can be accessed using the **Private files** link on the **Navigation Drawer**.

Using Your Private Files

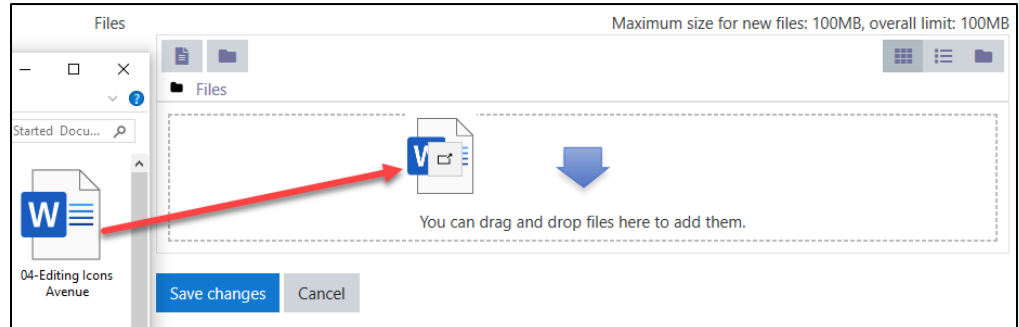1. In the **Private files** block, click on the **Manage private files...** link.
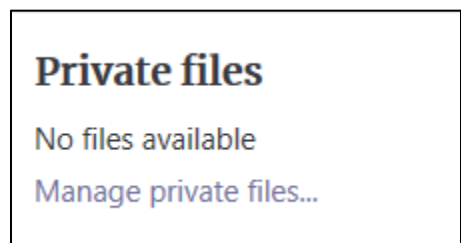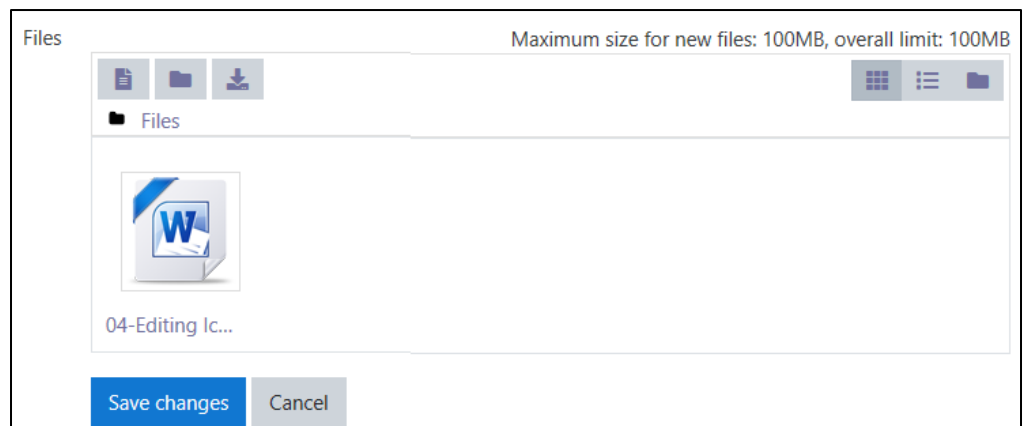

2. The **File manager** appears.

- There are two ways to add files:

    1) drag and drop
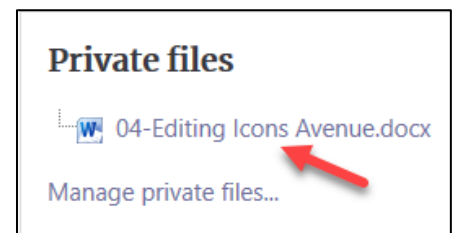
    2) use the **File Picker**.

Drag and Drop a File

1. In the **Private files** block, click on the **Manage private files...** link.

2. Drag a file from your computer onto the **You can drag and drop files here to add them** area.

3. The result shows a different icon representing each file type. Click on the **Save changes** button.
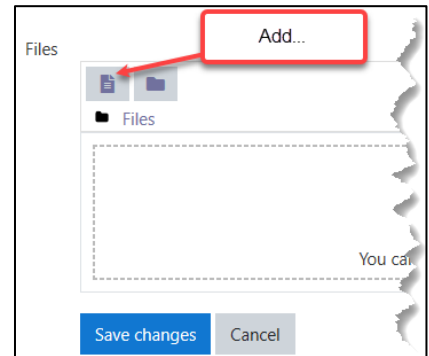

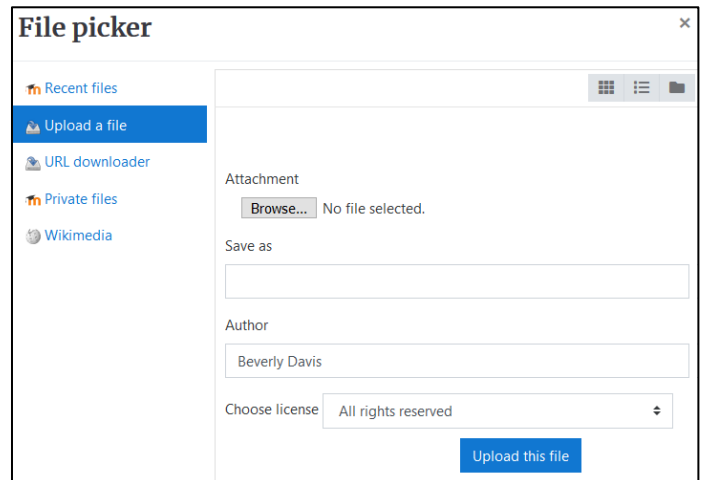- The result is displayed in the **Private files** block.

Using the File Picker to Add a File

1. In the **Private files** block, click on the **Manage private files…** link.
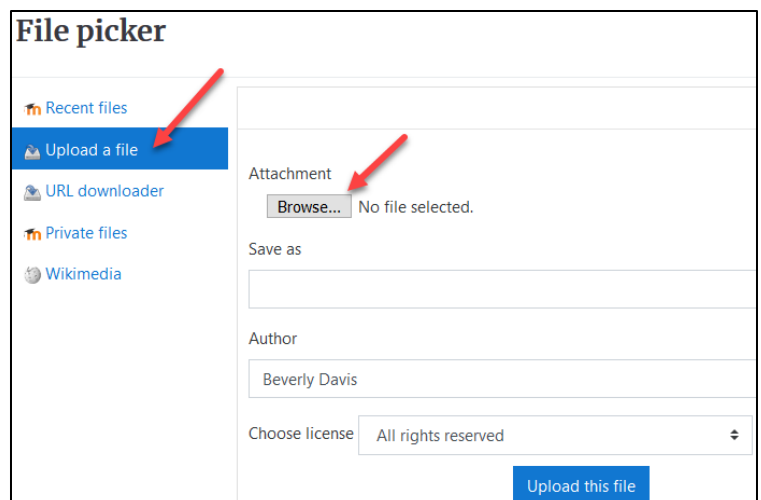
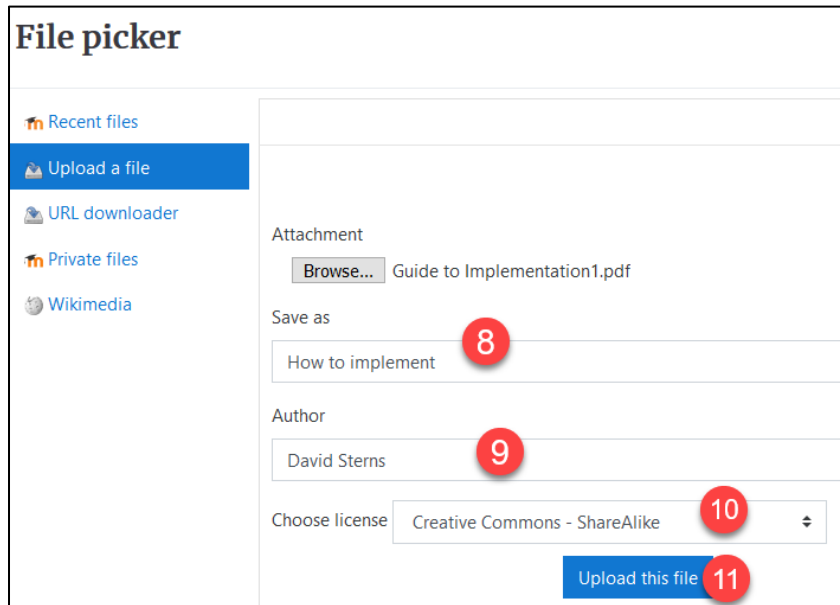2. Click on the **Add…** icon.

3. The **File picker** opens.

4. Click on the **Upload a file** link (on the left).

5. Click on the **Browse…** button.

6. Locate the file on your computer's directory.

7. Double-click on the file or click **OK/ Open/Choose**.


8. Input a descriptive name in the **Save as** text box.

9. Input the Author's name in the **Author** text box.

10. Choose a suitable copyright license in the **Choose license** drop-down.

11. Click on the **Upload this file** button (see image below for steps 8-11).

The uploaded file is now in the **Private files** directory.
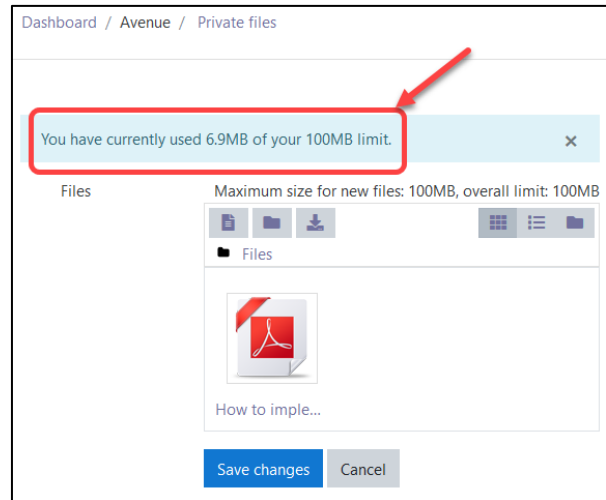
12. Click on the **Save changes** button.

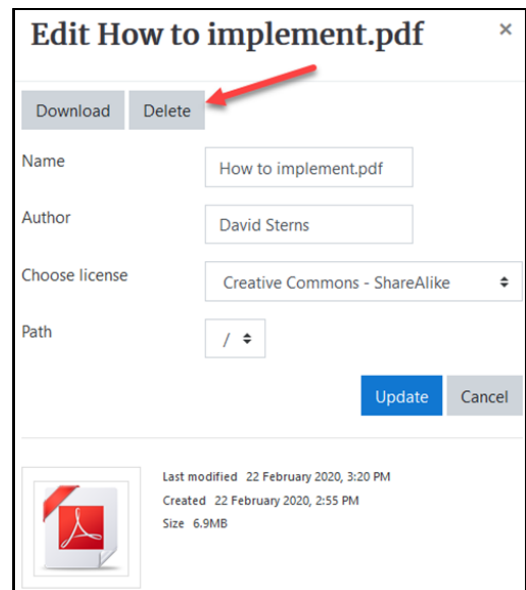The **file** is now in the **Private files** block.
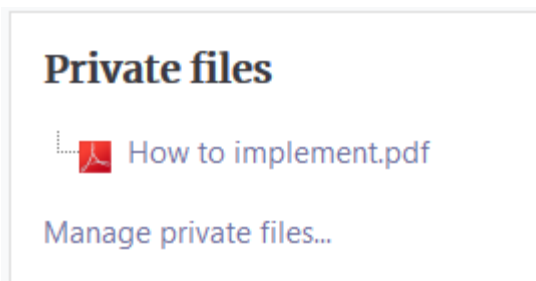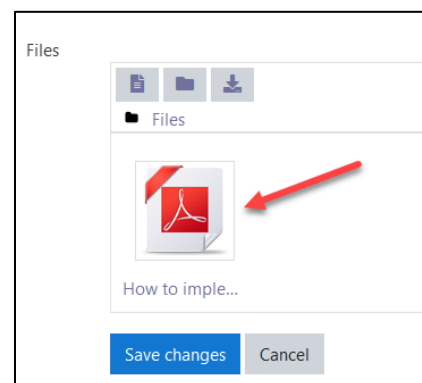
Using the File Picker to Delete Files

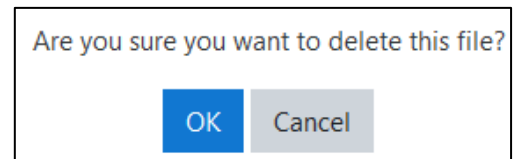1. In the **Private files** block, click on the **Manage private files...** link.

Note: Your file storage usage and limit appear here.

2. Click on the **file** that you want to delete in the **Files** area.

3. On the edit pop-up that appears, click on the **Delete** button.

4. Click on **Ok** to confirm.
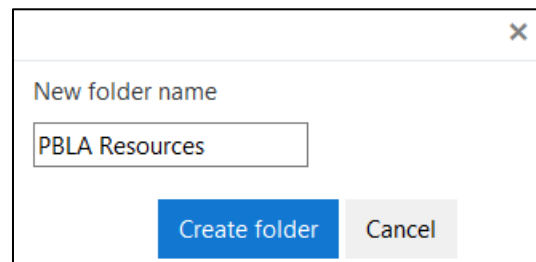
5. Click on the **Save changes** button.

## Using the File Picker to Create a File Folder

1. In the **Private files** block, click on the **Manage private files** link.

2. Click on the **Create folder** icon in the **Files** area.

3. In the **Private files** block, click on the **Manage private files** link.

4. Type a folder name in the **New folder name** field text.

5. Click on the **Create folder** button.

6. The folder appears in the Files area.

7. Click on the **Save changes** button to finish.
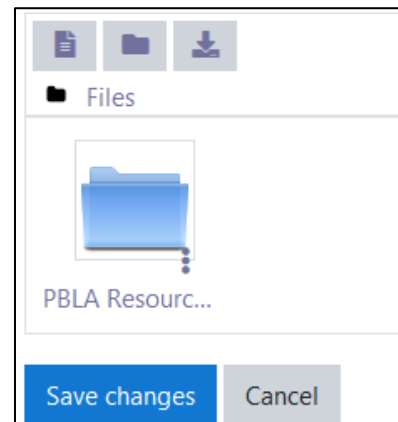
File Handling Help Links

Moodle Documents: File Handling
<https://docs.moodle.org/39/en/File_handling>

Moodle Documents: File Picker
<https://docs.moodle.org/39/en/File_picker>