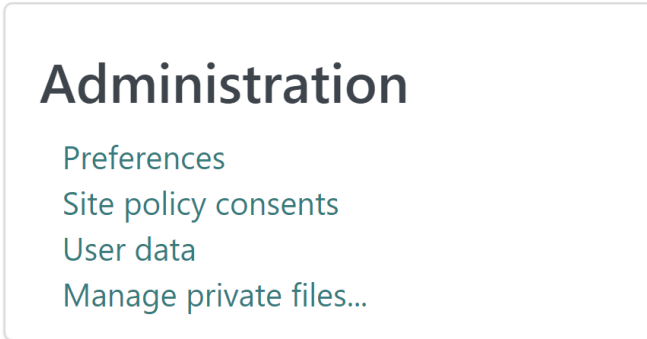


Private files 1

In Totara, each user has a private files area for uploading and managing a set of files.

The private files area is accessible via *Profile > Manage private files...* or the **Private files** block. If the private files repository is enabled by a Site Administrator, it is available as a source within the filepicker when selecting files to use in a course.



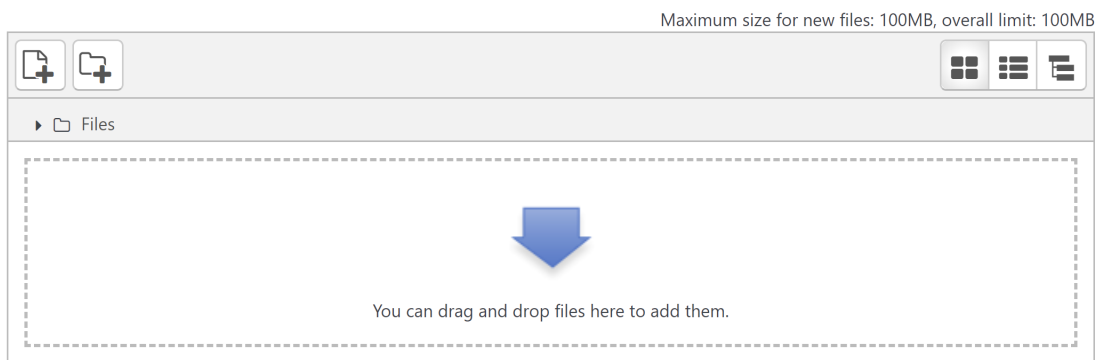
Private files management

To add a file to your private files area:

1. On the Navigation menu, go to *Profile*.
2. Scroll down to the **Administration** section.
3. Select **Manage my private files**.
4. The standard file picker will be displayed.
5. If desired, create or select a folder.
6. Select the **Add** button.
7. Browse for and select a file.
8. Select the **Save changes** button.

Alternatively, you can drag and drop a file into the designated area.

Uploaded files may be downloaded, renamed, moved or deleted by clicking the icon next to the file. After making any changes, remember to click the **Save changes** button.



Private files size limit

The size limit for each user's private files area is set by a Site Administrator.

Site Administrators can do this by navigating to **Security** from the site administration menu, then changing the **User quota** setting.

User quota

userquota

Default: 104857600

The maximum number of bytes that a user can store in their own private file area. 104857600 bytes == 100MB