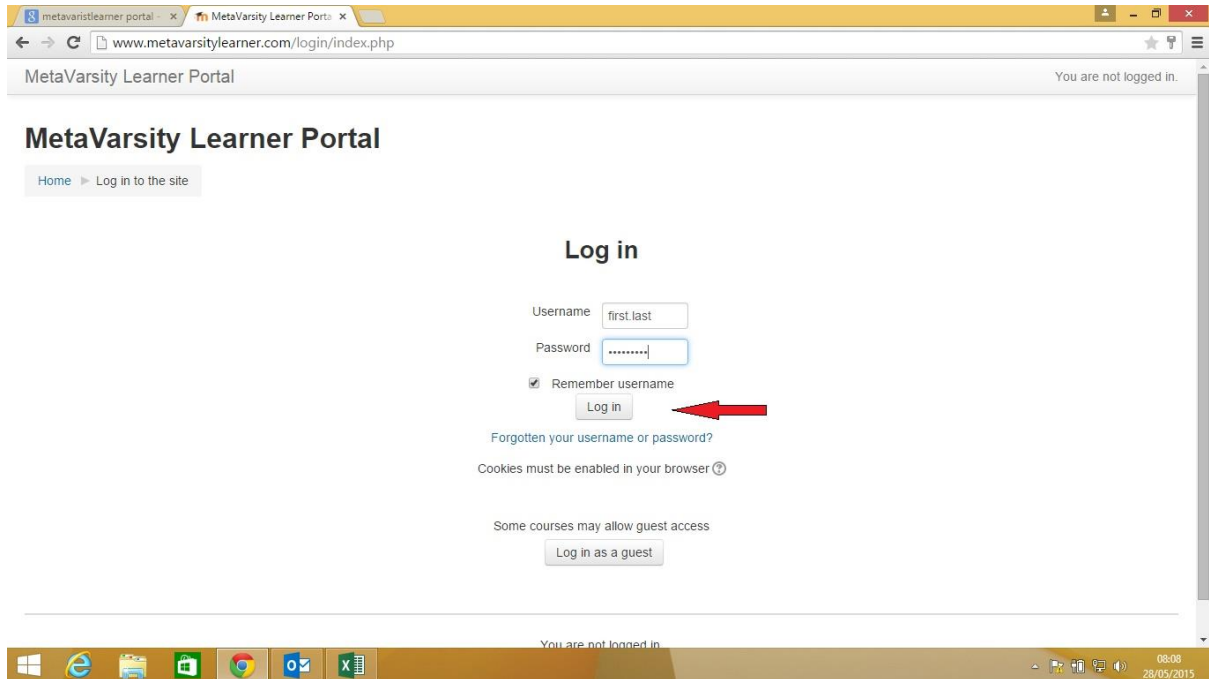
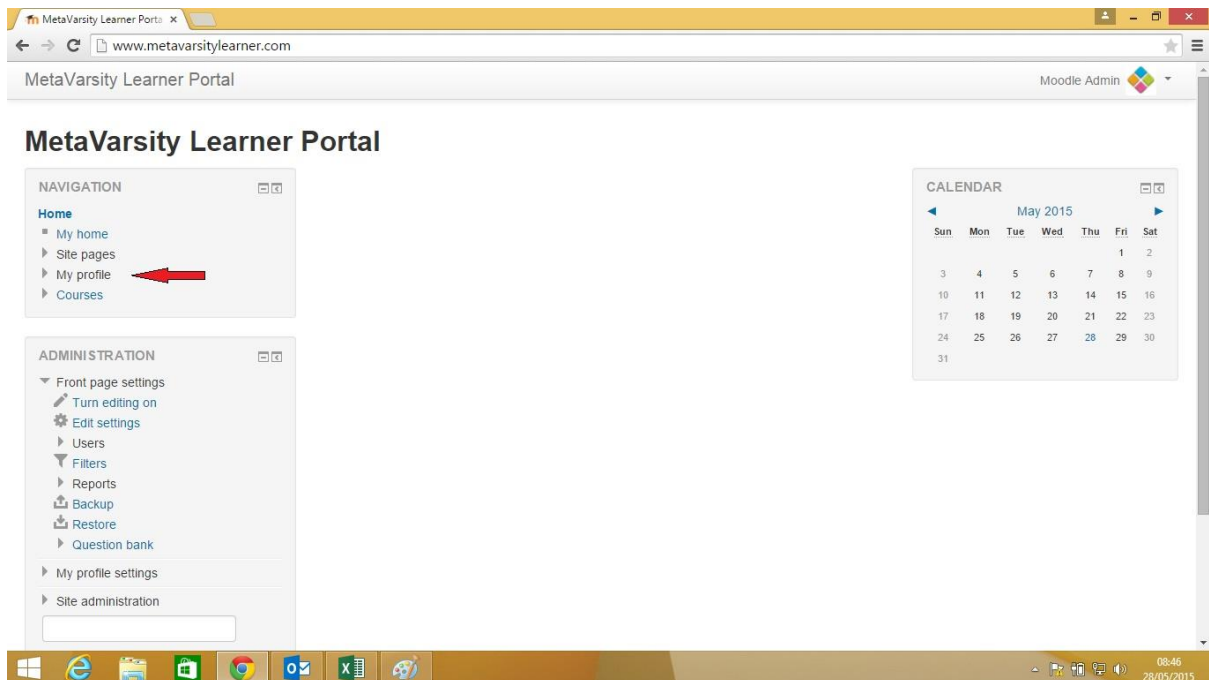


4. How to add a private file

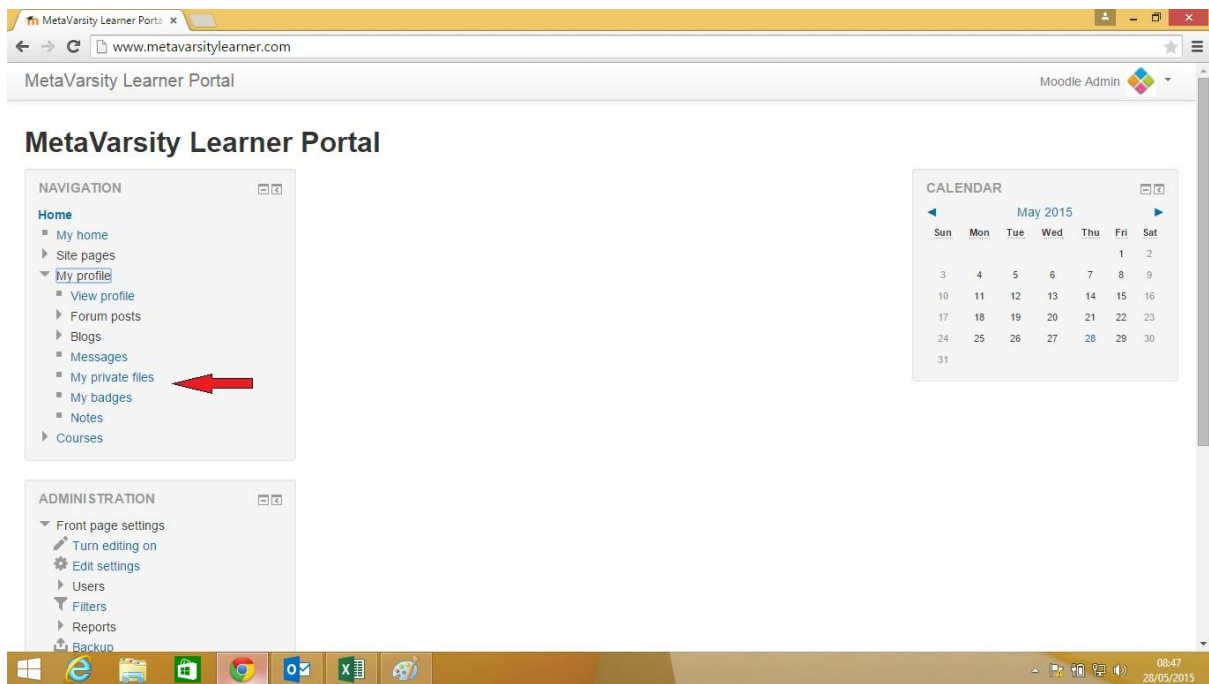
4.1 – Log In



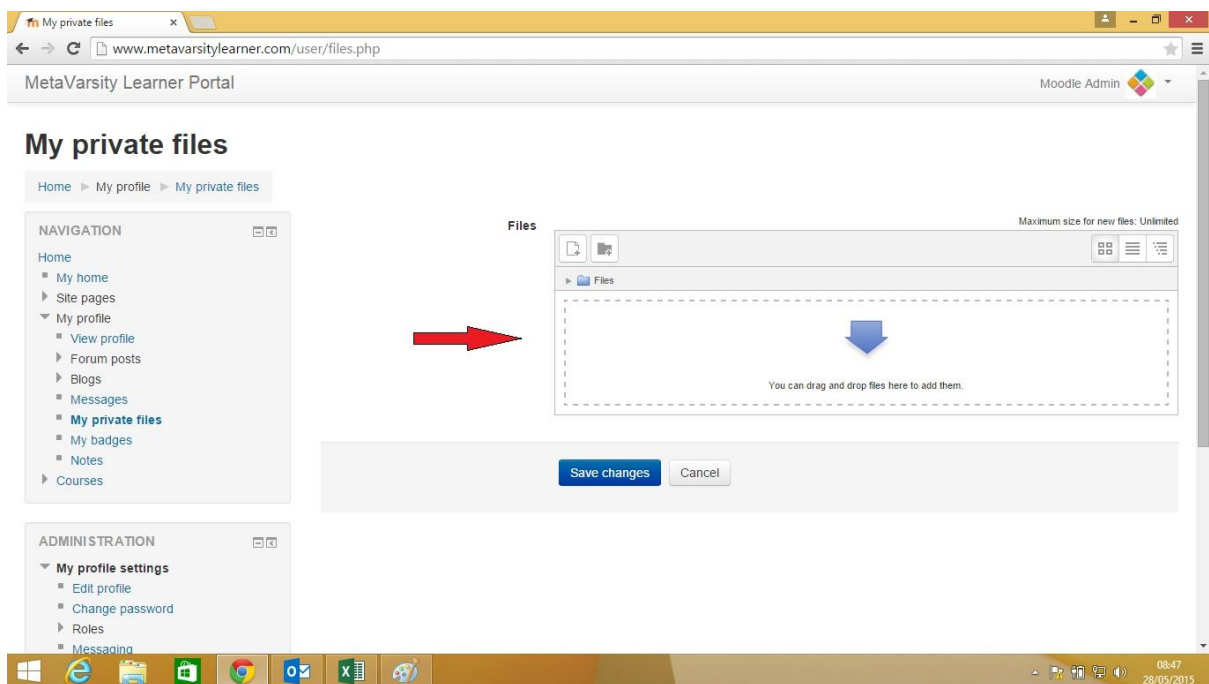
4.2 – Click on My Profile



4.3 - Under My Profile, click on My Private Files



4.4 - Drag and drop a file or files in the box indicated



4.5 - Click on Save Changes

The screenshot shows a web browser window with the URL www.metaversitylearner.com/user/files.php. The page title is "MetaVarsity Learner Portal" and it is accessed via "Moodle Admin".

The main heading is "My private files". Below it is a breadcrumb trail: Home > My profile > My private files.

On the left, there are two navigation panels:

- NAVIGATION**
 - Home
 - My home
 - Site pages
 - My profile
 - View profile
 - Forum posts
 - Blogs
 - Messages
 - My private files**
 - My badges
 - Notes
 - Courses
- ADMINISTRATION**
 - My profile settings**
 - Edit profile
 - Change password
 - Roles
 - Messaging

The main content area is titled "Files" and includes the text "Maximum size for new files: Unlimited". It features a dashed box with a blue downward arrow and the text "You can drag and drop files here to add them." Below this area is a "Save changes" button, which is highlighted with a red arrow pointing to it from the left. A "Cancel" button is also present to the right of the "Save changes" button.

The Windows taskbar at the bottom shows the time as 08:49 on 28/05/2015.