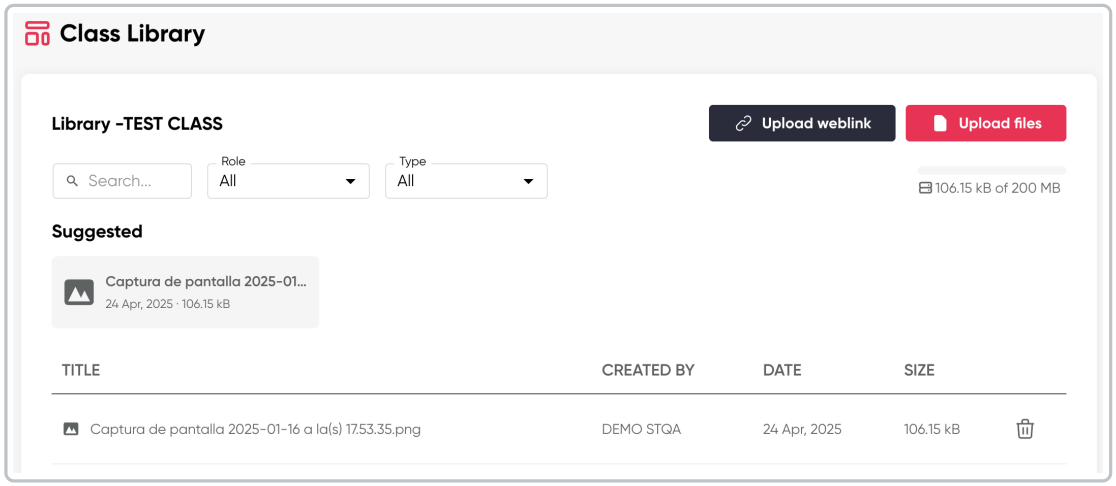
Class library

04/24/2025 2:04 pm EDT

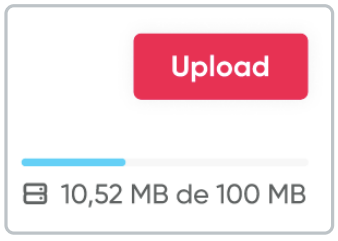
Leer artículo en español

This section contains all the documents uploaded and shared by the teacher and students in Richmond Studio.



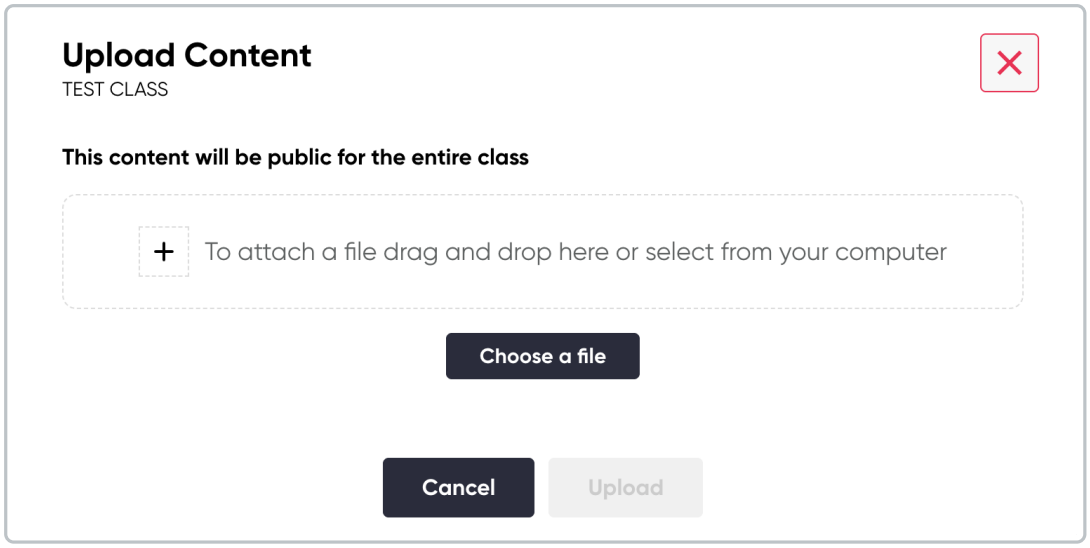
100 MB of storage is available for file uploads; the formats compatible with the platform are:

- Audio
- Document (.pdf, .docx)
- Image (.png, .jpg)
- Interactive
- Video (.mp4, .mov)

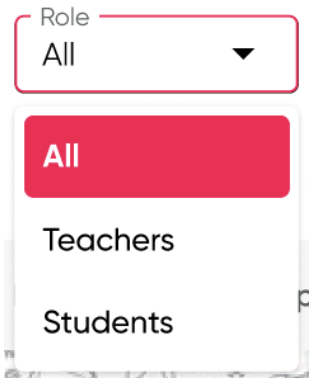
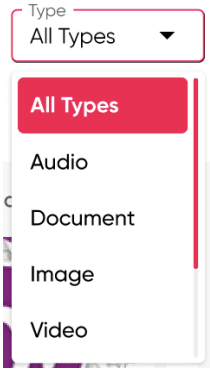


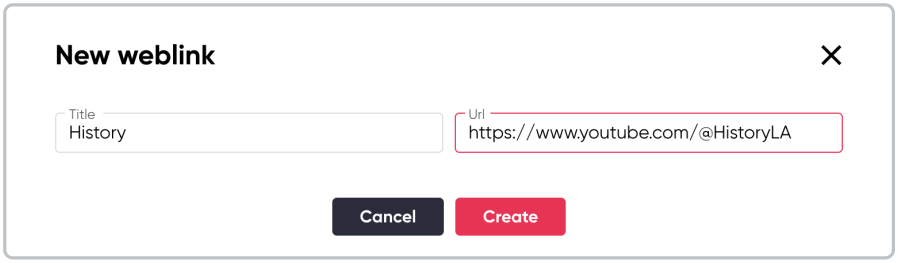
To upload a new file:

1. Click on **Upload**.
2. Choose who you want to share the files with the entire class or only with the teacher.
3. Click on **Choose a file** or drag it from your folders.
4. Click on **Upload**.



A search bar and filters are available for more effective location.

Rol filter	File type filter
	

To upload weblink:

1. Click on **Upload weblink**.
2. Write a **title** and **add the link**.
3. Click on **Create**.