

06/03/2025 7:25 pm EDT

#### Leer artículo en español

**My Uploads** refers to all the documents and links to web pages that you have uploaded and shared on Richmond Studio. In this section, you can upload documents of various types, which you can filter for more effective searching.

Go to Dashboard $~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~$			
My Uploads     Search_ All      All      All      All		් Upload we	blink     Upload files       Sort by     Date
П ТІТLЕ	DATE	SIZE	ACTIONS
Captura de pantalla 2025-01-16 a la(s) 17.53.35.png	22 Apr, 2025	106.15 kB	/ <del>«</del> û
History	22 Apr, 2025	0 bytes	2 <del>«</del> ū

You have 100 MB of storage available for File Upload. The compatible formats with the platform include:

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

🗄 353.82 kB of 100 MB

To upload a new file or share a link, click on <Upload Files> or <Upload weblink>.



## **Upload File**

To upload a file:

- Locate and select the <Upload File> option.
- A file explorer window will open. Browse through your folders and select the file you want to upload. Then click Open.
- You will see a progress bar indicating that the file is being uploaded. Wait for it to complete and look for the successful upload message at the top of the screen.
- Once the upload is complete, the file should appear in the content list.

Upload Content	×
+ To attach a file drag and drop here or select from your computer	
Choose a file	
Cancel Upload	

🖉 Mittal uplicated successfuly.			
🗑 Da to Daddeeard 🛛 🔶 My Uploads			
My Uploads     Asserts     M		2 Tyleod w	Allow Done the Date of the Dat
□ m.ε	DATE	5/28	ACTIONS
Coptura de porteola 2025-01-17 e latel 10.25.Npmg	03 Jun, 2025	1207-0	/ < 0
E magenting	03 344, 2025	225.95 kB	/ < 0
B Cemvideo	03 Jun. 2025	Obyem	/ 4 0
	03.344, 2025	0.0504	/ < 0
D B Harry	22.4pt; 2525	0 bytem	/ 4 0

## **Upload Weblink**

If you choose the <Upload weblink>, you will be prompted to enter or paste the link you want to share in the corresponding field. Make sure to enter the link accurately and completely so that recipients can access the desired content without any issues.

After completing the necessary steps according to the selected option, be sure to review and verify that the file has been uploaded correctly or that the link has been entered properly. This process ensures that the shared or uploaded resources are available and accessible to users on the platform.

- O La Cantory	nonmanastuaio.gioda(my-upicolas				जबा <i>स</i> प्र	5 11 1
Studio Studio				1111		0
	Go to Doublecord 🖓 My Uploads					
	My Uploads     One		J Upload web	Ink Upload files		
	a seach. Al • Al •		810635	il8 of 100 M8 Date 🕹 💌		
		DATE	5121	ACTIONS		
	Capture de ponteira 2005-01-16 a tadé TISSJ Siging	22 Apr. 2025	106.15 kB	/ < 0		
	Hetory	22 Apr. 2025	0 bytes	/ < 8		
	Veleo de close	03 Jun, 2025	0 bytes	/ < 0		

Uploaded files can be edited, deleted, or shared; to do this, you need to select the respective file to activate the



## Edit

To **Edit** an uploaded file, select this option, and you will be able to modify the file's title, write a description of it, and choose the content type. Additionally, you can enable or disable the school app. The latter option only appears when the file is shared with a school. **(Coming soon..).** 

#### Share

To Share, select this option, and choose which institution you will share the selected file or link with.

My Upleads     Sect.     Al     ·		C Upland we	Cârz Bulcor file Serty Date ≠ 100mB
- m.c	DATE	925	ACTIONS
<ul> <li>Contracto portado 2028-07-8 e ideál 2023 Starg</li> </ul>	22 Apr. 2025	104/510	× < 0
B Hotoy	22 Apr. 2028	d leytes	2 <b>4</b> 0
D Vales de clase	03 Jun, 2025	0 Dytes.	2.4.8
B Cost view	03 Jun, 2025	0 Dytes	/ < 0



The **<Share icon>** turns blue when the file or link is shared with a class.

# Delete

To **Delete**, select this option, and confirm the action, as it cannot be undone.

Delete files	×
Contents	
This content will be deleted: <ul> <li>Video de clase</li> </ul>	
Are you sure that you want to delete all this content? This action can't be undone.	
Cancel Delete	

The use of filters provides you with the ability to organize, explore, and analyze your items in a more effective and precise manner. These options are designed to enhance your experience when interacting with available content, simplifying the search and selection of the information you need.

You can use the filter by selecting the desired option:

- By Class: This filter allows you to group items according to the class they belong to.
- By Document Type: By selecting this option, you can sort and examine items based on the type of document they correspond to.



Files can be sorted by:

- Name → Sort by name (ascending/descending)
- **Date** → Sort by date (ascending/descending)
- Size  $\rightarrow$  Sort by size (ascending/descending)

