

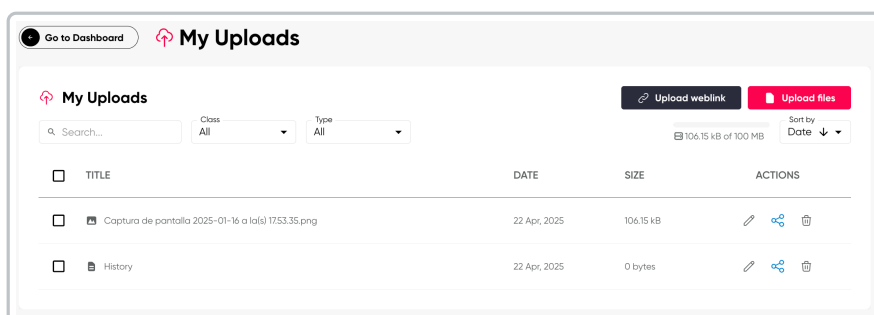
# My uploads

06/03/2025 7:26 pm EDT

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**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.



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>**.

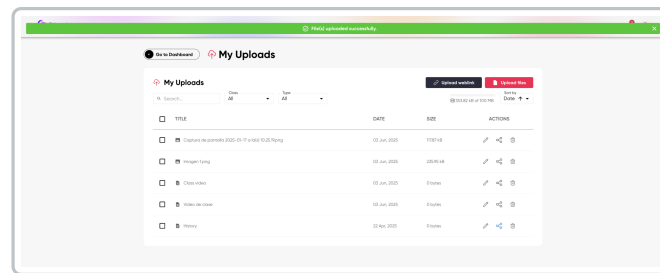
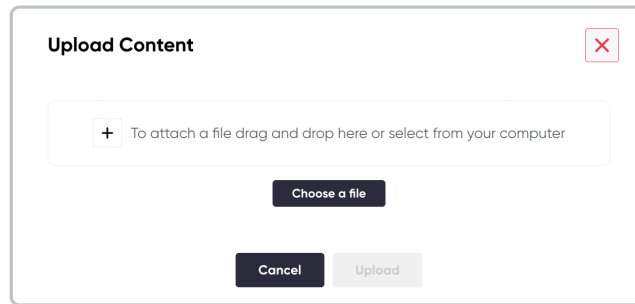
Upload weblink

Upload files

## Upload File

To upload a file:

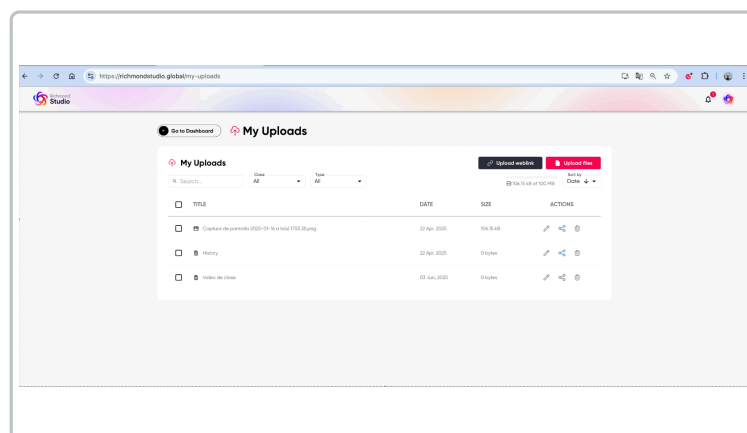
- Locate and select the **<Upload File>** option.
- A file explorer window will open. Browse through your folders and select the file you want to upload. Then click Open.
- You will see a progress bar indicating that the file is being uploaded. Wait for it to complete and look for the successful upload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



## Upload Weblink

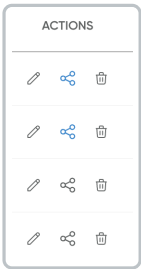
If you choose the <Upload weblink>, you will be prompted to enter or paste the link you want to share in the corresponding field. Make sure to enter the link accurately and completely so that recipients can access the desired content without any issues.

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.



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

options: **Edit**, **Delete**, and **Share**.

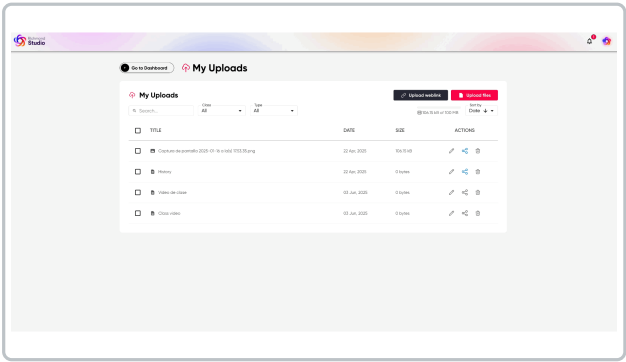


**Edit**

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**

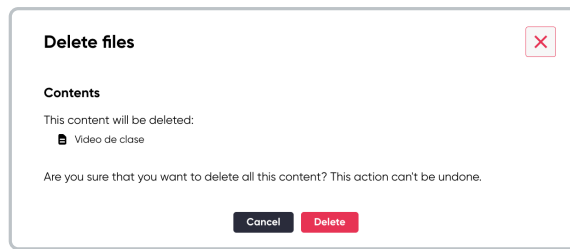
To **Share**, select this option, and choose which institution you will share the selected file or link with.



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

**Delete**

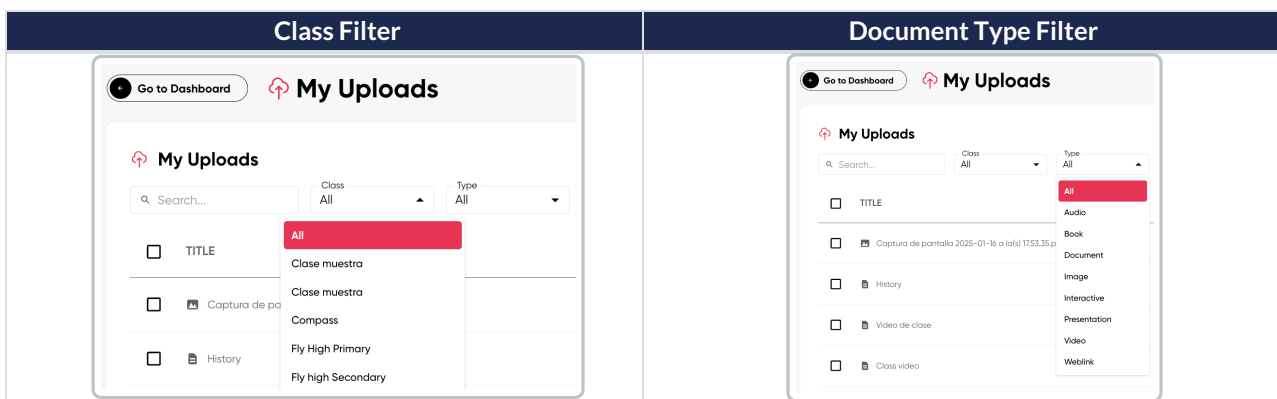
To **Delete**, select this option, and confirm the action, as it cannot be undone.



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** → Sort by size (ascending/descending)

