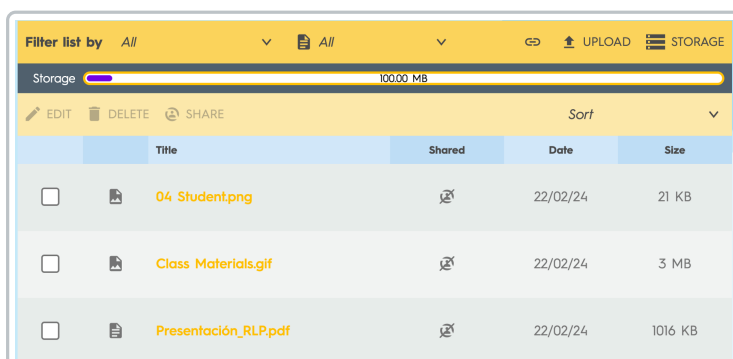# My uploads

Last Modified on 23/04/2024 12:23 pm CDT

My Uploads

My Files refers to all the documents and links to web pages that you have uploaded and shared on RLP. 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)

How to upload a file to the platform?

To upload a new file or share a link, click on **Upload** or the **link icon**.

If you choose the link icon, 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.
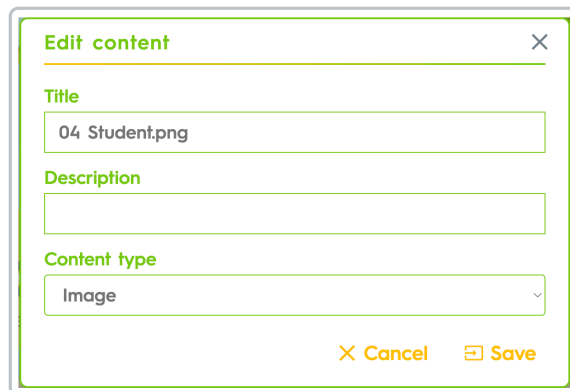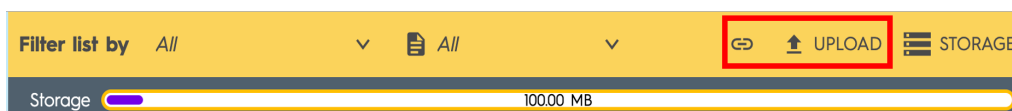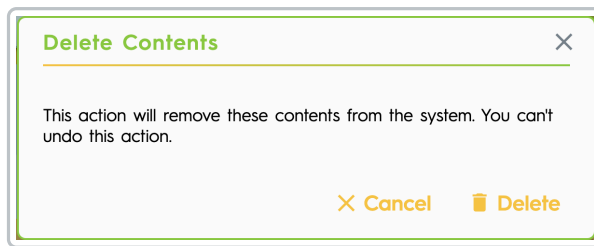
Click on Image

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**.
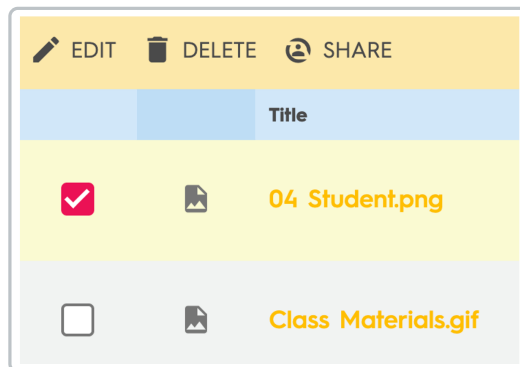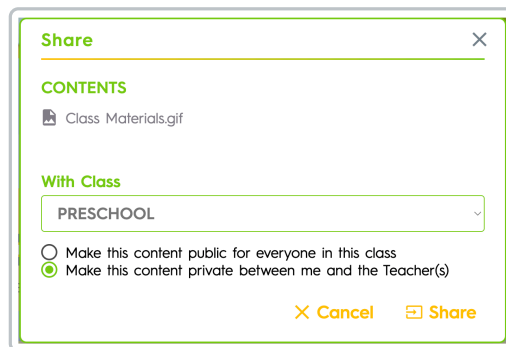

To **Edit** an uploaded file, select this option, and you will be able to modify the file's title, write a description of it, and choose the content type. Additionally, you can enable or disable the school app. The latter option only appears when the file is shared with a school.

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

Delete Contents

This action will remove these contents from the system. You can't undo this action.

✕ Cancel   🗑 Delete

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

Share

CONTENTS

📄 Class Materials.gif

With Class

PRESCHOOL

○ Make this content public for everyone in this class
◉ Make this content private between me and the Teacher(s)

✕ Cancel   ⇲ Share

How can I use the filter option?

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.
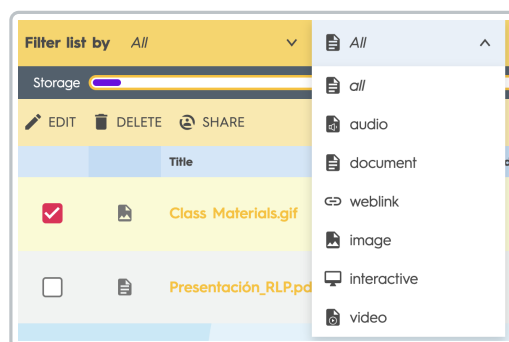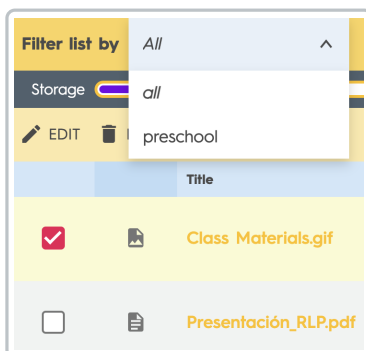
You have the option to view documents based on the following criteria:

- **By Title:** This option allows you to find a specific document if you know its title or part of it. Organizing documents this way makes it easier to identify and access the information you're looking for.
- **By Upload Date:** This option is useful for tracking recently added documents or locating documents that belong to a specific timeframe.
- **By Size:** This option enables you to sort documents based on their storage size. This is valuable when you want to identify small or large documents.
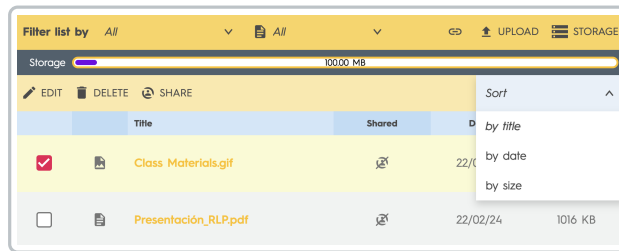
If you have any additional questions, please refer to the Frequently Asked Questions section: Click on here