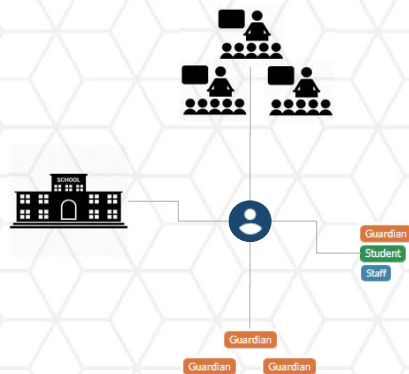




# MY FILES



## File Sharing

- Users can share files to students, guardians and other staff users
- My Files allows users to create a *file bucket* and upload files
- File buckets are the MySchool equivalent of folders. Files are uploaded and shared with an audience
- Files are classed between files that have shared with you the user, or files that you own and are sharing with others
- There is a **maximum size of 128M**. So please do not upload videos. Share a link to *Youtube* or *Vimeo*.
- Buckets can be saved and accessible for one specific school year, or shown across all years.

- You can only share with others if you have the security rights to do so. Check with the local super user for further information
- Students and guardians **cannot** share files with staff users.
- You can use My Files to store documents within MySchool. You do not have to share with others.

## GOOD TO KNOW

- Confidential files can be saved on a student/user profile. These files are not shared
- Make sure you have uploaded the file correctly with a known extension (.doc, .xls, Txt)
- For large files consider using a zip compressor

Shared with me	Owned by me
Description	
<ul style="list-style-type: none"> <li>MySchool Training sheets</li> <li>Cheatsheet 000 - Useful links (1).pdf</li> <li>Cheatsheet 001 - User Interface.pdf</li> </ul>	

Links to related knowledge base guides

[My Files](#)



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