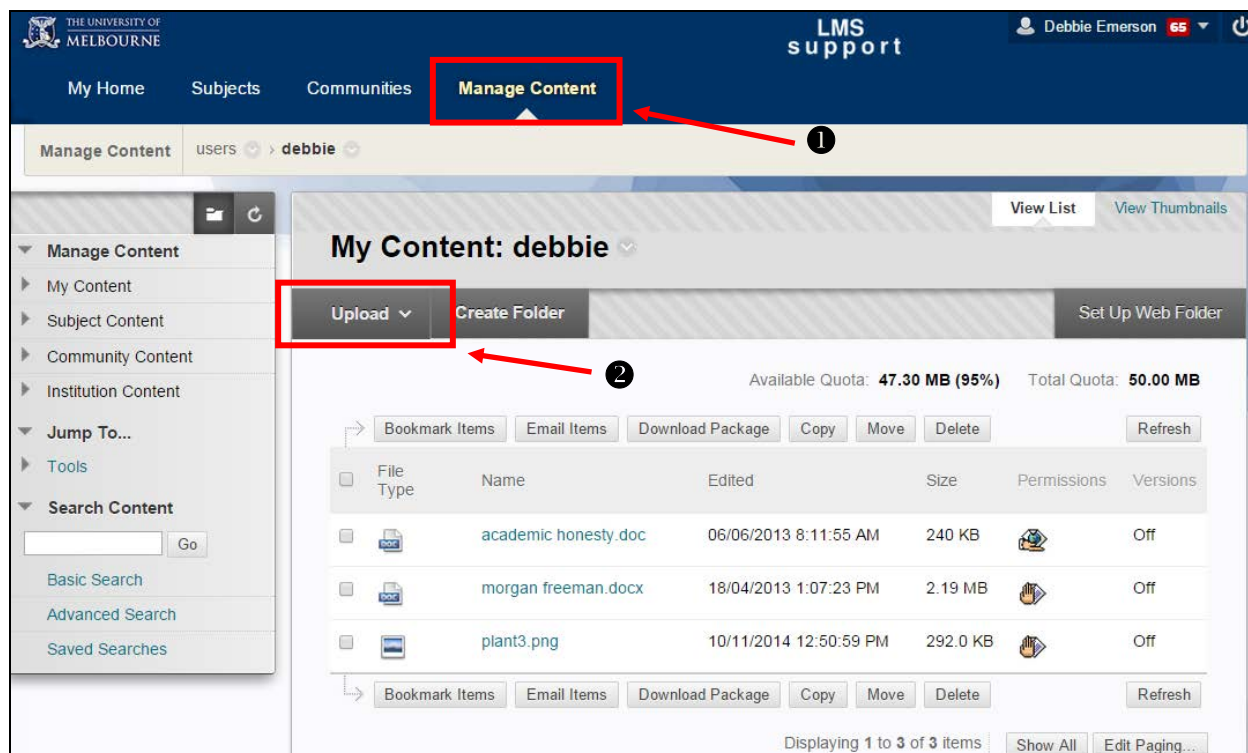


# LEARNING MANAGEMENT SYSTEM USER GUIDE: Using THE LMS STORAGE SPACE

The Content Collection can be used as a temporary online space to store files for projects, assignments, other learning activities or even University social activities. Your personal storage space has a 50Mb quota and there is no restriction on the type of file that may be stored there. By default only you can see the files in your personal space.

## Add files to the content collection



1. Click the **Manage Content** tab. Your personal content area is displayed.

2. Click **Upload >> Upload Files**.

Single File Multiple Files

3. Choose to upload a **Single File** or **Multiple Files** by clicking your preference (top right).


### Single File

1. Click **Choose File**.

2. Locate your file and **Open**.

3. Click **Submit**.

### Multiple Files

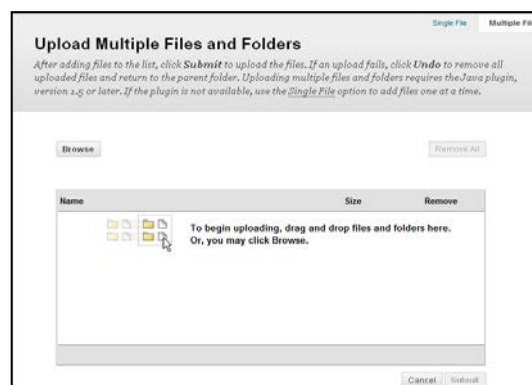
1. Drag one or more files or folders into the upload window that appears. 

2. Continue adding until all required files are in the window

3. Click **Submit**.

4. The added files / folders will be visible in the content collection.

Note: Java needs to be enabled for the Multiple Files option to be available.



Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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