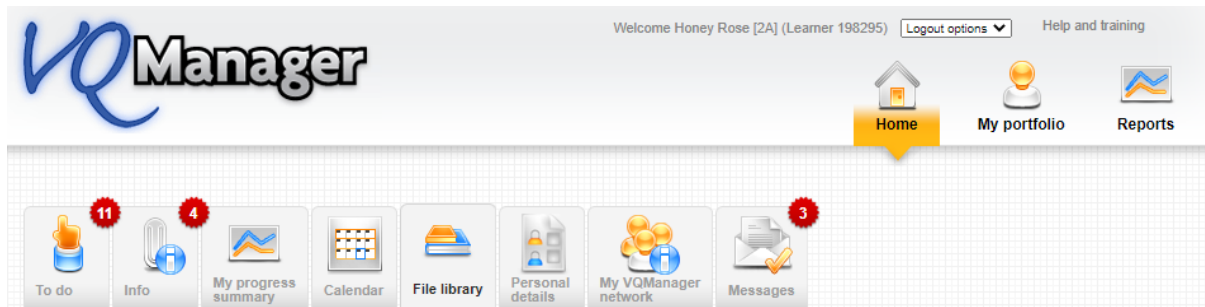
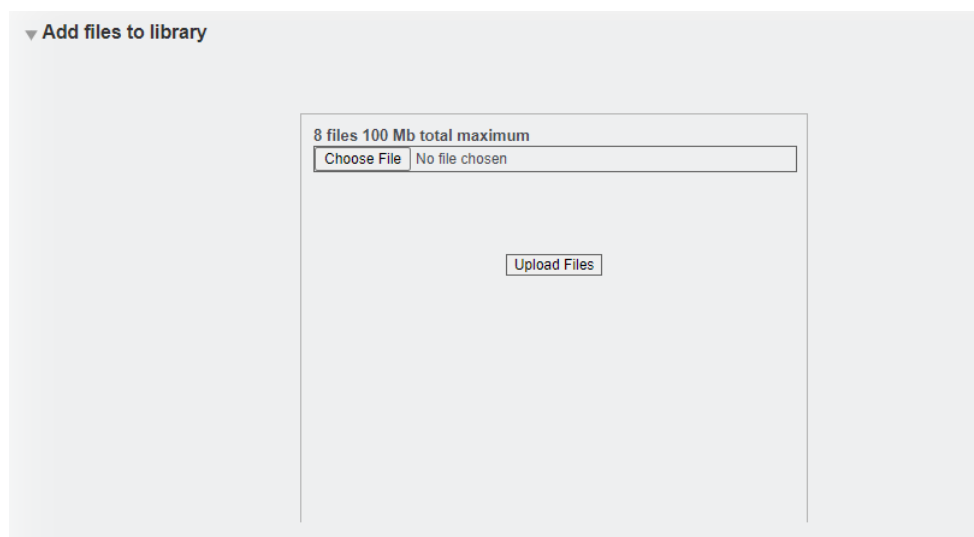


Learner File Library

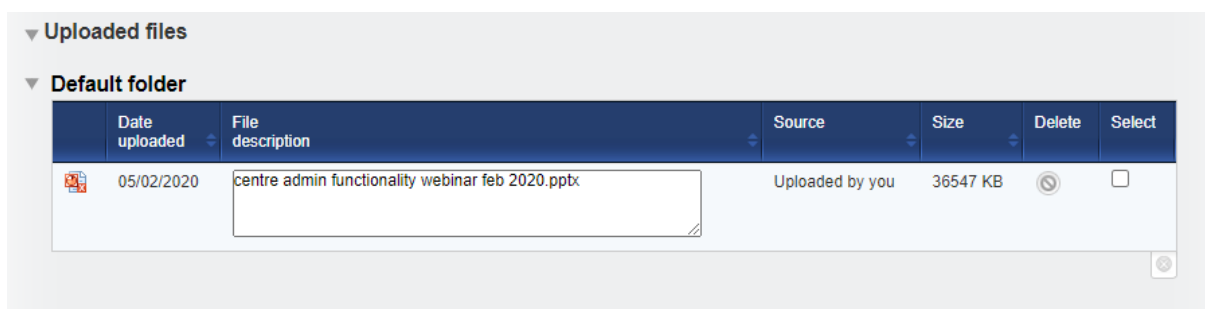
The file library is somewhere for you to upload and store documents you may wish to access whilst you are completing your qualification(s).



In the **Add files to library** section, you choose and then upload the file:



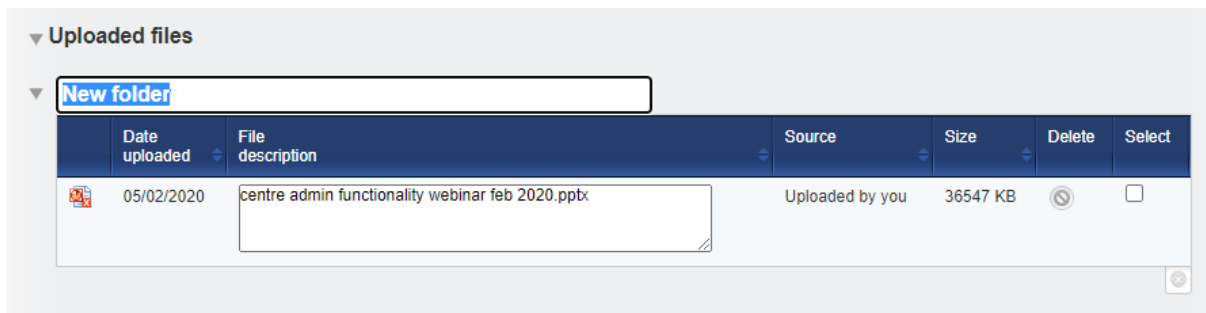
All files will automatically go into your default folder



If you wish to sort your files you can select using the box in the far right hand column and click on the hyperlink – **Move selected files to a new folder**

[Move selected files to a new folder](#)

You can then rename the new folder anything you like



Remember to select save

