

How to Hide Previously Uploaded Files in the Library

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to hide or remove previously uploaded files in the library.

Step 1: Click the Digication icon in the upper left corner in your ePortfolio to access the sidebar menu and click on the “Library” icon. (See image 1)

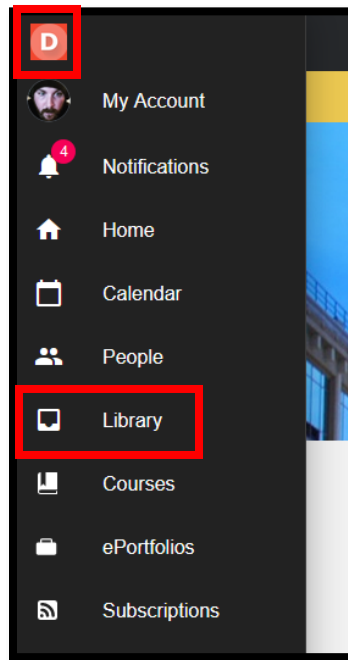


Image 1

Step 2: In the library, click the “Previously Uploaded” button to access the “previous uploads” file area (See image 2)

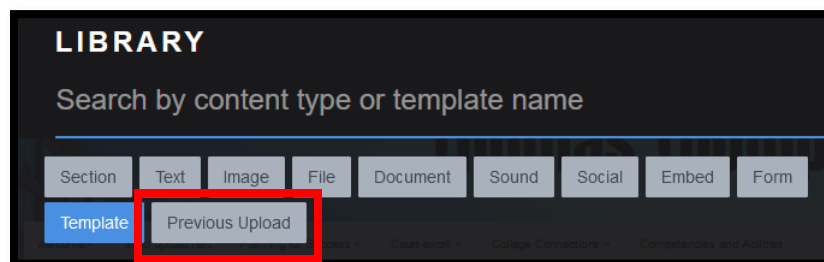


Image 2

Step 3: Locate the file you want to hide and click on it to open the file information window. From here, click on the “Hide from Library” button and the file will be permanently hidden from your library. (See image 3)

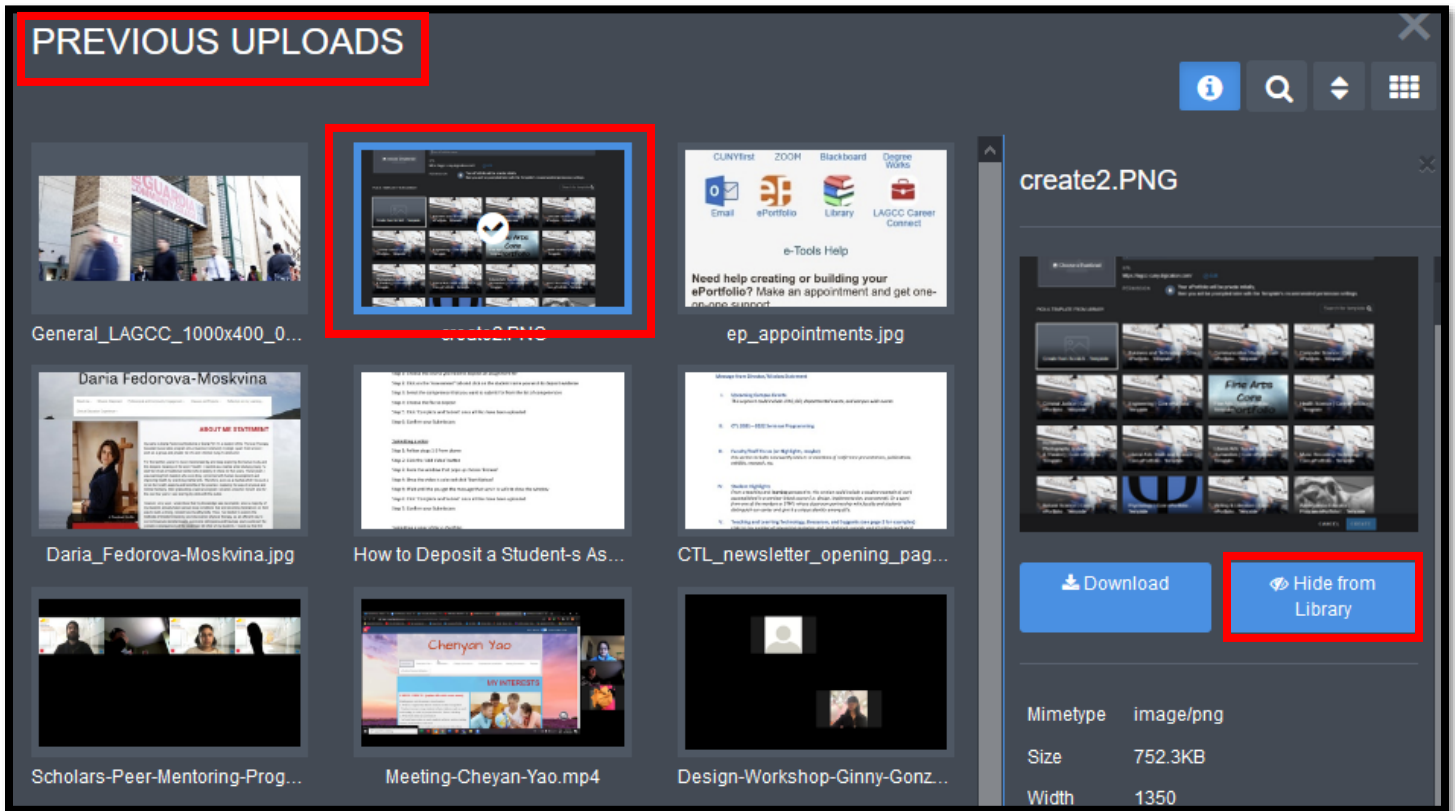


Image 3

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.