Class library

06/19/2026 3:31 pm EDT

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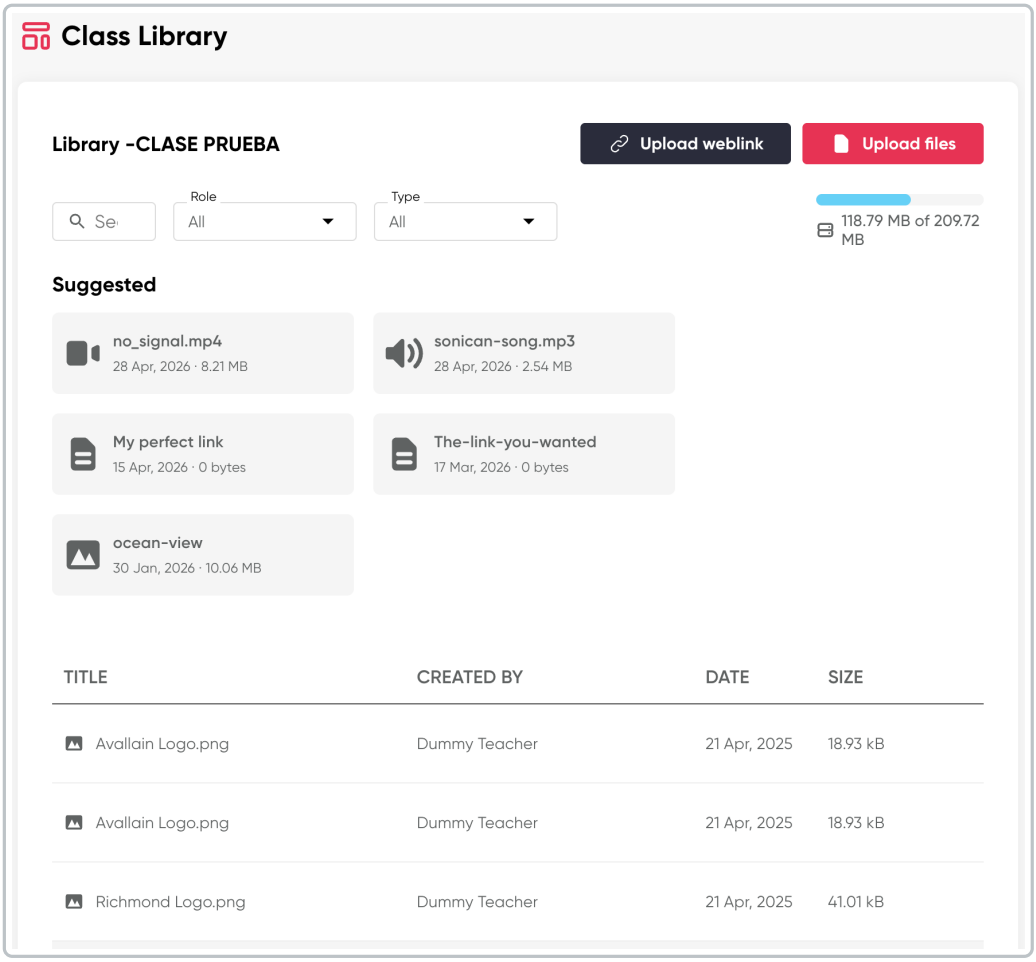
This section allows you to manage all documents and resources shared between the teacher and students within the Studio platform. From here, you can upload files, share links, organize content, and create assignments.



What storage capacity is available and which formats are supported?

The platform provides a total storage limit of **200 MB per user**. It is important to manage this space properly by deleting unnecessary files.

Supported formats

The supported file types are:

- **Audio**
  - voice recordings, podcasts, explanations.

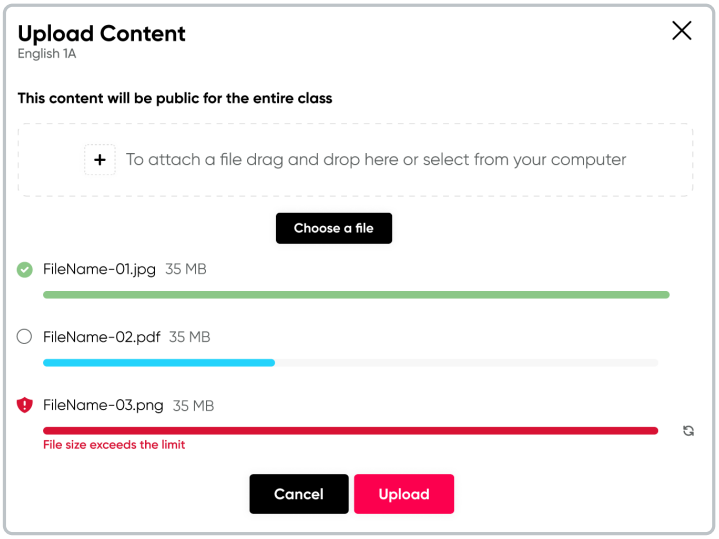
- **Documents**
  - .pdf (readings, guides)
  - .docx (assignments, essays, reports)
- **Images**
  - .png, .jpg (diagrams, evidence, photographs)
- **Interactive content**
  - digital interactive educational resources
- **Video**
  - .mp4, .mov (recorded classes, presentations)

> **Recommendation:** Compress large files (especially videos) to optimize storage space.

How to upload a new file?

Follow these steps to upload a file correctly:

1. Click the **<Upload>** button located in the files section.
2. A window will open where you can:
   a. Select **<Choose a file>** to browse for it on your device.
   b. Drag and drop the file directly from your folders.
3. Once selected, click **<Upload>**.
4. Wait a few seconds while the file uploads.
5. The file will automatically appear in the list of documents.



Important:

- Do not close the window during the upload process.
- Make sure the file is in a supported format.
- If the file does not appear, check your connection or the file size.

To make navigation easier, Studio includes search and filtering tools.

Search bar

It allows you to quickly find files by typing:

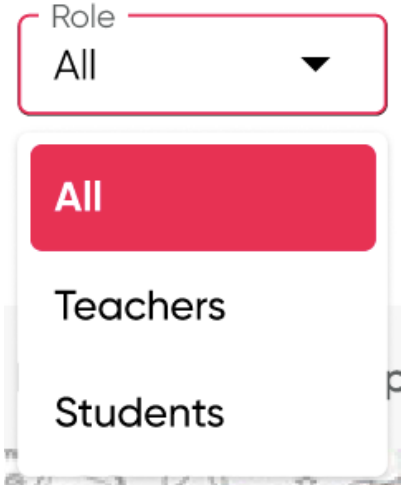
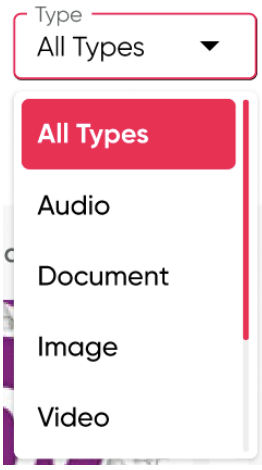
- File name
- Related keywords

Available filters

You can apply different filters to narrow down the results:

- **Role filter:**
  Allows you to view files based on who uploaded them (teacher or student)

- **File type filter:**
  Allows you to display only a specific type of content (e.g., only videos or documents)

Rol filter	File type filter
	

Recommendation: Use combinations of filters to find files more quickly.

How to upload a web link?

In addition to files, you can share online resources (videos, articles, web pages).

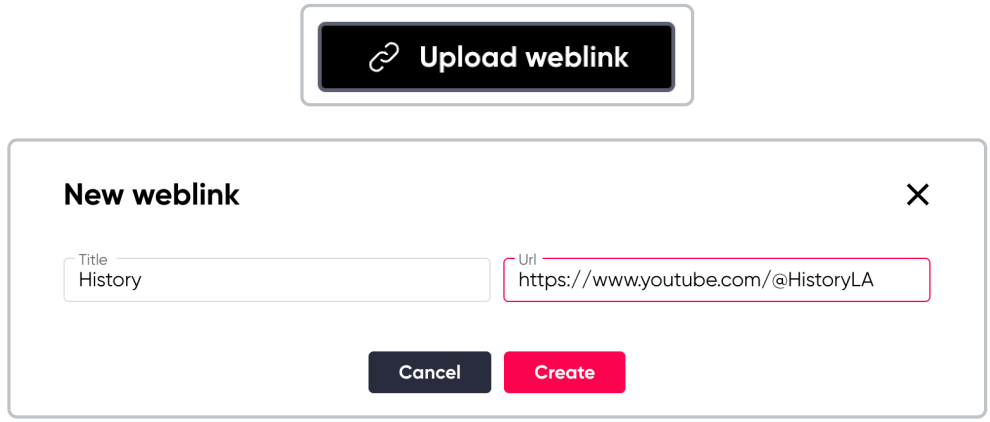
Steps to add a link:

- Click **<web link>**.
- Fill in the fields:
  - **Title:** descriptive name of the resource.
  - **Link:** full URL (e.g., https://...).
- Click on **<Create>**.

The link will appear as another resource in the list.

Ideal for:

- YouTube videos
- Online articles
- External educational resources



Recommendations:

- Name your files clearly (e.g., *Assignment1_JuanPerez.pdf*).
- Avoid duplicates.
- Check the file size before uploading large files.
- Use web links when it is not necessary to upload heavy files.