Locker
Quick Start

Desire2Learn
Innovative Learning Technology

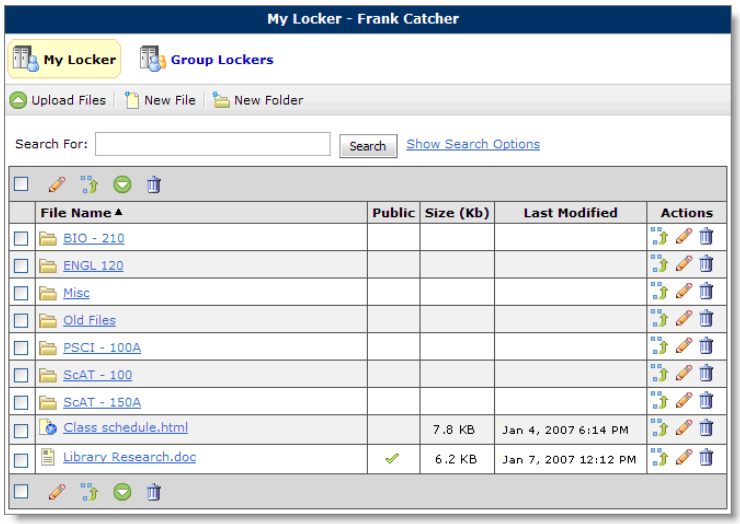
Use the Locker tool to upload and store files. Your personal locker files are confidential, unless you choose to make them public. Group locker areas allow you to work collaboratively on files with others. All locker files are stored in the learning environment, which means you can access them from most computers with an internet connection.

Sections

- Accessing the Locker tool
- Creating a folder
- Uploading a file
- Creating a file
- Editing a file or folder
- Downloading files to a local computer
- Deleting a file or folder
- Searching for a file
- Viewing others' public locker files
- Accessing Group Lockers

Accessing the Locker tool

To access your locker, click the **Locker** link on the navigation bar.



Main My Locker page

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Creating a folder

Your personal locker area is not course specific. You can access the locker from anywhere in the Learning Environment and holds all of your files together.

1 From the My Locker page, click **New Folder**.

2 Enter a **Folder Name**.

3 Click **Save**.

Tip To create a subfolder for an existing folder, click **New Folder** when viewing the parent folder.

Uploading a file

1 Click **Upload Files** in the folder you want to add a file to.

2 Select the **Public** checkbox if you want other users to be able to view the file.

3 Type a **Description** of the file.

4 Click the **Browse** button and locate the file you want to attach.

5 Click the **Add** button to attach more than one file.

6 Click **Upload** once you have located all of the files you want to include.

Restricted file formats

For security reasons you cannot upload applications or programs to your locker. For example, files with the extension types: .asp, .bat, .config, .dll, or .exe cannot be uploaded.

Creating a file

1 Click **New File**.

2 Enter a **File Name**.

3 Click **Browse** next to the **Folder** field to change or add which folder the file should reside in.

4 Select the **Public** checkbox if you want other users to be able to view the file.

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5 Type a **Description**, if desired.

6 Click **Save**.

Editing a file or folder

1 Click the **Edit** icon beside the file or folder you want to edit

2 Update the appropriate fields.

3 Click **Save**.

Downloading files to a local computer

1 Select the checkboxes beside the files you want to download.

2 Click the **Download the selected files/folders** icon at the top or bottom of the file list.

3 Save a copy of the zip folder containing your files to your local computer or storage device.

Deleting a file or folder

Do one of the following:

- Click the **Delete** icon beside the file or folder you want to delete.
- Select the checkboxes beside the files or folders you want to delete and click the **Delete** icon at the top or bottom of the file list to delete multiple items at once.

Searching for a file

The Locker tool has a number of search options to help you locate your files.

1 Enter search criteria in the **Search For** field.

2 Click the **Show Search Options** link, and select any relevant search restrictions.

3 Click **Search**.

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Advanced search options

Option	Description
File Name	File names are included the search process. This option is selected by default.
Description	File descriptions are included in the search process. This option is selected by default.
Both public and private files	Both public and private files are searched. This option is selected by default.
Public files only	Only public files are searched.
Private files only	Only private files are searched.
Size (Kb)	Only files that meet the size restrictions specified in this field are searched. You must enter a positive integer up to six characters long.
Modified after	Only files that were modified after the date and time specified are searched.
Modified before	Only files that were modified before the date and time specified are searched.

Viewing others' public locker files

1. Click the **Classlist** link on the course navigation bar in the appropriate course.
2. Click the **View Locker** icon beside the name of the user whose shared locker files you want to view.
3. Click the name of the file you want to view to open it.

Accessing Group Lockers

Group lockers are restricted locker areas where members of a group can share files. Files posted in group locker areas can be modified by any member of the group.

Group lockers have the same options as regular lockers with the following exceptions:

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- The option to make locker files public in not available.
- There is an option to **Email Group Members**.
- There is a **Modified By** column that shows the last person to work on a file.

Access group lockers by clicking **Group Lockers** on the top tool menu, and then clicking the name of the group you want to open.

Note You can only access a group locker area from the course offering it applies to.

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