



What is the Locker?

The Locker is a tool that can be used to store files remotely. It can be used by students to save unfinished work, create new files, and to store files needed to work at home later. It can also be used as a word processor as a file can be created directly in the Locker tool by students.

To upload an Individual File:

1. To access, select **Locker** on the navbar.

*Note: You may need to first select **Activities** and then **Locker**.*



Locker



Activities

2. To upload files from the computer to the individual locker under **My Locker** tab, select **Upload File**



3. Optional: add a description to the file uploaded in the description field.

Note: If needed, expand the triangle in order to get the description box to appear.

 Collapse file description

Description

Optional description

Upload Files to

/My Locker/

Choose Destination

Drop files here, or click below!

 Upload

4. Scroll down and select **Upload**.

5. Search the computer to find the file.

6. Once found, click on the file name to add it in the box and then select **Save**.



7. Once the file is uploaded, it will be listed under **File Name**.

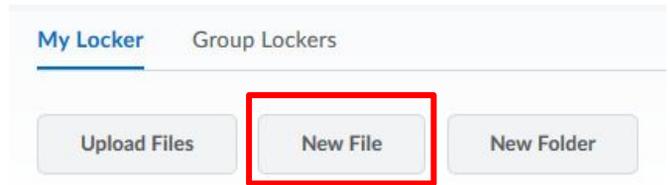
 Edit  Move  Download  Delete

	File Name ▲
	 SampleBum.csv ▼



Creating a New Individual File:

1. Individual Files can be created with the locker tool, as in a word processing program, to create new text files. To create a new file, select **New File** under the **My Locker** tab.



2. Enter the **File Name**.

New HTML File

File Name *

File Name goes here

Folder

/My Locker/

Choose Destination

▼ Collapse file description

Description

Optional description goes here.

3. If desired, add a description.

4. Under Edit Contents, begin typing in the text of the file in the HTML editor box.

HINT: Use the editor tools such as bold, underline, italics, etc., as desired or as needed

Edit Contents

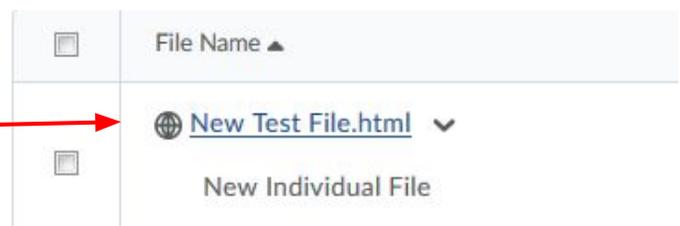


Type the text of the file here.

5. When the text file is complete, select **Create**.



6. Notice the created file under **File Name** listed with a globe icon next to it.





Adding a New Individual Folder:

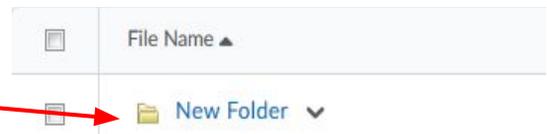
1. Individual Folders help keep files and work organized. Consider creating folders for each subject, such as Math, English, Science, etc. To create a new folder, select **New Folder** under the **My Locker** tab.



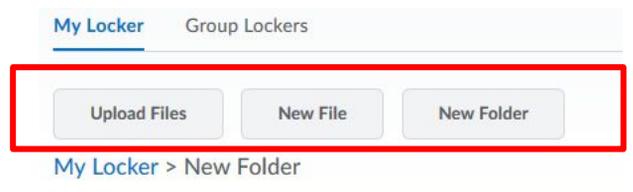
2. Enter the **Folder Name** and select **Create**.



3. Once the folder is created, it will be listed under **File Name**.



4. Once the folder is created, click on the folder name and to upload files, create new files, or create sub-folders within this folder.



5. Move documents into a folder by clicking in the box next to the filename and selecting **Move**. Then select the desired folder and move to where the file belongs.

