

Locker v8.3.0

User Guide
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What Locker does

The Locker tool is a work area where users or groups can store and retrieve files. It is an excellent way for users to manage their work because it allows them to access their files anywhere they have an internet connection. The option to make files public and group locker areas also make it easy for users to share files with other users and work collaboratively on assignments.

This is a user-focused tool that does not require set up or evaluation from you. Files in a personal locker are not accessible to you or other users unless they are made public. If you want to view a user's files, such as projects or assignments, have the user submit the work using the Dropbox tool.

Most of the topics covered in this section explain the different options available to users using the Locker tool. They are included in this user guide so that you can aid users in using the tool effectively.

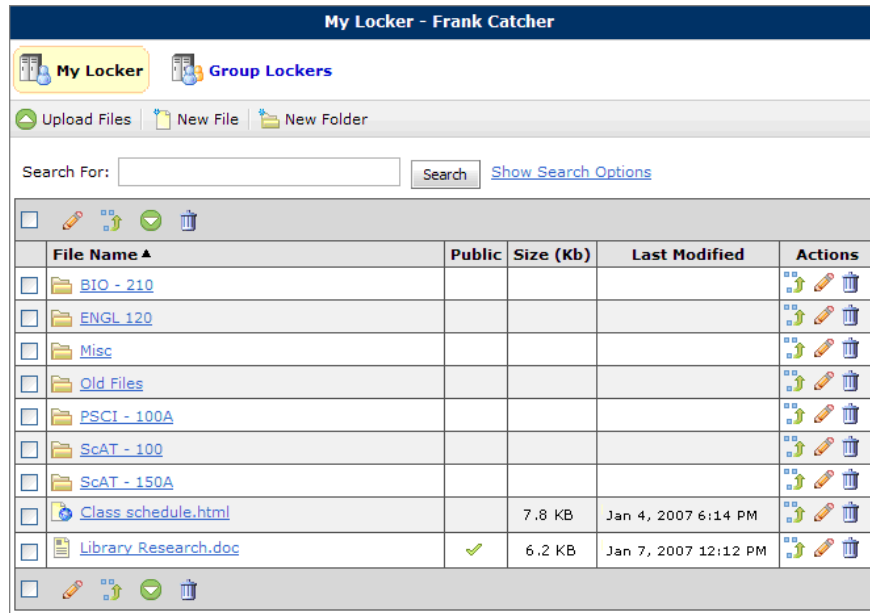
Tip You can use this tool to store personal files or drafts that you want to keep separate from course content.

Accessing the Locker tool

Unlike most tools, personal locker areas are not course specific. Users can access their personal locker files from any course or from My Home. Group locker areas must be accessed from the course they apply to.

Access the Locker tool by clicking the **Locker** link on the **Welcome** widget on My Home or the **Locker** link on your course navigation bar.

You can also access the Locker tool from the Classlist or Groups tool.



My Locker page

Creating a folder

Since your locker is not course specific, it is important that you organize your locker content in a meaningful way. For example, you may want to create folders for each of your courses and subfolders inside of these folders for each assignment. You could also have separate subfolders for drafts and finished documents or a folder for personal files that are not course specific.

► To create a folder

- 1 From your 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


Application file types cannot be uploaded to the Learning Environment. For a complete list of restricted file types see the topic *Content User Guide*.

Creating a file


- 1 Click  **New File** in the action toolbar.
- 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.
- 5 Type a **Description**, if desired.
- 6 Add your content in the **Edit Contents** area. .
- 7 Click **Save**.

Editing a file or folder

► To edit a file


- 1 Click the  **Edit** icon beside the file you want to edit.
- 2 Update the **File Name** or **Description** as needed.
- 3 Select or unselect the **Public** checkbox to change whether a file is public or private.
- 4 Use the **Browse** button beside the **Folder** field to move the file to another folder.
- 5 Click **Save**.

► To edit multiple files at once


- 1 Select the checkboxes beside the files you want to edit.
- 2 Click the  **Edit** multi-action icon at the top or bottom of the file list.
- 3 Update the **Description** for files as needed.
- 4 Select or uncheck the **Public** checkbox to change whether files are public or private.

5 Click **Save**.

► **To edit a folder**

- 1 Click the  **Edit** icon beside the folder you want to edit.
- 2 Update the **Folder Name**.
- 3 Click **Save**.



Downloading multiple files as a zip file

- 1 Select the checkboxes beside the files you want to put in a zip folder.
- 2 Click the  **Download the selected files/folders** multi-action icon at the top or bottom of the file list.
- 3 Save a copy of the zip folder to your local computer or storage device as needed.

Deleting a file or folder

► **To delete 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.

Warning Deleting a folder also deletes all of the files stored in it.

Retrieving a file

To retrieve or open a file, click on its name.

Searching for a file

The Locker tool has a number of features that make it easier to find files. You can:

- Create nested folders for organizing files

- Return to parent folders from subfolders by clicking the **Return to Parent Folder** link at the top of a file list.
- Switch between folders easily using the breadcrumb, or file path, at the top of the page.
- Sort files by public or private, file size, and the last date a file was modified by clicking the appropriate column header in a file list
- Use advanced search options to search for a specific file

Using search options

The **Search For** feature has a number of search options to help you locate files.


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	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.

► To perform a search

- 1 Enter your search criteria in the **Search For** field.
- 2 Select any additional search options you want apply.
- 3 Click **Search**.


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:

- The option to make locker files public is 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 on the name of the group locker area you want to open.

Notes

- You can only access a group locker area from the course offering it applies to.
- Users in a cascading role or in a role with the property 'Access all course groups' must use the **Search** option to search for the groups they want to access.
- Depending on the permissions set by site administration you may not be able to view the content of group lockers you set up for users in your course.

Creating group locker areas

Group locker areas are created using the Groups tool. See *Grades User Guide* for more information.

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