



## Using the Locker STUDENT Quick Start Guide



Students can use the Locker tool to upload and store files. Your personal locker files are confidential, unless you choose to make them available to the public.

Your instructor(s) may create group locker areas, which allow you to work collaboratively with others in the same group.

Students have access to 10MB of storage space in their locker. All locker files are stored in the learning environment, which means you can access them from most computers with an Internet connection.

This guide will get you started on how to:

- Access the Locker tool
- Create and manage content
  - Create a new folder
  - Create a new page
  - Upload a file
  - Download a file

### Accessing the Locker tool...

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



## Create and Manage Content...

Your personal locker area is NOT course specific. This 10 MB space is accessible to you from anywhere in the learning environment.

To create a folder to organize your content or files:

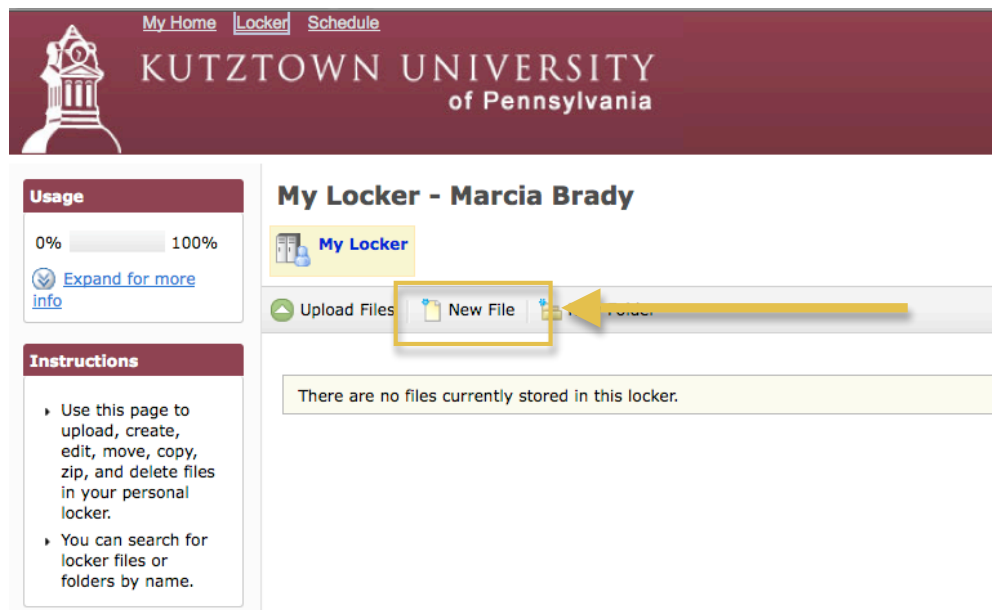
1. Click the Locker link on the navigation bar.
2. From the My Locker page, select the New Folder icon.
3. Enter a folder name and click save.



The screenshot shows the 'My Locker - Marcia Brady' interface. At the top, there are navigation links for 'My Home', 'Locker', and 'Schedule'. The Kutztown University of Pennsylvania logo is on the left. Below the navigation bar, there are two main sections: 'Usage' and 'Instructions'. The 'Usage' section shows a progress bar at 0% and a link to 'Expand for more info'. The 'Instructions' section contains two bullet points: 'Use this page to upload, create, edit, move, copy, zip, and delete files in your personal locker.' and 'You can search for locker files or folders by name.' On the right, the 'My Locker' section has a 'My Locker' icon and three buttons: 'Upload Files', 'New File', and 'New Folder'. The 'New Folder' button is highlighted with a yellow box and a yellow arrow pointing to it. Below the buttons, there is a message: 'There are no files currently stored in this locker.'

To create a new file from scratch:

1. From the My Locker page, click New File.



The screenshot shows the 'My Locker - Marcia Brady' interface, similar to the previous one. The 'New File' button is highlighted with a yellow box and a yellow arrow pointing to it. The rest of the interface, including the navigation bar, logo, usage section, instructions, and the 'There are no files currently stored in this locker.' message, is identical to the previous screenshot.

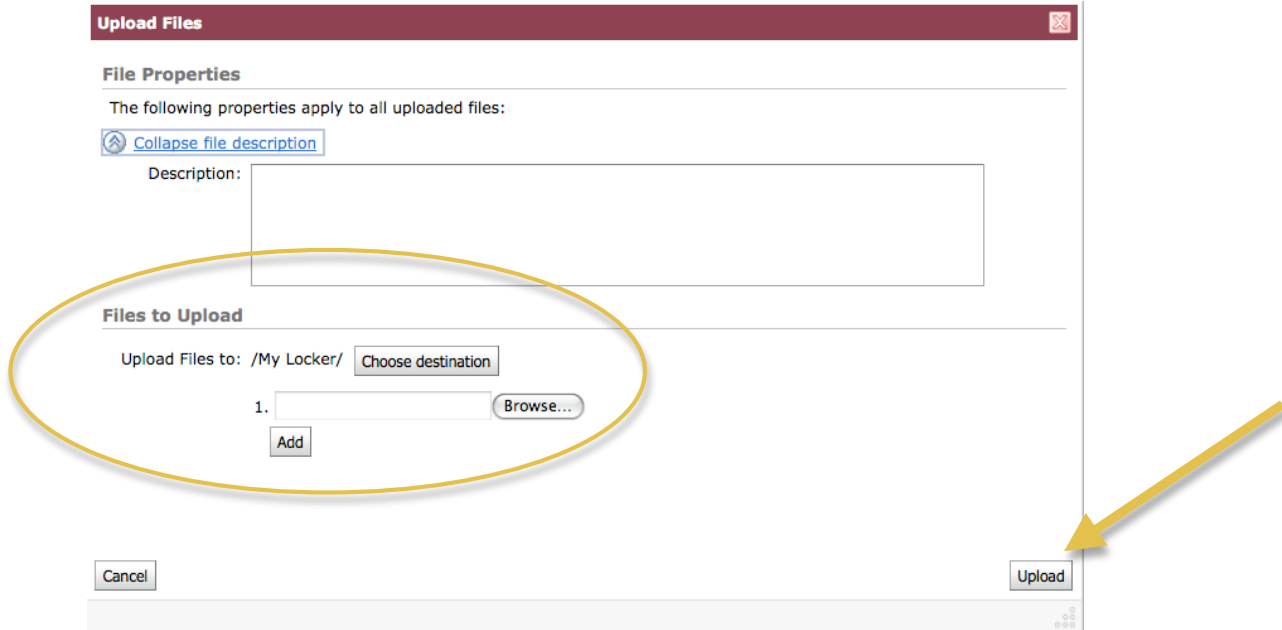
2. Enter a file name.
3. Click Choose destination next to the Folder field to change or add which folder the file should reside in.
4. Type a Description, if desired.
5. Click Create.

The screenshot shows a 'New HTML File' dialog box. At the top is a title bar with the text 'New HTML File' and a close button. Below the title bar, there is a 'File Name:' label followed by an empty text input field. A yellow arrow points from the right towards this input field. Below the 'File Name' field is a 'Folder:' label with the text '/My Locker/' and a 'Choose destination' button. A yellow arrow points from the right towards this button. Below the folder information is a link that says 'Collapse file description'. Underneath is a 'Description:' label followed by a large empty text area. Below the description area is an 'Edit Contents:' label with two tabs: 'Basic' (selected) and 'Advanced'. Below the tabs is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, and unlink. Below the toolbar is a large empty text area for editing the file content. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Create' on the right.

To upload (add) a file:

1. Click Upload Files.
2. Type a Description of the file, if desired.
3. Click the Browse button to locate the file you want to attach.
4. Click the Add button to attach more files. Repeat steps 3 and 4 for each file you want to attach.

5. Click Upload when complete.



To download (save) a file to your computer:

1. Select the checkbox(es) beside the files you want to download or save to your computer.
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 computer or other storage device.

## My Locker - Marcia Brady



[Upload Files](#) | [New File](#) | [New Folder](#)

[Imported Successfully \(Apr 23, 2010 1:15 PM\).](#)

Search For:   [Show Search Options](#)

	File Name ▲	Size	Last Modified	Actions
<input type="checkbox"/>	BlogsELI7006.pdf	67.08 KB	Apr 23, 2010 1:15 PM	
<input type="checkbox"/>	SYLLABUS1CAS283_SPRING2010.pdf	416.58 KB	Apr 23, 2010 1:15 PM	
<input type="checkbox"/>				

For more help or information, please contact:

**IT Help Center**

M-F 8 a.m. to 4:30 p.m.

112 Stratton Administration Center

(610) 683-1511

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