

LOCKER

Use the Locker tool to upload and store files in Brightspace. Locker enables you to upload files from your PC or to create new HTML files.

Your personal locker area is not course-specific. You can access the locker from anywhere in Brightspace and store all of your files together.

To access the Locker tool:

1. In Brightspace, select **Course Resources** on the navigation bar.
2. Click **Locker**.

To create a folder:

1. From the My Locker page, click **New Folder**.
2. Enter a **Folder Name**.
3. Click **Create** in the bottom left corner of the dialog box.

To create a file:

1. On the My Locker page, click **New File**.
2. Enter a **File Name**.
3. In the Folder section, click **Choose Destination** to change or add the folder destination.
4. Enter a **Description**.
5. In the **Edit Contents** field, enter the content you want to go in the file.
6. Click **Create** in the bottom left corner of the dialog box.

To upload a file to your locker:

1. On the My Locker page, click **Upload Files**.
2. Enter a **Description** of the file.
3. Click **Choose Destination** to select the file path location for your file.
4. Click **Upload** and locate the file you want to attach.
5. If you want to attach more than one file, click **Upload** to locate the file.
6. Click **Save** in the lower left corner of the screen.

To search for files in your locker:

1. On the My Locker page, enter your search criteria in the **Search For** field.
2. If you want to conduct an advanced search, click **Show Search Options**.
3. Click on the **Search icon**.

To download files from your locker:

1. Select the check boxes beside the files you want to download.
2. Click **Download** at the top of the file list.
3. Save a copy of the zip file to your local computer or storage device.