

LOCKER

Use the Locker tool to upload and store files in D2L Brightspace. Locker enables you to upload files from your PC or to create new HTML files.

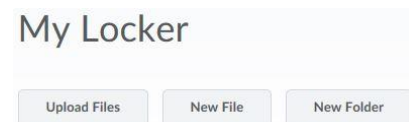
Your personal locker area is not course-specific. You can access the locker from anywhere in D2L Brightspace and store all of your files together.

To access the **Locker** tool:

1. After entering D2L Brightspace through Panther Central, select **Course Resources** on the navbar.
2. Click **Locker**.

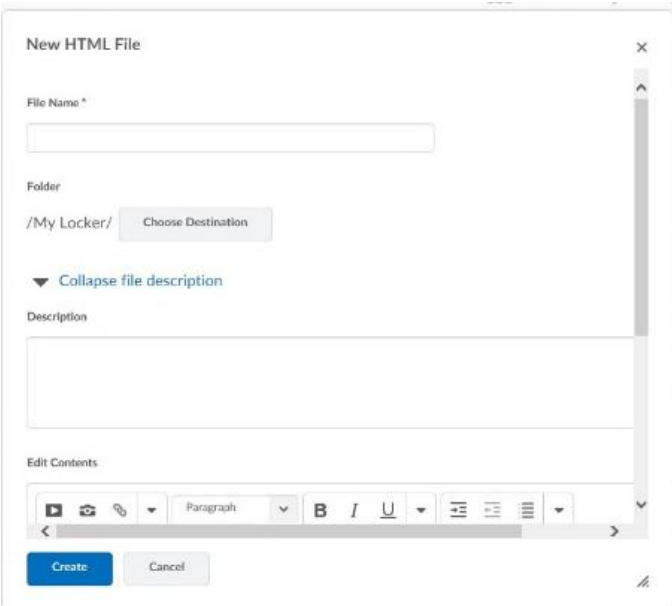
To create a folder:

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.

The image shows a 'New HTML File' dialog box. It has a title bar with 'New HTML File' and a close button. The form includes a 'File Name' field, a 'Folder' section with a dropdown showing '/My Locker/' and a 'Choose Destination' button, a 'Description' field, and an 'Edit Contents' section with a rich text editor toolbar. At the bottom are 'Create' and 'Cancel' buttons.

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.

Upload Files

File Properties

The following properties apply to all uploaded files:

▼ Collapse file description

Description

Files to Upload

Upload Files to


/My Locker/ Choose Destination

Drop files here, or click below!

Upload

Save Cancel

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  **Search**.

My Locker

Upload Files New File New Folder

Search For... Show Search Options

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.

Edit Move Download Delete

	File Name ▲
<input type="checkbox"/>	bus comm ▼