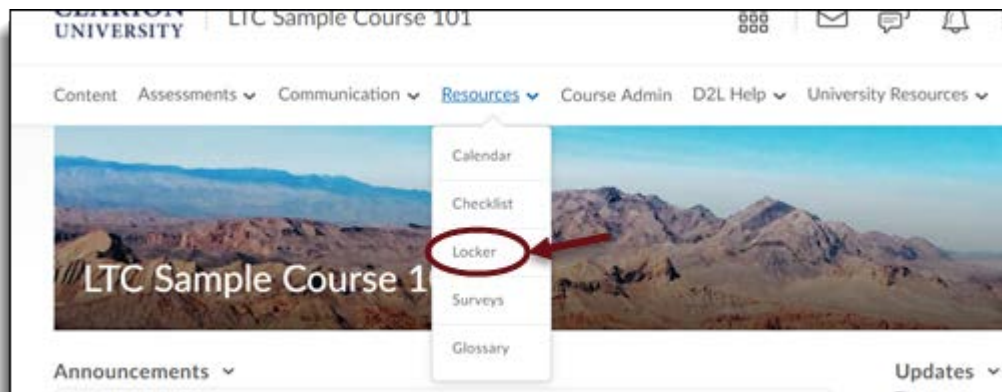


Locker

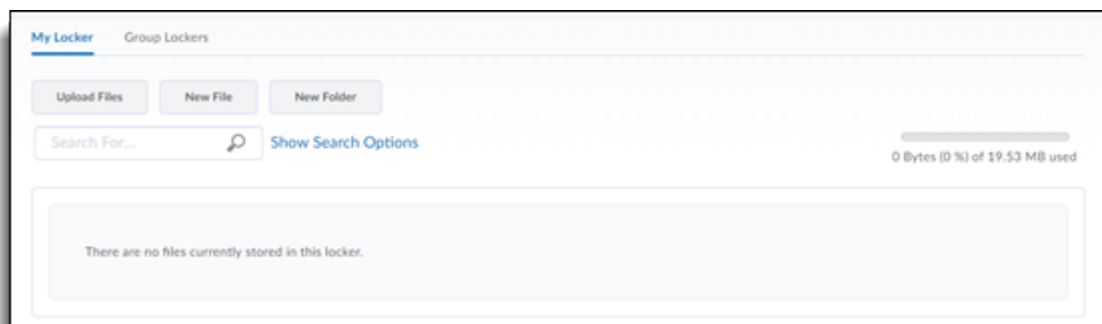
The Locker tool is a work area where users or groups can store and retrieve files. It is an excellent way for users to manage their work because it allows them to access their files anywhere they have an internet connection. The option to make files public and group locker areas also make it easy for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

Individual Lockers

1. Log into D2L and go to the course that you want to upload the files into the locker.
2. Click resources than locker.



3. Under 'My Locker' you can upload files, creating new files, and create new folder



Group Lockers

1. Group lockers can be set up while creating a group. To view group lockers, click under the Group Lockers tab at the top of the page.
2. Click on the group's name that is underlined and in blue to view their locker

