



Established on *Desire2Learn Help* (<http://help.d2l.arizona.edu>)

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About the Locker Tool

The **Locker** is an electronic storage area for you to store your files. You can upload and download files from any computer and use them in D2L or transfer them from one computer to another. Only the owner of the **Locker** can view its contents unless the owner decides to mark something as public. If something is public than anyone that is in a D2L Course Site the owner is also in can see this file.

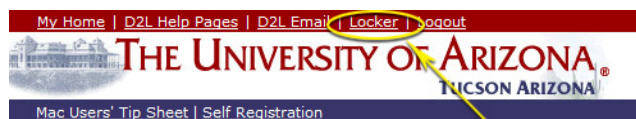
Use your **Locker** to upload and store personal files. All files that are stored in the **Locker** are confidential and can only be accessed by you. This tool is especially useful if you work on multiple workstations (home/dorm, library, info commons, OSCR Labs, or a friend's computer) as you can store and access information in a central and stable location. If you wish, you can make certain files public for all users that are in any of your courses to see.

Different file types can be stored in the **Locker**, including word processing documents, spreadsheets, Zip files, and graphics. Each file type is represented by the graphic beside the file name.

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Access the Locker

You can always access the **Locker** by going to the [My Home](#) screen (you are placed automatically on this screen when you log in) and clicking the link to the **Locker** in the upper left corner of the screen. You can access the **Locker** from inside a course if the instructor has not disabled the feature for his or her course.




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Is there a limit on how many files you can upload?

Currently there is no limit to the number of files you can upload, but the **Locker's** space limit is 20 MB.

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Add a file to your locker

- Click on the **Locker** link in the top navigation bar.
- To add a new file to your **Locker**, click **Upload Files**  from the main **My Locker** page.
- Decide if you want to make what you are uploading public. You do not have to make anything public.
- You can add a description of the file you are uploading (optional)
- Click **Browse** and locate the file you want to upload.
- If there is more than one file to upload, click **Add** and **Browse** for the second file.
- To complete your addition click **Upload**

A confirmation page displays indicating the successful completion of the file uploaded to your locker. You will be placed back on the main **Locker** page when the upload is complete.


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View an uploaded file














To view a file that you have uploaded, click on the file name.

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Share locker files with other people

To make files in your locker public for everyone in all your D2L course sites to see, go to your locker, select the file you wish to make public, select the edit icon . Check the box under **Public** and click **Save**.

A green checkmark beside a file under the **Public** column indicates whether a file is accessible to other users.

<input type="checkbox"/>	   	File Name ▲	Public	Size	Last Modified	Actions
<input type="checkbox"/>	   	course_site_creation.docx	<input checked="" type="checkbox"/>	10.15 KB	May 19, 2009 10:21 AM	  
<input type="checkbox"/>	   					

Once a file is made public it is available to any user in any course that both of you are in. These people are listed in the [Classlist](#) for each of your courses on D2L. For instance, if you share a file for your English course, and you are also taking

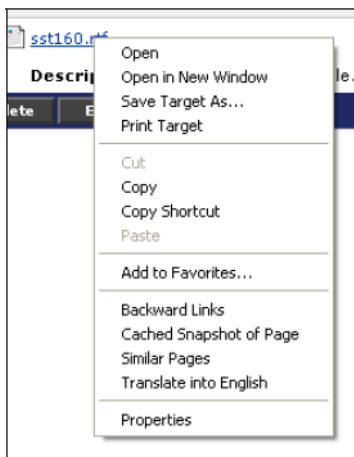
a chemistry course, people in both your English course and your chemistry course can view your file.

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Save a file to a computer or network

To retrieve a file that you have uploaded:


1. Right-click (control click) on the file name, and select **Save Target As...**
2. Browse to the drive or file where you would like to save the file and click **Save**.



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Edit and Delete Locker Files

Changing the description and availability of a file:

1. From the **My Locker** page, select the files you want to edit by checking the box to the left of the file and click the edit icon .
2. The **Edit** window will open, allowing you to select the hyperlink to the file and edit the description.

Deleting Files:

WARNING: Make sure you are positive you would like to delete the file when you select it.

- From the **My Locker** page, select the files you want to delete by clicking inside the checkboxes to the left of the file names and click the garbage can (delete) icon .
- A confirmation message will pop up. Click **Delete** if you want to delete or **Cancel** if you do not.
- The files you selected are deleted from your locker.

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