



Educational Technology Student Orientation to D2L

Adding a File to Your D2L Locker

Step 1

Use your locker to upload and store personal files. All files that are stored in the Locker are confidential (unless otherwise indicated by you) and can only be accessed by you. Your locker has a 10MB file limit. A storage space indicator bar allows you to gauge the amount of space left in your locker.

To access the Locker, CLICK the **Locker** link in the navigation bar.

The screenshot shows the D2L course interface. At the top, the navigation bar includes links for 'My Home', 'Email', 'Locker' (highlighted with a red box), 'Calendar', 'FAQ', 'Links', and 'Quizzes'. The course title is 'D2L103F - Basic D2L Training'. Below the navigation bar, there are several widgets: a 'Welcome' widget with 'Welcome, Brian!' and links for 'My Preferences', 'My Personal Homepage', and 'My Profile'; an 'Events' widget showing 'No Events' and an 'Open my Events' button; and an 'Updates' widget showing '5 New Email Messages', '0 Unread Discussion Messages', and '0 Quizzes Available'. A 'News' widget displays a message: 'Welcome - Jun 20, 2006. This is a news item specific to this course. It is totally controlled by the course management team.'

Step 2

To add a new file to your Locker, CLICK the **Upload New File** button from the main My Locker page.

The screenshot shows the 'My Locker' page. On the left, the 'Locker Usage' section displays a progress bar at 0% and text: 'You are using 0% of your storage space. (0 KB of 5 MB)'. The main 'My Locker' section contains the text 'You have no files in your Locker.' and a button labeled 'Upload New File' which is highlighted with a red box.

Step 3

The Upload New File page displays (see next page).

- CLICK the **Browse...** button and locate the file you want to upload.
- If you want the users to view your file, SELECT the **Is Public** checkbox.
- ENTER a brief **description** (if you wish) of the file.
- To complete your addition CLICK the **Upload** button.

NOTE: You may not upload a file larger than 1000 KB.

Upload New File

File Name:

Is Public:

Description:

Select if you want file to be public.

Click to Browse for file.

Enter a Description.

Click to Upload file to Locker.

Step 4

A confirmation page displays indicating the successful completion of the file upload to your locker.

When you are done uploading files SELECT the **Return to Locker** button.

File Upload Successful

File Name: Assignment 1.doc

Is Public: No

Description: Assignment 1

File Size: 24 KB

Last Modified Date: Aug 21, 2006 4:03 PM

Step 5

To view a file that you have uploaded, CLICK the **file name**.

My Locker

Delete Edit Toggle Public Upload New File

	File Name:	Public?	File Size:	Last Modified Date:
<input type="checkbox"/>	Assignment 1.doc		24 KB	Aug 21, 2006 4:03 PM
	Description: Assignment 1			

Delete Edit Toggle Public Upload New File