



## Educational Technology Student Orientation to D2L

### Editing and Deleting Locker Files

#### Step 1

Changing the description and availability of a file:

From the main My Locker page, SELECT the **checkbox** next to the file you want to edit.

CLICK the **Edit** button.

My Locker					
Delete		Edit	Toggle Public		Upload New File
<input type="checkbox"/>	File Name:	Public?	File Size:	Last Modified Date:	
<input checked="" type="checkbox"/>	<a href="#">Assignment 1.doc</a>		24 KB	Aug 21, 2006 4:03 PM	
Description: Assignment 1					
Delete		Edit	Toggle Public		Upload New File

The Edit File page pops up, allowing you to SELECT the **hyperlink** to the file and edit the locker file description.

**Edit Files**

File Name: [Assignment 1.doc](#) Last Modified Date: Aug 21, 2006 4:03 PM

Is Public:

Description:

Assignment 1

Cancel Save

SELECT the **Save** button when you are done.

#### Step 2

Deleting files:

**Warning:** When you choose to delete a file, you are NOT asked to confirm the deletion. Therefore, be certain when selecting the files you want to delete.

From the main My Locker page, SELECT the **files** you want to delete.

CLICK the **Delete** button.

My Locker					
Delete		Edit	Toggle Public		Upload New File
<input type="checkbox"/>	File Name:	Public?	File Size:	Last Modified Date:	
<input checked="" type="checkbox"/>	<a href="#">Assignment 1.doc</a>		24 KB	Aug 21, 2006 4:03 PM	
Description: Assignment 1					
Delete		Edit	Toggle Public		Upload New File

The files you selected are deleted from your locker.