



Educational Technology Student Orientation to D2L

Sharing Your Locker Files

Step 1

To share or hide files from users:

SELECT the **checkbox** next to the files you want to share or hide.

CLICK the **Toggle Public** button.

The screenshot shows the 'My Locker' interface. At the top, there are buttons for 'Delete', 'Edit', 'Toggle Public' (highlighted with a red box), and 'Upload New File'. Below this is a table with columns: 'File Name:', 'Public?', 'File Size:', and 'Last Modified Date:'. The first row shows a file named 'Assignment 1.doc' with a checked checkbox in the 'File Name' column, a description of 'Assignment 1', a file size of '24 KB', and a last modified date of 'Aug 21, 2006 4:03 PM'. At the bottom of the table, there are buttons for 'Delete', 'Edit', 'Toggle Public', and 'Upload New File'.

Step 2

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

The screenshot shows the 'My Locker' interface. At the top, there are buttons for 'Delete', 'Edit', 'Toggle Public', and 'Upload New File'. Below this is a table with columns: 'File Name:', 'Public?', 'File Size:', and 'Last Modified Date:'. The first row shows a file named 'Assignment 1.doc' with an unchecked checkbox in the 'File Name' column, a green checkmark in the 'Public?' column, a file size of '24 KB', and a last modified date of 'Aug 21, 2006 4:03 PM'. At the bottom of the table, there are buttons for 'Delete', 'Edit', 'Toggle Public', and 'Upload New File'.