Using Your Shared eLockers
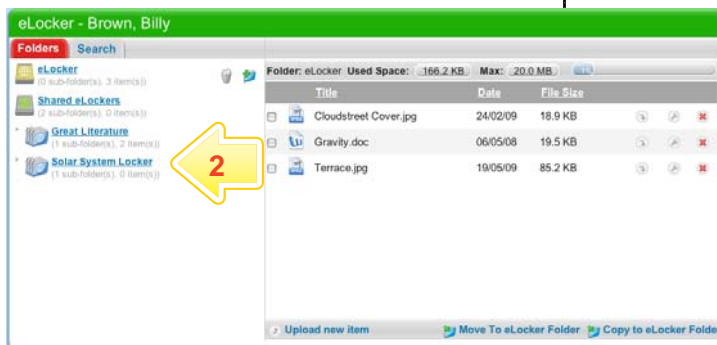
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Open a Shared eLocker

A shared eLocker is an eLocker that a whole class or group can access. You may have access to a number of shared eLockers. There may even be a drop-box in some of your Shared eLockers for you to use to submit your work.
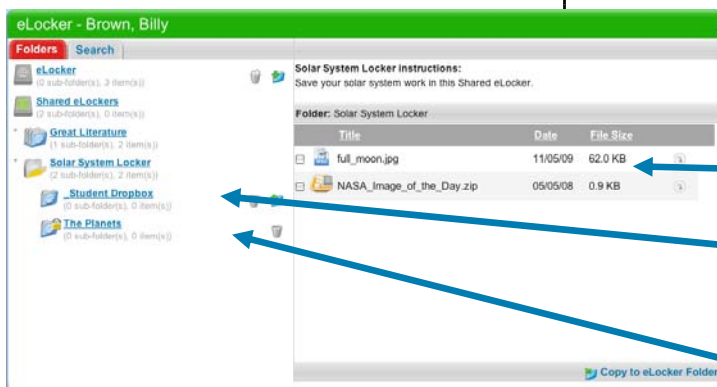

1   Click [eLocker]

Your Shared eLockers are listed under the **Shared eLockers** heading.

2   Click the Shared eLocker that you want to open.

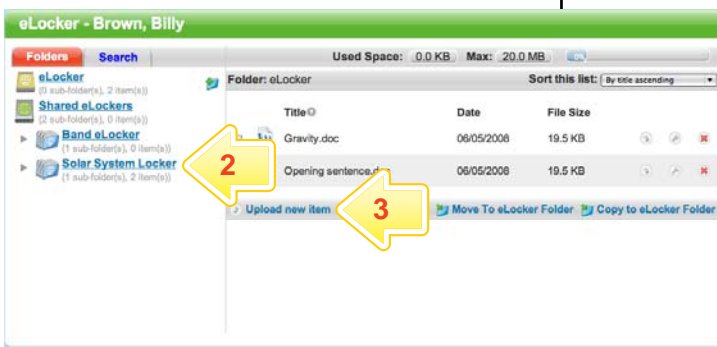

The Shared eLocker files and folders appear.

- The Shared eLocker files

- Your Shared eLocker dropbox

- The Shared eLocker folders

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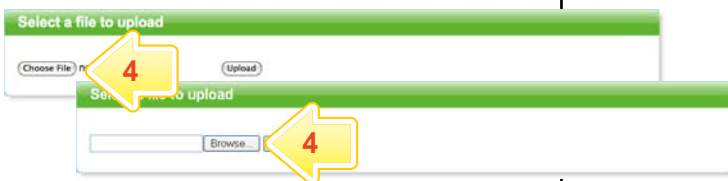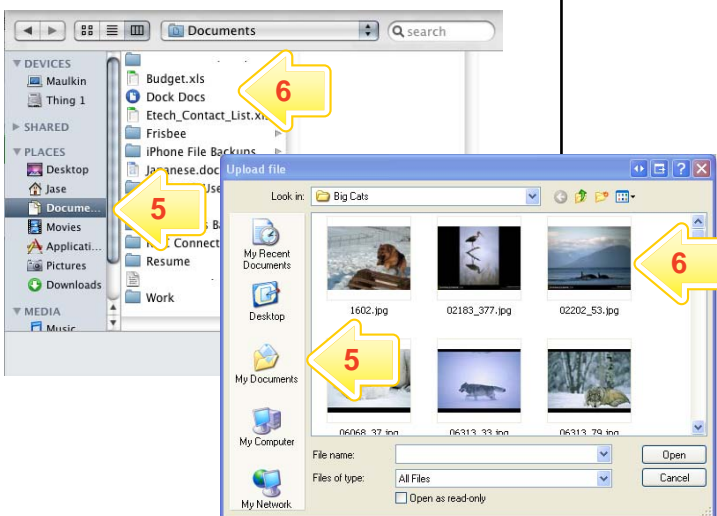## Add a File to a Shared eLocker

1 Click [eLocker icon]

2 Click the Shared eLocker to which you want to add a file.

3 Click Upload new item

4 Click **Choose File** or **Browse...** .

5 Find the file you want to upload.

6 Double-click the file.

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7 Click [Upload] or [Upload].

The file is added to your Shared eLocker.

Download a file from a Shared eLocker

1 Click [eLocker]
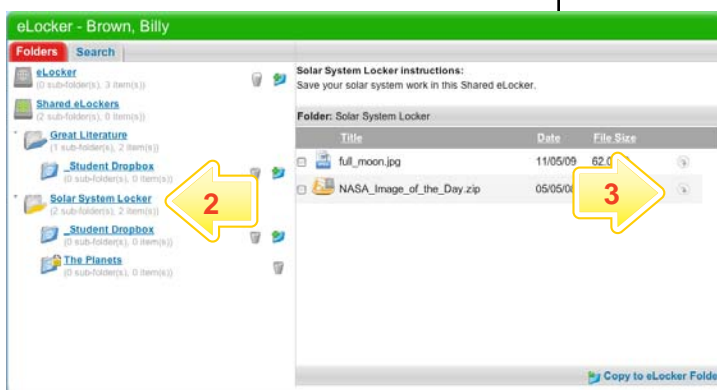
2 Click the Shared eLocker that contains the file that you want to download.

3 Next to the file you want to download, click ⬇.

How the file downloads depends on the type of computer you are using.