

What's an eLocker?

The Studywiz **eLocker** is an on-line storage space for your files. As a teacher, you can store just about anything in your eLocker and can move files from one place to another. For students, it's like a cross between their backpack and their school locker – they can store their work and access it from anywhere they can log into Studywiz.

Using your eLocker



1 On the Studywiz menu bar, click the **eLocker** button. Your eLocker opens.

Your Shared eLockers are listed as folders in the folders tab panel. Viewing, contributing, and moving files in Shared eLockers operates in the same way as your personal eLocker.

To download a file to your desktop, click the **Download** button for the file.

To edit file details, click the **Edit** button for the file.

To delete a file from your eLocker, click the **Delete** button for the file.

To sort the files by title, date or file size, click an appropriate heading.

To Copy a file to another folder, locate the file, click its checkbox and then click **Copy to eLocker Folder**.

To move a file to another folder, locate the file, click its checkbox and then click **Move to eLocker Folder**.

To create a new folder, click a **Create sub-folder** button.

Title	Date	File Size
Shakespeare.zip	14/05/2009	478.3 KB
Spelling_Unit.zip	18/05/2009	1.1 KB
Van Gogh Self Portrait.jpg	31/03/2008	86.7 KB
Van_Gogh_Gallery.zip	28/03/2008	379.0 KB

To import a file from your desktop, click **Upload new item**. See below for instructions.

Tips and Hints

- 1 The eLocker is the most convenient way to bring files into, and export files from Studywiz. Files are then available for a number of activities without having to search for the file again. Exporting files or activities for backup or transfer to another system is just as easy.
- 2 If you want to use one activity as a basis for several similar activities, copy it to your eLocker, re-import it to the same or another location, then make the required changes.

If you have any ideas for ways to use eLockers you're invited to share it with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.