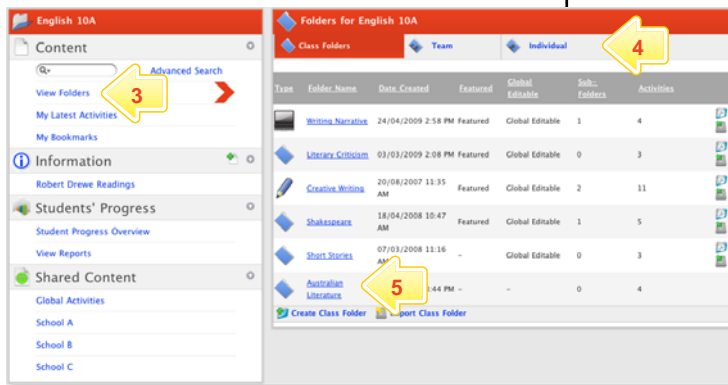# Shared eLocker

## Create a Shared eLocker

Shared eLockers are eLockers that can be accessed by a whole Class. A shared eLocker is created like any other Studywiz activity, and it behaves like any other activity in that if it is created in a certain class folder only members with access to that folder can use it.

When creating a Shared eLocker you can set folders within it to be read-only and you can allow each student in the class or group to have a private or public dropbox. The Shared eLockers that you have access to appear not only in the relevant class or group folders but also in your eLocker itself. This enables you to move files seamlessly between shared eLockers and your personal eLocker.
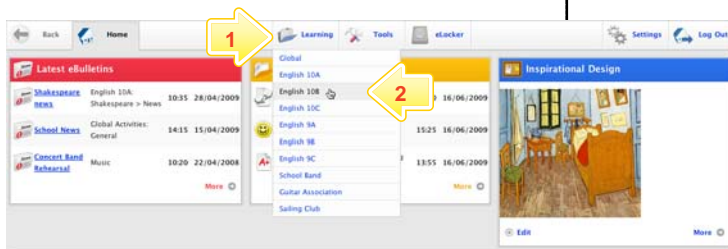


**1**   Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

**2**   From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.
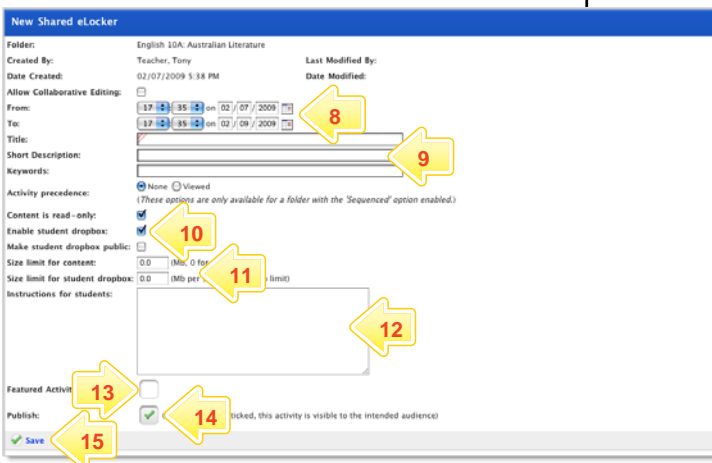


**3**   Click **View Folders**.

**4**   If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.

**5**   Click the folder in which you want to save the activity.
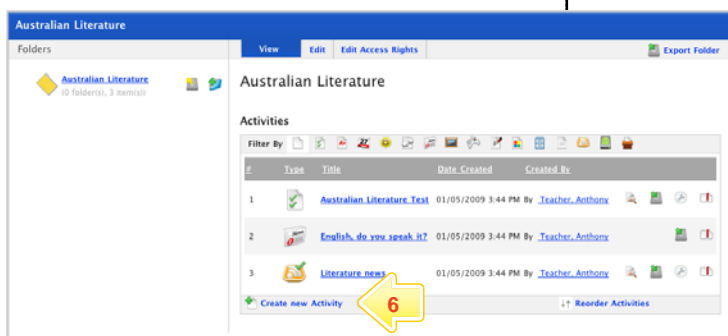


**6**   Click **Create new Activity**.
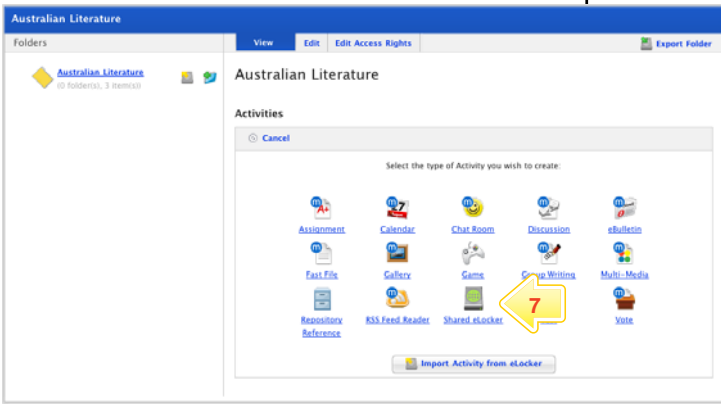
**7** Click **Shared eLocker**.

**8** In the **From** and **To** fields, set the times and dates between which you want the activity to be available.

**9** Complete the **Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.

**10** Select whether you want the eLocker content to be read-only, whether you want each student to have a dropbox and whether you want to make student dropboxes public.

**Note** Dropboxes are either a private or public folder for each student within the class or group. Only the student can upload material into their Dropbox.

**11** In the two **Size limit** fields, type appropriate eLocker content size limits.

**12** Complete the **Instructions for students** field.

**13** To set the Shared eLocker as a featured activity, select the **Featured Activity** checkbox.

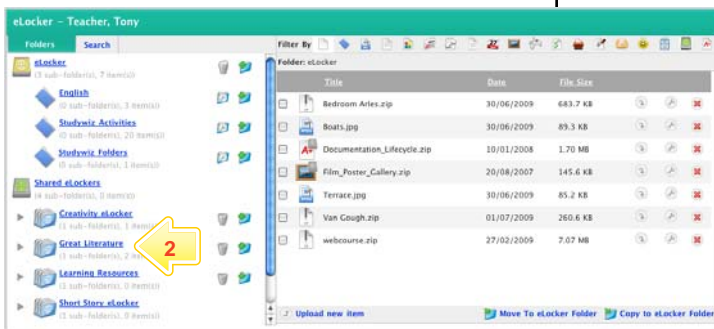**14** If the Shared eLocker is ready to publish, select the **Publish** checkbox.

**15** Click **Save**. The Shared eLocker is saved.

# Shared eLocker

## View Shared eLocker Contents

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

The Shared eLockers to which you have access are listed under the Shared eLockers heading in the Folders list.

**2** Click the Shared eLocker you want to view.

The contents of the Shared eLocker appear in the content list and the Shared eLocker folder expands and displays all the folders it contains.

- Viewing, contributing, exporting and importing files, and creating folders in Shared eLockers operates in the same way as your personal eLocker.

- If you are able to contribute files to the Shared eLocker, the **Upload new Item** button will be displayed.

- If student dropboxes have been enabled, a dropbox for each student in the class or group will be listed in the Student Dropbox folder.
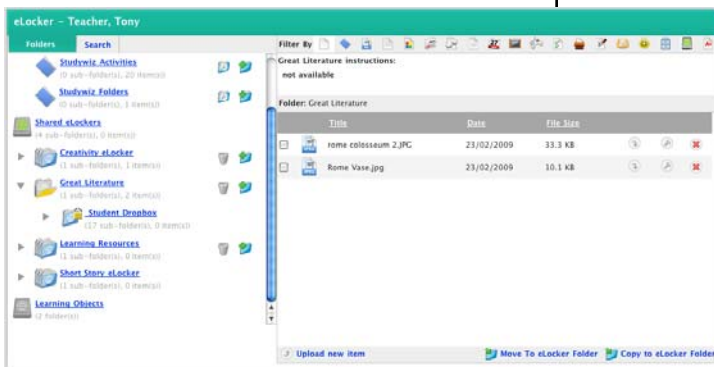
## Tips and Hints

**1** Use a Shared eLocker as a class storage space in which students can save and share class resources.

**2** Use student dropboxes as a space in which students can submit their class work.

**3** Create a shared elocker in a team folder for a team of students so they can work on a collaborative project.