eLocker

studywiz

Quick Start Series for Teachers

What's an eLocker?

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

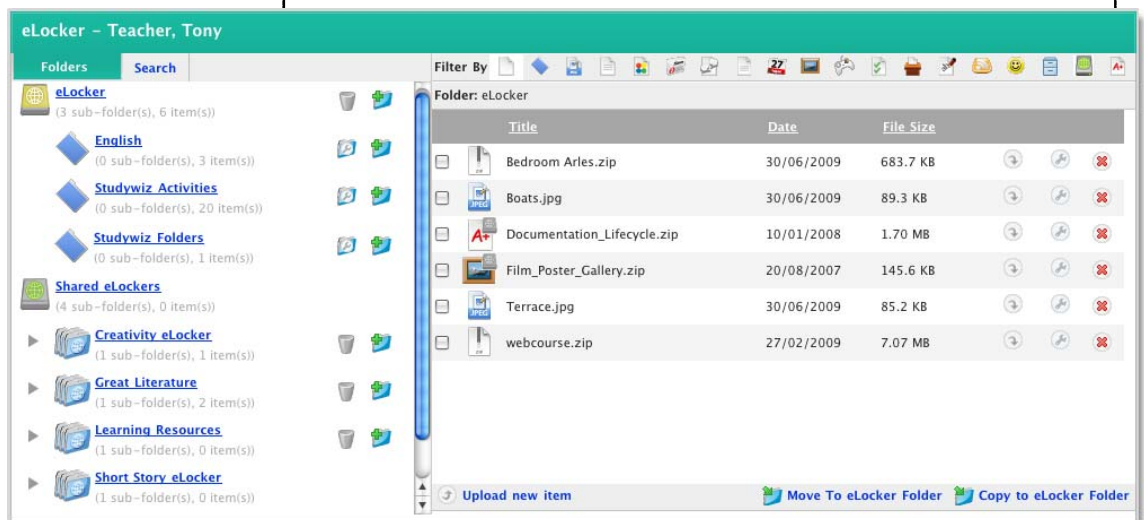To download a file to your desktop, click the **Download** button for the file.

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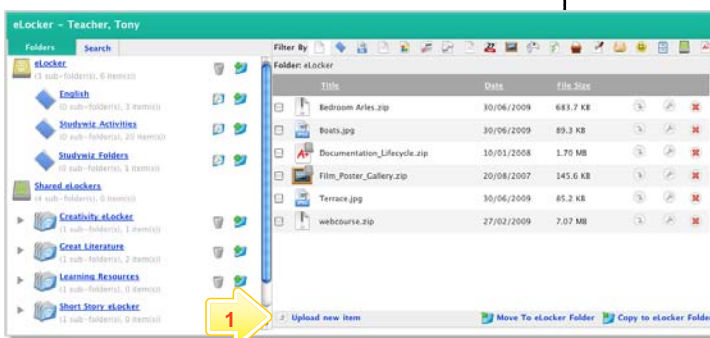
To create a new folder, click a **Create sub-folder** button.

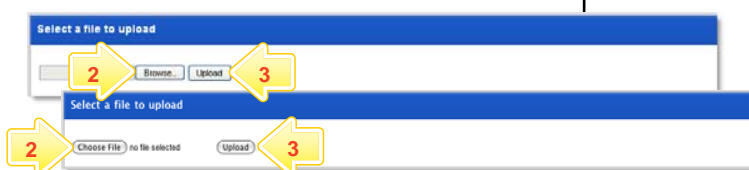To import a file from your desktop, click **Upload new item.** See below for instructions.

Upload a file to your eLocker

You can upload all sorts of files to your eLocker and then use them in various ways within Studywiz.

1 Click **Upload new item**. The *Select a file to upload* dialog box appears.
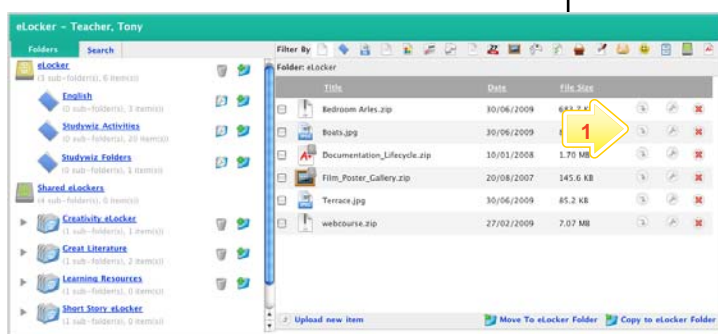
Note In some installations of Studywiz, the *eLocker Item Upload* dialog box will appear. Enter the required information and then click **Upload**. The *Select a file to upload* dialog box appears.

2 Click **Browse** or **Choose File**, depending on your operating system, and locate the file that you want to upload.

3 Click **Upload**. The new item is added to your eLocker.

Download a file from your eLocker

You can download any files that you have stored in your eLocker. You can even download Studywiz Activities and re-import them later.

1 Locate the item you want to download and click its **Download** button.

Note The exact download behaviour depends on your operating system, browser and settings. Open or save the file according to the setup of your system.

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 **Teachers:** Copy Activities from a class to your eLocker, then reload them to another class for your other students to use.

3 **Teachers:** 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.