



Student Portal Locker

Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your file from any computer. A list of files you uploaded appears.

To upload a new file:

1. Enter a name for the file, so that you know what it is when you look in your online locker.
2. Click the Locker tab.
3. On the Options menu, click Add. The New Folder/File page appears.
4. Type a Name for the file.
5. Click Upload , then click Browse to find the file on your computer. Select the file, and click **Import**
6. Click **Save**.

To download a file from your locker:

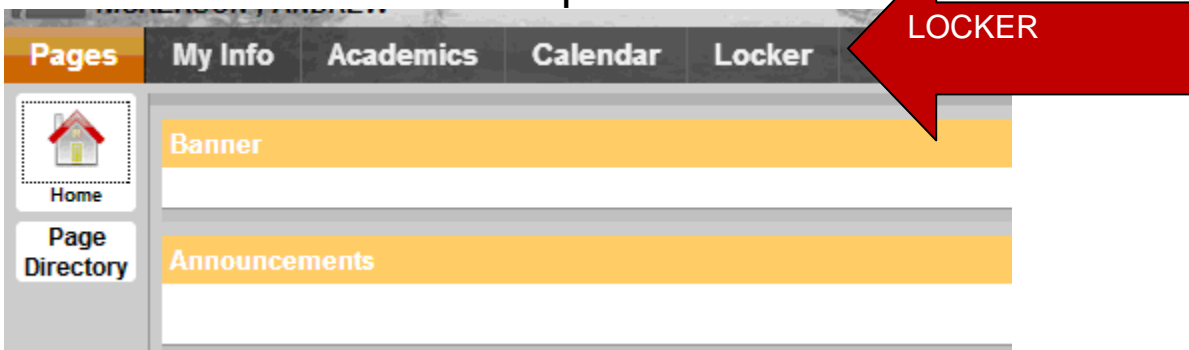
1. Click the Locker tab.
2. Click the file name.
3. Click Download , and choose a location on your computer to save the file.

To delete a file from your locker:

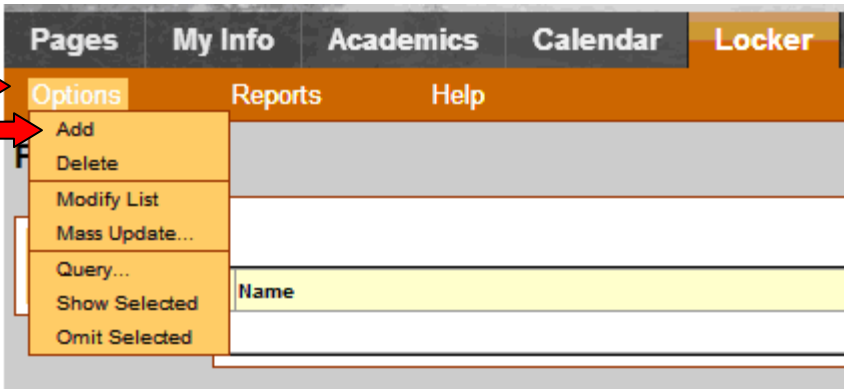
1. Click the Locker tab.
2. Select the checkbox next to the name of the file you want to delete.
3. On the Options menu, click Delete.

How to upload a file into your Locker:

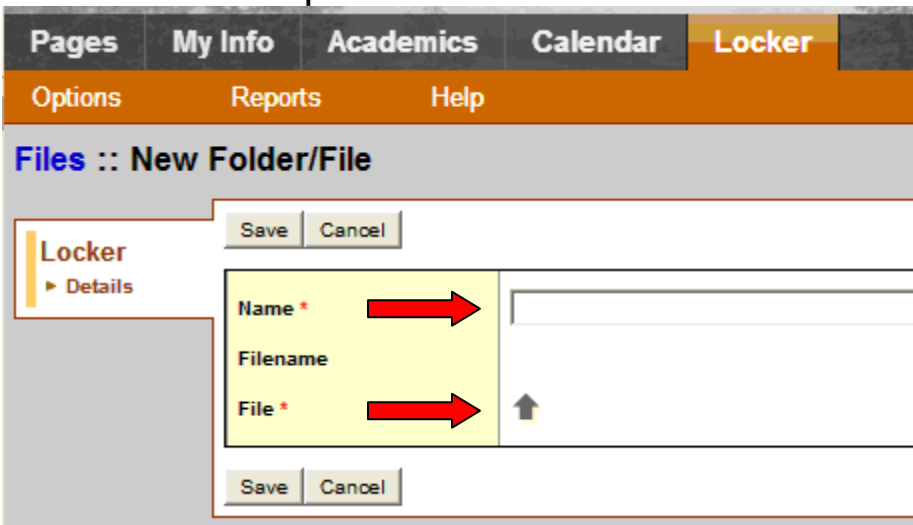
- Click on the Locker top tab



- Then click Options....Add



- Type the Name* you want to call the file you wish to upload.
- Click the Up Arrow next to File*.



- A new window will appear and click Choose File to search your computer for the file you wish to upload to the Locker. Once you've selected the file and clicked Open, Press Import



- Now press Save

