

# Sharpschool

## About eLockers

SharpSchool's **eLockers** provide you with the ability to store and manage files and folders online. With files and folders available online, users can easily transfer their work from home to school and vice versa. The **eLocker** module works with all major browsers, making it easy for users to access their **eLocker** from any computer with an internet connection.

This is a Quick Link version of eLockers. If you need further instructions, ple

## Accessing your Website

In order to use an **eLocker**, you must first log in to your website. The login page to your school or district site will contain fields for a username and password.

## Browsing your eLocker

Once you have loaded your **eLocker**, you will see a file browser interface displaying your empty **eLocker**.

## Adding a Folder

**eLockers** allow you to set up folders for each class, create folders for different types of work (like homework and assignments), or choose your own unique method for sorting your files.

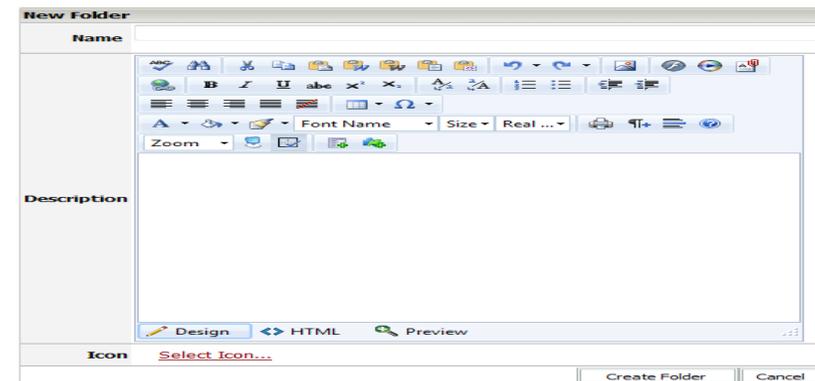
To add a folder:

**Step 1** Click the **Add New Item...** dropdown menu and select **Folder**.

**Step 2** Click the folder ( ) icon, or right-click in the file area and select **New Folder**.

**Step 3** A new page will open that allows you to enter a folder **Name** and **Description**.

**Step 4** Click **Create Folder** when you are finished.



# Adding Files

Once you have a folder set up in your **eLocker**, you can start uploading files.

**Step 1** Double-click the folder to open it.

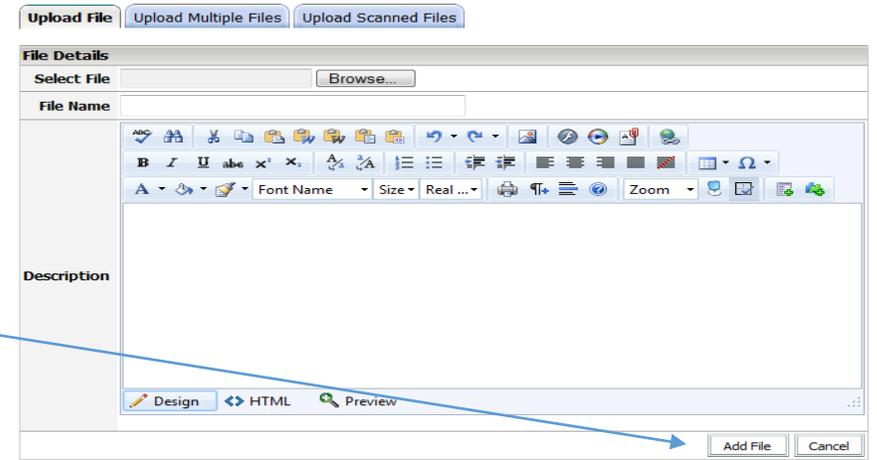
**Step 2** Click the **Add New Item...** dropdown and select **File**.

**Step 3** Click the icon, or right-click in the file area and select **New File**.

If you are using Internet Explorer, there will be three file upload methods available:

1. **Upload File**
2. **Upload Multiple Files**
3. **Upload Scanned Files**

The two latter options require the use of Microsoft Internet Explorer; if you are using a different browser such as Mozilla Firefox, Safari, or Google Chrome, you will only be able to use the **Upload File** option.

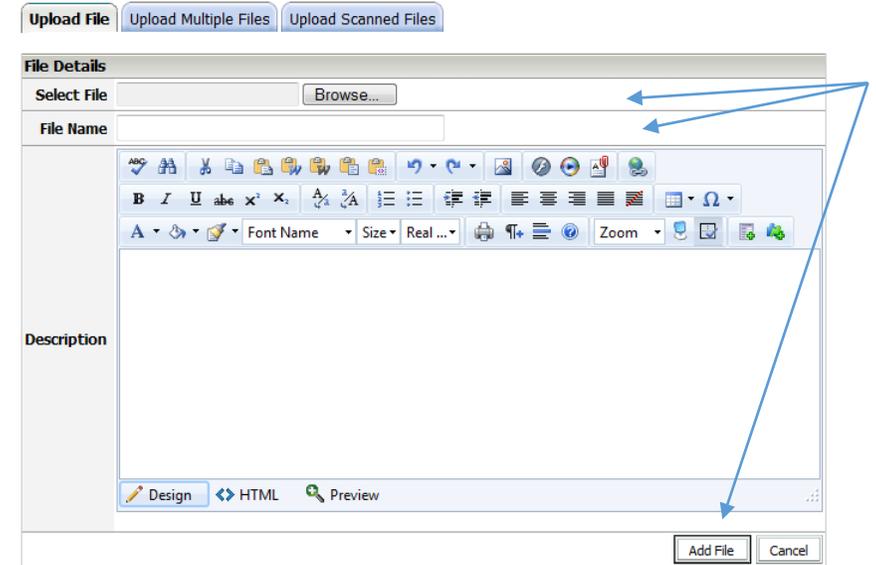


# Upload File

**Step 1** Click **Browse** and select the file you wish to upload.

**Step 2** The **File Name** will be populated automatically with the original file name. You can also change the file name for the uploaded version of the file.

**Step 3** Click **Add File** when you are ready to upload your file.

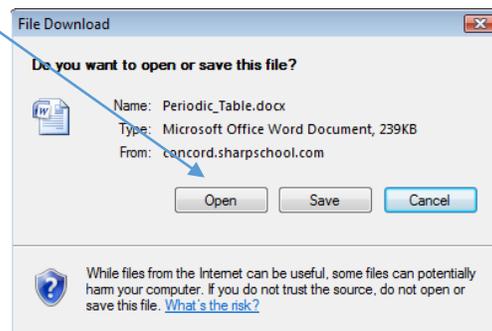


## Opening files

Once you have added files to your **eLocker**, you can access them from any computer with an internet connection. Simply log in to your **eLocker**, and click on the file you wish to open.

Your browser will prompt you to save or open the file.

**Note:** The prompt will vary depending on the type of file you clicked and the browser you are using.

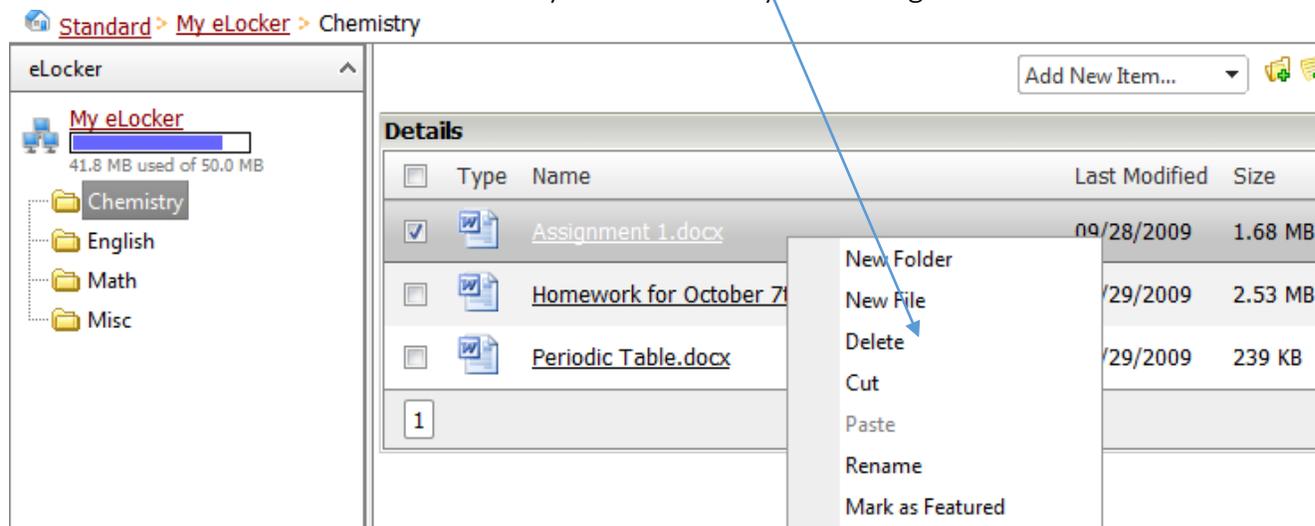


## Deleting Files

**Step 1** Right-click the file or folder you wish to delete, and click **Delete** from the menu that appears.

**Step 2** Click **OK** to confirm your decision when prompted.

**Pitfall:** If you delete a file, it cannot be recovered. Do not delete a file unless you are certain you no longer need it.



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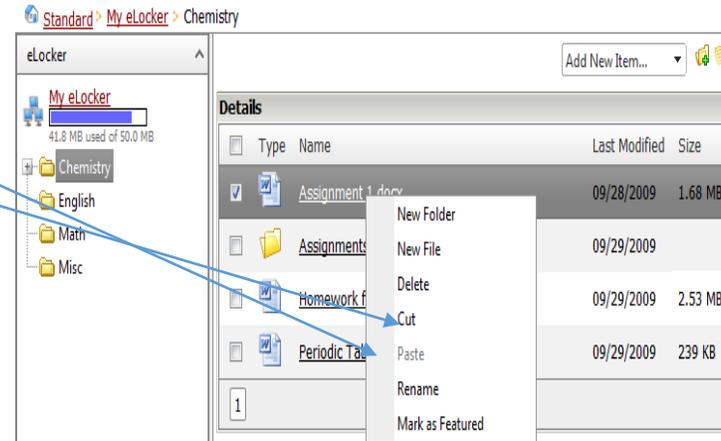
# Moving Files

To move a file, use the **Cut and Paste** tools. This works just like the cut and paste command in most major operating systems;

**Step 1** Right-click on the file you wish to move and click **Cut**.

**Step 2** Navigate to the folder you wish to place the file in, right-click again and click **Paste**.

**Tip:** You can also use this method to move entire folders.



# Renaming a file

**Step 1** Right-click the filename and click **Rename**.

**Step 2** Enter a new name for the file and click outside of the name field to complete the renaming process.

