



Cheat Sheet for School Web Lockers

Tips for using your "Home" Folder

Your home folder is the location for storing personal and classroom data to be accessed from any location with an internet connection. You can copy files into this folder, and then access them later, from another computer at school or anywhere else you access the Internet. You have unlimited storage in this folder; however no programs, games or executables can be uploaded to the directory. You can sort the files by clicking on the blue column headings: "File Name," "File Size," and "Date."

To create sub-directories...

You can create as many sub-directories as necessary to manage your files within your home folder. To create a new sub-directory

1. Click on the link: "Click here to add a directory"
2. Give your new directory a name

To organize folders...

The folder can be organized and navigated just like the "my documents" folder on your computer.

1. Click on the name of the folder to navigate into that folder
2. Click on the link "Back to parent directory" to navigate back up the directory structure

To upload files...

1. Create you want to upload on your computer
2. Click on the "Browse..." button
3. Find the file you want to upload and select the file
4. Click the "Upload File" button. The file should now appear in your folder

To download / save files...

1. Click on the "Download" link next to the file name
2. Save the file to a location on the computer

To view a file...

1. Click on the file name of the file you want to view
2. Your computer will download the file and open it in an HTML window using the appropriate application (if recognized by your computer)
3. You cannot view files created by programs that you do not have on the computer you are using

To copy files...

You can copy one or many files from their current location, to another directory:

1. Check the box next to the filename
2. Click on the "Copy Selected Files button"

To copy files to multiple directories...

1. Check the box to the left of each filename you want to copy
2. Scroll down to the bottom of the screen and click on the "Copy Selected Files" button. This will open a new window with your entire directory structure, including your class's homework and assignment folders.
3. Select the folder(s) into which you wish to copy the file(s)
4. When giving assignments to students; remember to copy assignments to the class Assignments directory.



Note: Remember, anytime you modify a file downloaded from your Web Locker onto your computer, you must re-upload the file in order to have the most recent copy returned to your Web Locker.

Tips for using your “My Classes” directories

1. Click on the “My Classes” tab at the top of the page to view your current classes. This will display the classes you teach, the section number, Teacher Name, and period number.
2. Click on the class name to display three sub-directories for each class: “Graded Assignments,” “Homework Due,” and “Assignments.”
 - a. The “Assignments” subdirectory is where you upload files for students to download, and complete. Students cannot upload or change any files in this directory.
 - b. The “Homework Due” subdirectory is where your students turn-in completed homework assignments. They will turn-in homework by Uploading the completed assignments into the Homework Due directory.
 - i. Students will only be able to view their own files within this directory.
 - ii. You will be able to view all student files within this directory.
 - c. The “Graded Assignments” subdirectory is where you can view the documents you’ve graded along with the grade you gave and any comments that have been made back and forth between you and the student.
 - d. Below the directory listing is a listing of the students enrolled in the class. This view also shows the last time the student logged in, the total number of times the student has logged in, the most recent file uploaded by the student, and the number of message posts left by the student.

To reset a Student’s Password...

1. Click on the student’s name
2. Change the login and password to something the student can remember
3. Click on the update button.

Note: You may lock a student out of the system by changing their login and password to something else.

To give assignments (to students)...

1. Click on the “My Classes” tab at the top of the page
2. Select the class you wish to post an assignment for
3. Click on the button that says Post Assignments
4. Click the “Browse...” button
5. Select the file you wish to give to your students from your computer
6. Click the “Upload File” button. The assignment will now appear in the each student’s Assignment folder for your class.

To give multiple assignments...

Many teachers may want to give multiple files to more than one class. For instance, lecture notes, and lab assignments, to be given to students in periods 1, 2 and 3. To do this, the files should be in your Home folder. Students can only access documents in Assignments Folder.

1. First upload the assignments into your home folder (or a sub-directory of your home folder)
2. Check the box to the left of each filename you want to copy
3. Scroll down to the bottom of the screen and click on the “Copy Selected Files” button. This will open a new window with your entire folder structure, including your class’ homework and assignment folders



4. Check the boxes next to the Assignments folders you want to copy to
5. Click the "Copy Files to Selected Folders" button

To get completed homework...

When a student turns-in a homework file, it will be date-and-time-stamped by the system. You will be able to view all student files in these directories, while students can only view their own.

1. Click on the "My Classes" tab at the top of the page
2. Select the class name
3. Click the View/Grade Submitted Assignments
4. Open the file by clicking on the filename
5. You may also download the file directly to your computer before opening it by clicking on the "Download" link next to the filename.

Note: You can change the sort order of the files by clicking on the blue column headings: "File Name," "File Owner," "File Size," and "Date." Sorting by File Owner will bring student files together by name. Sorting by Date will bring the most recently turned-in files to the top. Clicking a second time on the heading will reverse the sort order.

Tips for using your "Graded Assignments" folder

After a student has uploaded a completed homework assignment, you may view or download the homework. Graded Assignments are documents you have graded and commented on in a private message thread to your students. This private dialogue can be used to assist students in improving their work prior to a final submission date or to explain to a child why their work has been assessed as it has.

To make assessments...

1. Click on the "Make Assessment" link next to the File name
2. This will open a message thread with a field for a grade (alpha or numeric) and comments
3. If you have made changes to the document and wish to upload it back to the student, you can do so by clicking on the browse button, finding the file, and clicking upload
4. Make your mark and enter any number of comments in the box
5. When the student logs in, they can read the assessment and reply back.

Note: The Assessment thread is not limited to number of replies.

Tips for using "Message Boards"

The message boards are a public message forum for all to view. Students and teachers name, school, time and date are stamped on any message posted. All messages should be related to school and are subject to the district's appropriate use agreement.

To read messages...

1. Click on the name of the message board you wish to view
2. Click on the subject of the message

Note: All teachers have access to administration functions over the message boards. Teachers can delete and edit messages and threads.

To start a message thread...



1. Clicking on “Start a new thread” link at the top right of a message board
2. Follow the prompts to title the thread
3. Click “OK” when finished

Note: Teachers can create “Sticky” messages that will stay at the top of the message board until they are deleted or un-stickied.

Tips for using “Calendars”

Each user can make private entries to their personal calendars while teachers can make entries to the class calendar. School and district administrators can make entries to the calendars in the upper hierarchies.

To make Calendar entries...

1. Click on a date on the calendar – the box to the right of the calendar will update
2. Choose either My Calendar only or any of your class calendars: my calendar only posts are private and only viewable by you. Class calendars post items on all student calendars if they’re enrolled in the class.
3. Enter a heading and details for the event and click “Add Item”
4. The heading will appear in the calendar view
5. The details will appear when the heading is clicked

Tips for using “My Profile”

This is where you may change your login and/or password. Teachers can add their website addresses to their profiles so that students will be able to access a direct link from Web Lockers. Teachers can also add their email address so that students and parents can communicate with them via email.

To add your website...

1. Click on the “My Profile” tab at the top of the page
2. Click on the link “Add Website url” (example: <http://www.xusd.k12.ca.us>)
3. Enter the url of your website in the box
4. Click the “Save” button
5. Close the window

Note: The link to your website will appear next to your name in the student’s “My Classes” listing

To add your email...

1. Click on the “My Profile” tab at the top of the page
2. Click the box to the right of the word “Email”
3. Enter your email address in the box (Example: teacher@xusd.k12.ca.us)
4. Click the “Update” button

Note: The link to your email will appear next to your name in the student’s “My Classes” listing