



How to use the locker tool on Brightspace

The Brightspace locker feature is available for use by students and via the Groups tool. It's useful for storing small files on Brightspace for personal use or for sharing in group work. For the locker to work in the Groups tool, it must be first enabled by the instructor during the process of creating groups. These instructions are for instructors.

How to enable a group locker while creating groups

1. Click **Course Tools** in the course navbar and select **Groups**.
2. Click **New Category**.

The image shows two side-by-side screenshots from the Brightspace interface. The left screenshot shows the 'Course Tools' dropdown menu with 'Groups' highlighted, indicated by a blue circle with the number '1' and an arrow. The right screenshot shows the 'Manage Groups' page with a 'New Category' button highlighted, indicated by a blue circle with the number '2' and an arrow.

3. Fill in the fields then scroll down to **Additional Options** near the bottom. Under **Create Workspace**, check the box for **Set up lockers**.
4. Click **Save** to complete creating the group category. Students will be able to access the groups locker through the **Groups tool** by selecting the locker under the **Locker** column. Students will also be able to access the group locker through the Locker link in the navbar, if it has been added to the navbar.

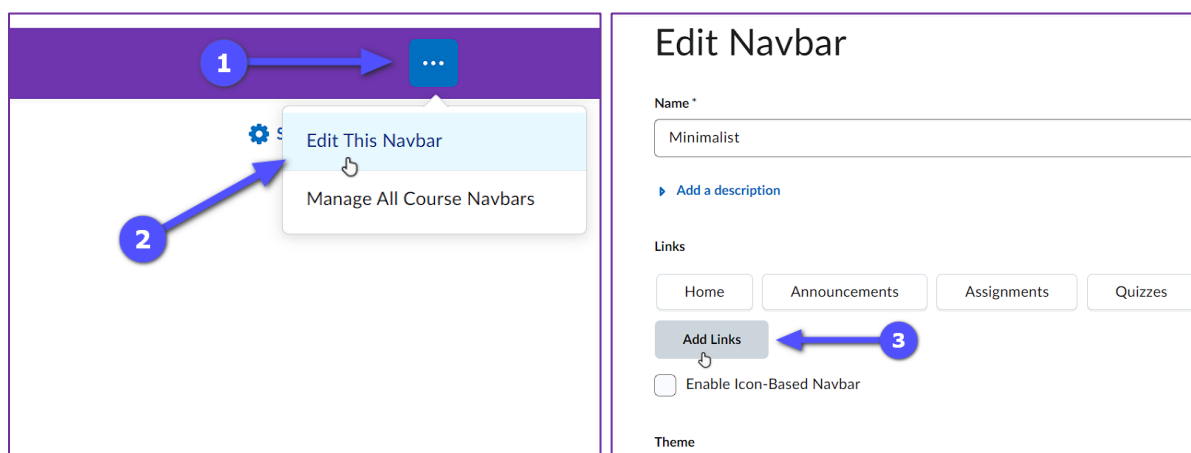
The image shows two side-by-side screenshots from the Brightspace interface. The left screenshot shows the 'Additional Options' section with the 'Set up lockers' checkbox checked, indicated by a blue circle with the number '3' and an arrow. The 'Save' button is also highlighted with a blue circle with the number '4' and an arrow. The right screenshot shows the 'Groups' page with a table of groups. The 'Locker' column is highlighted with a blue box, and the 'Locker Test' group is visible with 'Group Files' listed under it.



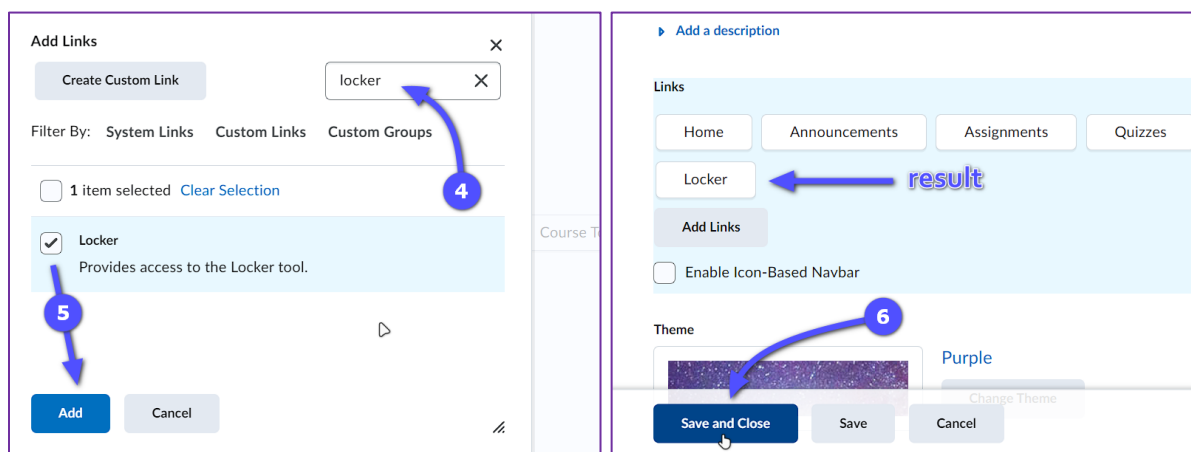
How to add the **Locker** link to the navbar

The locker feature is not accessible by default to the student without a link, unless locker-enabled Groups are created. In that case, students can access the group lockers via **Course Tools > Groups** and under the **Locker** column in the table. For personal lockers, a link must be added to the Navbar for the students.

1. Click the **three dots** which appear when you hover your mouse in the navbar.
2. Select the **Edit This Navbar** option in the drop-down menu. (If you have never edited your Navbar before, you will see **Customize This Navbar**, instead. Click that and then click **Yes** in the confirmation pop-up.)
3. Click the **Add Links** button under the **Links** section.



4. In the pop-up window that appears, scroll down to find **Locker** in the list or type “locker” in the top right search box and click the magnifier icon to search.
5. Check the box next to **Locker** and click **Add**.
6. Click **Save and Close** to exit editing the navbar. Now the **Locker** button should appear in the navbar for easy access.





Some features of Brightspace's Locker

Storage size limits	<ul style="list-style-type: none">○ 10,000 KB (9.77 MB) – Personal○ 50,000 KB (48.83 MB) – Groups
Supported image formats	PNG, JPG/JPEG, BMP, GIF, TIF, TIFF, etc.
Supported text formats	TXT, DOCX, PPT, RTF, XLSX, XML, PDF, HTML, etc.
Supported media types	MP3, MP4, MPEG, AVI, WAV, etc.
Upload Files button	This allows students to upload files to the locker
New File button	This allows students to create HTML files in the locker
New Folder button	This allows students to create folders in the locker
Email Group Members button	This allows members to email each other (only available in locker group)