

# Digital Lockers

The following text has been used with permission from Gaggle and can be found on Gaggle's website at the given URLs. Some text and/or images have been added as necessary for further clarification, due to our school's particular implementation, and/or due to changes in the software not yet reflected in the guides.

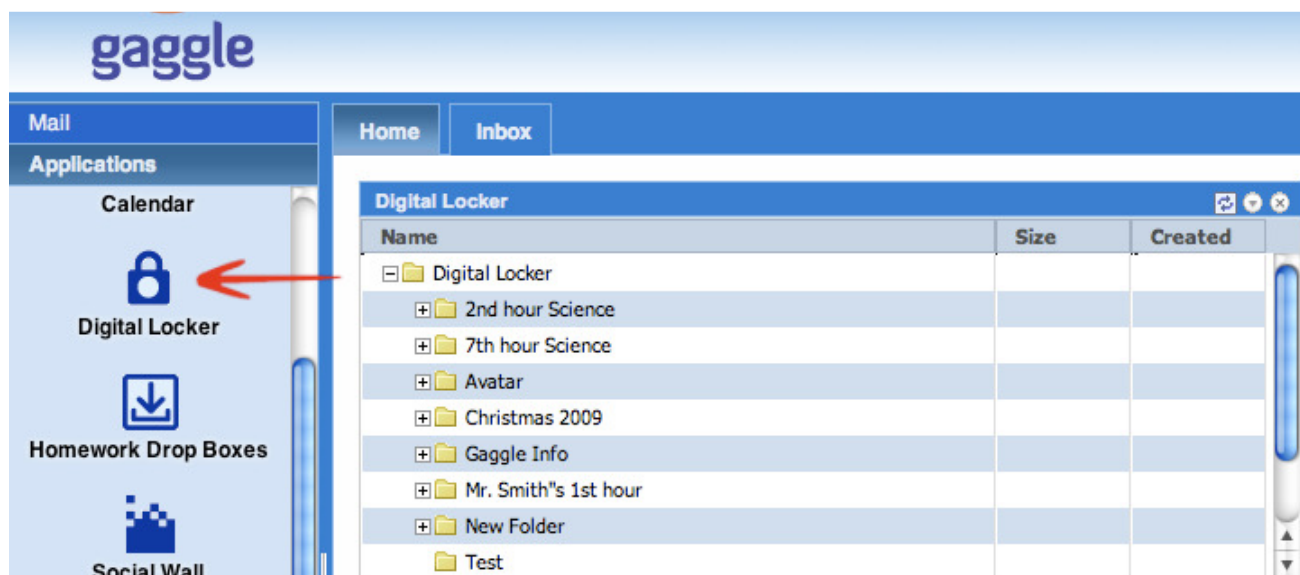
## Overview

[https://cdn.gaggle.net/gaggle/help/admin/digital\\_lockers/chapter\\_6\\_digital\\_locker.htm](https://cdn.gaggle.net/gaggle/help/admin/digital_lockers/chapter_6_digital_locker.htm)

The Digital Locker is an online file storage system for each user, similar to a network drive. Users can store files on the Gaggle servers and can access them from anywhere there is an internet connection. For example, students can upload a word document at school and download the file at home to finish as homework. There is no need for jump drives and the risk of viruses is greatly reduced. All files are checked for viruses when they are uploaded and again before they are downloaded from the servers.

The Digital Lockers are also a great way for teachers to store class notes, permission slips, and school information or function as an online homework portfolio. Teachers can share files with students and give them access to view or edit them.

The subscription version of Gaggle includes 7 gigabytes of storage for email and files, while the free version includes 2.5 megabytes of storage.

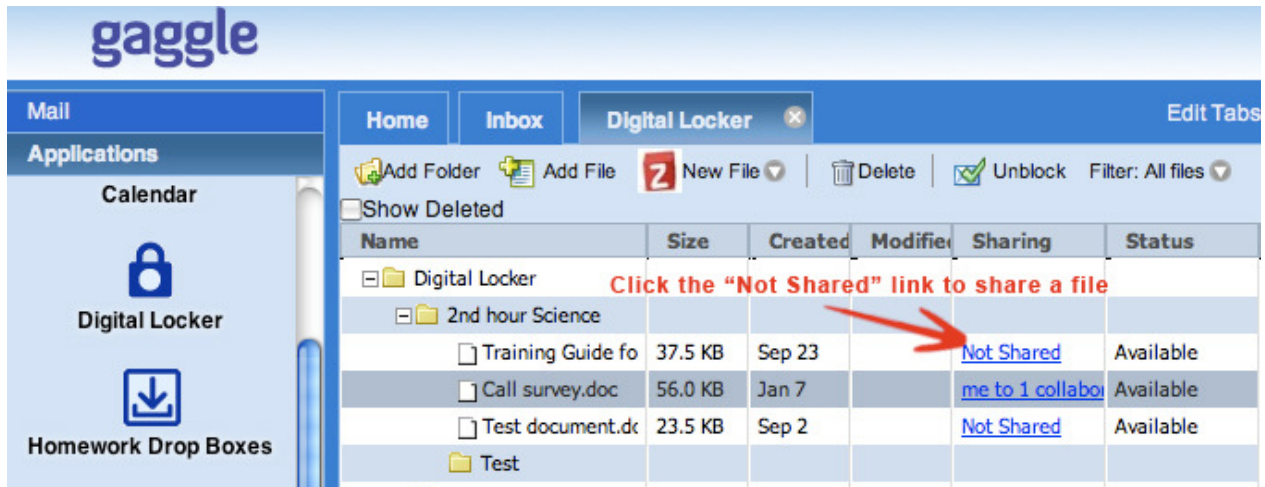


# Sharing Files

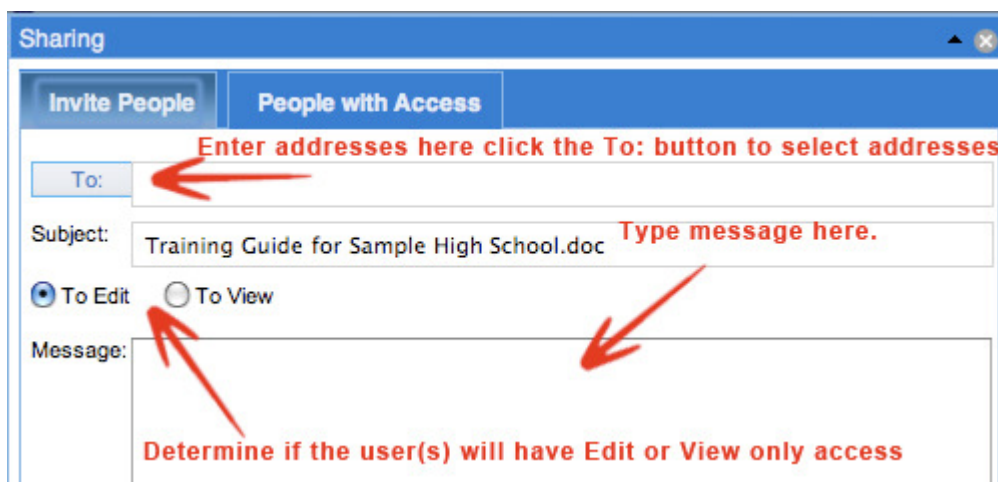
[https://cdn.gaggle.net/gaggle/help/admin/digital\\_lockers/sharing\\_files.htm](https://cdn.gaggle.net/gaggle/help/admin/digital_lockers/sharing_files.htm)

Digital Locker files can be shared with other users. Shared files can be accessed and edited from the digital locker.

1. Open the **Digital Locker** from the **Applications** menu on the left side of the screen.
2. Select the **Not Shared** link next to the file to bring up the Sharing window.

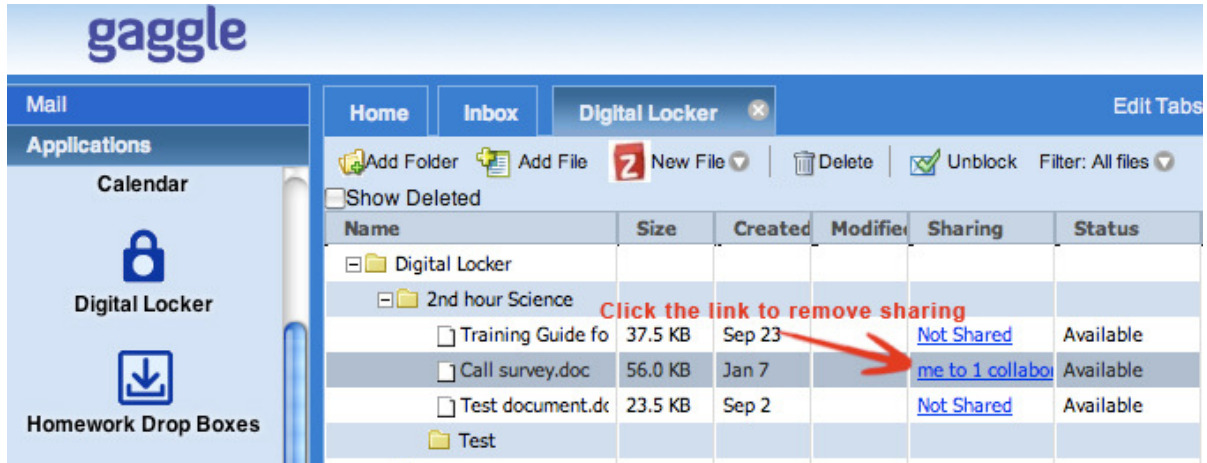


3. To select users to share the file with, click on the **To:** button. This will bring up the Select Names menu that allows a user to choose from their contacts, directory, user groups, and built in address groups.
4. Once users have been selected, click on the **To->** button at the bottom of the window to populate the field. Please note, you must populate any selected users in the To-> field before selecting a different list from the **Show Names From:** drop down.
5. After all desired users have been specified, click on the **OK** button at the bottom of the window.
6. Select the **To Edit** radio button to allow Edit access with the shared contacts. Select the **To View** button to make the shared document Read Only.
7. Users can add a message that will be sent to all the shared contacts. This is optional.
8. Click **Invite & Send**. The file will now show in the specified users' Digital Lockers.

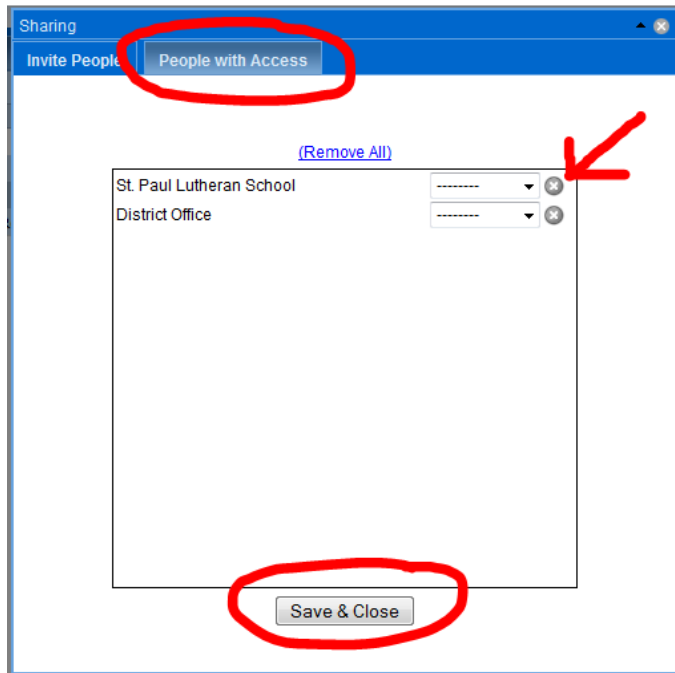


## Remove Shared Access

1. Click on the **me to # of collaborators** link next to the files.



2. Select the **People with Access** tab at the top of the pop up screen.
3. Click on the circle with the x in the middle next to the drop down button.
4. Select the **Save and Close** button to remove user, school, or district.

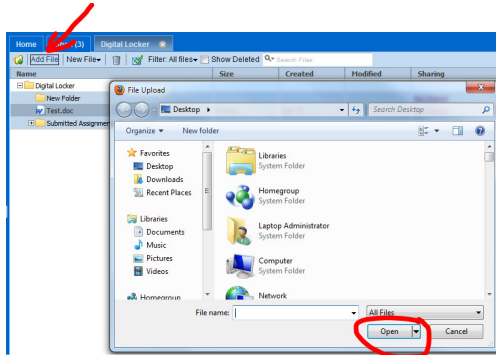


## Uploading Files

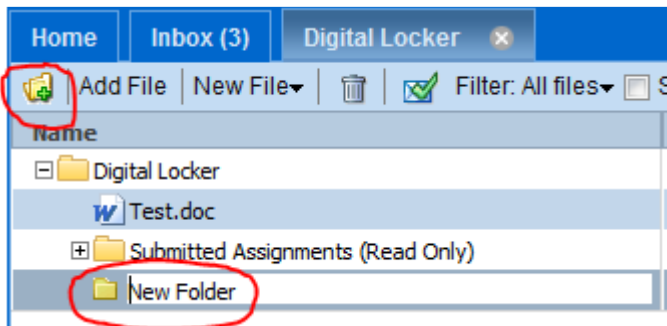
[https://cdn.gaggle.net/gaggle/help/admin/digital\\_lockers/uploading\\_and\\_downloading\\_files.htm](https://cdn.gaggle.net/gaggle/help/admin/digital_lockers/uploading_and_downloading_files.htm)

To access the Digital Locker, open the **Applications** menu on the left and select **Digital Locker**. The following steps describe how to upload a file to the Digital Locker.

1. Clicking the Add File icon will bring up a browse window. Double click on the desired file to upload the file into the Digital Locker.



2. Uploaded files will not be shared by default. Click the Not Shared link next to the name of the file to share it.
3. Users may also organize their files by adding folders. To create a file folder, click on **Add Folder** and type in the name of the new folder. When finished, click **enter**. To add files into the folder, drag and drop files into the folder using the mouse.



\*Educators can view all files for any user with an access level below their own

If a user's access level is School Teacher or higher, the student lockers can be accessed from the User List. A locker link is clickable for each user in the list. The Locker is also accessible on the More Settings menu at the top of an individual user's data page.

## Deleting Files from the Locker

As a safety feature on Gaggle, students cannot actually delete files from the Digital Locker. Students can only mark files for deletion. Files marked for deletion will no longer appear in the file list when students view their locker. Users at the School Teacher access level and higher will continue to see the deleted files in the file list for 30 days.

Deleted files can be restored by teachers. To permanently remove a file from the system, delete the file a second time.