

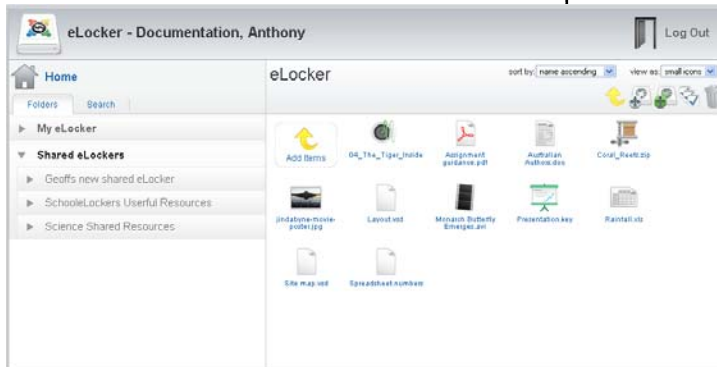
School eLockers

SPECIALIST
APPS

Quick Start Guides

What are School eLockers?

Specialist Apps School eLockers enable you to create, store, move and manage files on your computer and on your iPad, iPhone or iPod Touch.



Using School eLockers, you can manage your files and also share content with other users, rate and tag eLocker items, and discuss items using text and audio comments.

Follow this Quick Start Guide to use the School eLockers web interface.

To access your eLocker on your iOS device, install the [Mobile eLocker App](#).

Access Your eLocker



Accessing your eLocker content is easy:

- Open a web browser.
- Go to your eLocker URL.
- Enter your username and password.
- Click the **Login** button.

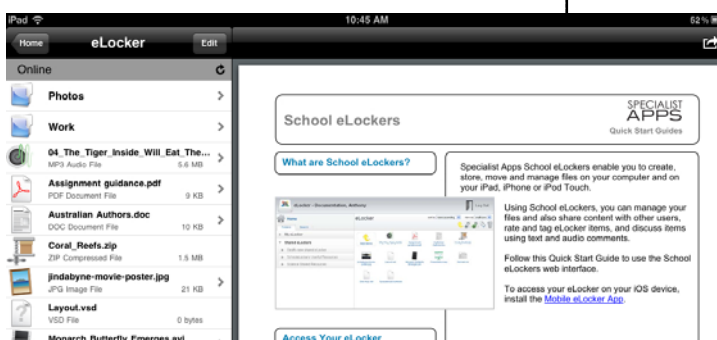


To expand your eLocker and Shared eLockers, click the arrows.

To open your folders, click the folder names.

To return to your eLocker home page, click **Home**.

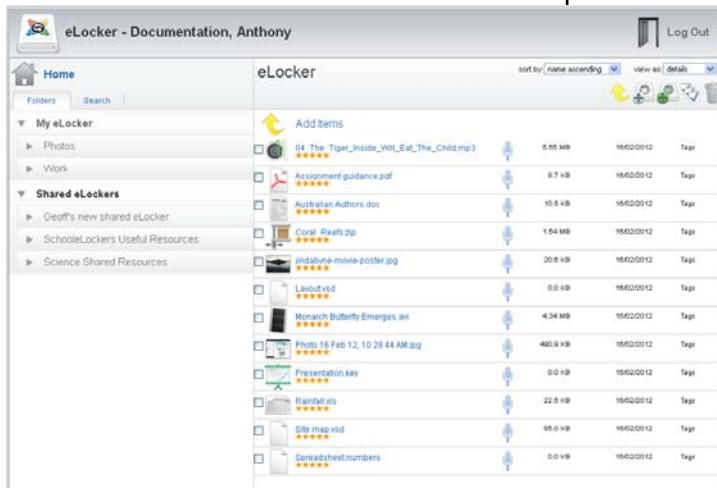
Mobile eLocker Access



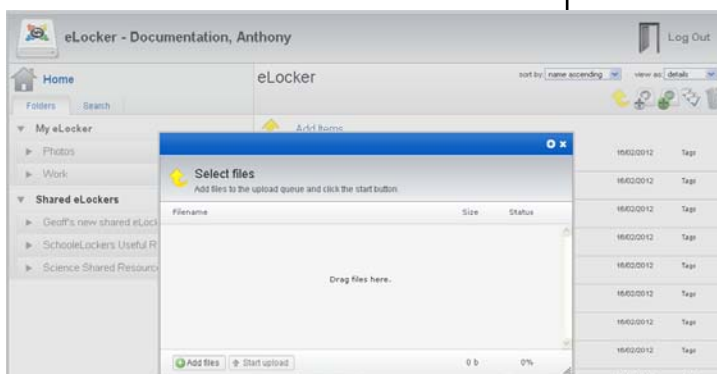
For mobile access to your eLocker content, use the [Mobile eLocker App](#).

Upload Files

Uploading files to your eLocker is easy. Just select a folder, click **Add Items** and drag the files across.



- 1 Click the folder to which you want to upload a file.
- 2 Click the **Add Items** button.

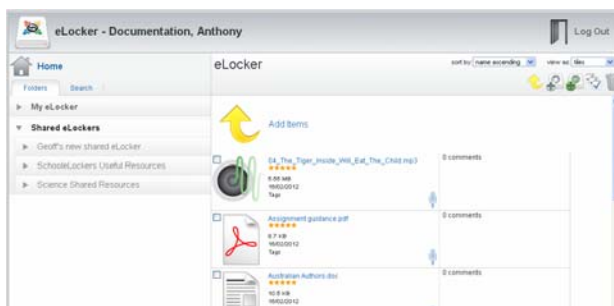


- 3 Drag the files to the Select Files window.
- 4 Click the **Start upload** button.

When your files have finished uploading, just close the Select Files window. Your uploaded files appear in your eLocker.

Tips and Hints

- 1 Use the **Sort by** and **view as** dropdown lists to change the view of the eLocker
- 2 Use the **Details** and **Tiles** views for access to **Ratings, Tags, Comments** and **Audio notes**.



- 3 Use the **Add Items, Move to eLocker Folder, Copy to eLocker Folder, Select All,** and **Delete** buttons to manage your eLocker content.

If you have any questions or comments about the Specialist Apps eLocker Suite, please contact Specialist Apps Support by email: support@specialistapps.com.