

WPSD Student E-Mail Accounts: Gaggle.Net Digital Locker Access



WPSD students in grades 5 - 12 who have WPSD Student E-Mail accounts can now use a new feature called a “**DIGITAL LOCKER**” to upload / download data files for school use when in the WPSD dormitories or when off campus at night.

With teacher permission, students can log onto their WPSD Student E-Mail account, connect to their **Digital Locker** space from a computer in their classroom , and Upload a data file (an *AppleWorks*, *MS Word*, or *MS PowerPoint* data file).

Students can then log onto their WPSD Student E-Mail account either from a computer in the WPSD dormitories or from a home computer with Internet access (by going to our WPSD web page), connect to their **Digital Locker** space, and Download the file to work on.

Students must have the program loaded on the computer they will be using at night. The WPSD dormitory computers have *AppleWorks*, *MS Word* & *MS Powerpoint*. Students will need to have those programs installed on their home computers to be able to work with their data files. WPSD WILL NOT provide copies of programs for student home use.

When students are finished working on the file, they must remember to Upload it again to their Digital Locker, so that their revised copy will be available when they are back in the classroom.

Rules:

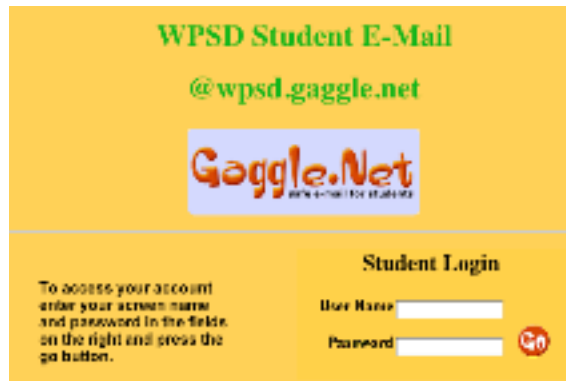
1. Students may only log onto their WPSD Student E-Mail accounts during the school day **WITH TEACHER PERMISSION.**
2. Students may only use their WPSD Student E-Mail accounts during the school day for **DIGITAL LOCKER ACCESS.** **Students may not check, read, write or send e-mail during the school day.**
3. Students may only Upload / Download data (text) files that are **SCHOOL ASSIGNMENTS**, and only in the following formats: *AppleWorks*, *MS Word*, *MS Powerpoint*. **STUDENTS ARE NOT PERMITTED TO UPLOAD / DOWNLOAD PICTURES, MOVIES OR OTHER LARGE FILES.**

Student usage of the Locker feature will be strictly monitored. Any student who does not follow the above rules will have their **Digital Locker** usage blocked, and may also lose their WPSD Student E-Mail account privilege

Using The Digital Locker

To Upload a file to the Digital Locker:

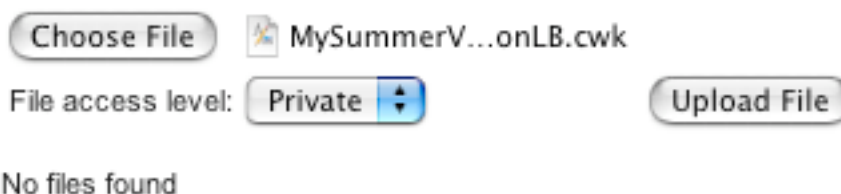
- Go to the WPSD web page, www.wpsd.org, and click on the WPSD Student E-Mail link.
- Log onto your account using your WPSD.Gaggle.Net user name and password.



- In the “Jump To” pull-down menu, select Digital Locker.

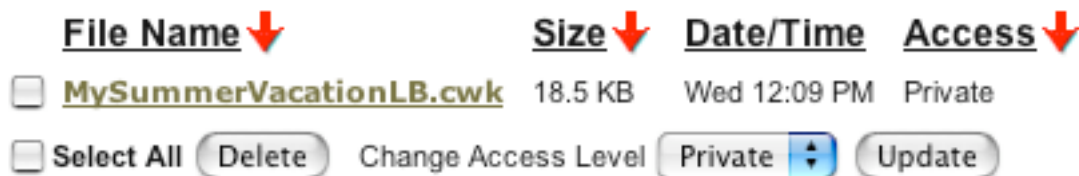
- Under “Add A File”, click on the **Choose File** button. Select the file you want to Upload from the computer you are working on. You can also select a file saved in your Class Data folder on the Desktop.

Add a File

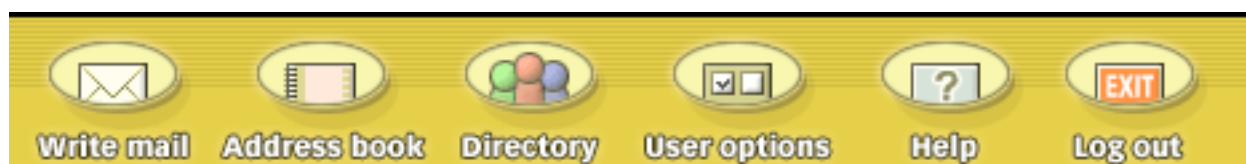


The name of the file should appear next to the Choose File button. Click the Upload file button.

Your Uploaded file will appear in the File Name List. It will stay in the Digital Locker until you Download or Delete it.



Be sure to Log Out when your are finished.



To Download the file to a computer:

- Go to the WPSD web page, www.wpsd.org, and click on the WPSD Student E-Mail link.
- Log onto your account using your WPSD.Gaggle.Net user name and password.
- In the “Jump To” pull-down menu, select Digital Locker.
- Double click on the name of the File in your Digital Locker list. It will automatically download a **copy** of the file and be saved on your Desktop (the original file that you uploaded will still stay in the Digital Locker).

<u>File Name</u> ↓	<u>Size</u> ↓	<u>Date/Time</u>	<u>Access</u> ↓
<input type="checkbox"/> <u>MySummerVacationLB.cwk</u>	18.5 KB	Wed 12:09 PM	Private
<input type="checkbox"/> Select All	Delete	Change Access Level	Private ↓ Update

Work on your file and then save it. You can save it under a new name if you want to be sure that you will be Uploading the file WITH your changes.

Upload the file to your Digital Locker when you are done working on it .

To delete a file from your Digital Locker:

Click the check box beside your File Name. Click the Delete button.

<u>File Name</u> ↓	<u>Size</u> ↓	<u>Date/Time</u>	<u>Access</u> ↓
<input checked="" type="checkbox"/> <u>MySummerVacationLB.cwk</u>	18.5 KB	Wed 12:09 PM	Private
<input type="checkbox"/> Select All	Delete	Change Access Level	Private ↓ Update