

WebTrekker™

Guide for Students

Welcome to the WebTrekker™!

WebTrekker™ provides access to your Home Directory/Digital locker from any location with web access. You may also access your HomeworkInterchange™ class shortcuts that are available in your Home Directory.

GETTING STARTED



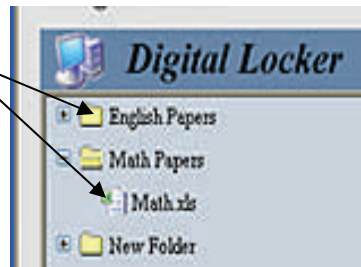
Login and using the Digital Locker

- The WebTrekker™ can be accessed through a specified web address <http://locker.psd401.net> or through a link on the school district home page, either of these will take you to the WebTrekker™ Login page.
- To Login you use their Account-Ability™ generated username and password that was provided to you or the user specified password if you have changed it from the default.

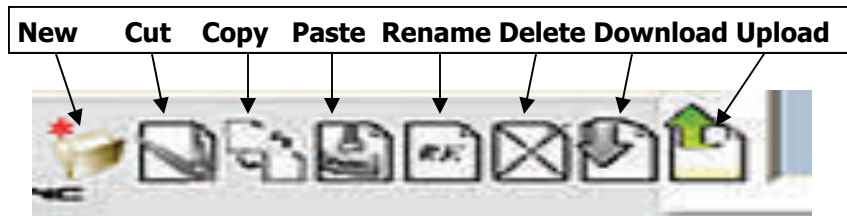
Files and Folders

- Your digital locker files can be accessed by clicking on the folder or file. Clicking on a folder will open the folder. A single click on an item highlights the file and allows you to use the button icons at the bottom of the digital locker to work with the file.

Clicking a file or folder will open it for use.



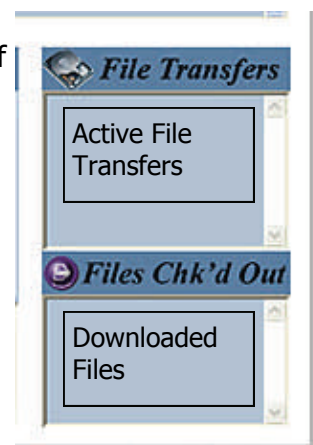
- Here you can create a new folder, cut, copy, paste, rename, delete, download or upload a file with the click of the designated button.



**Remember when you are working with a document to save it periodically so you do not lose your work.

Saving Files, Downloading & Uploading

- Double clicking on a file will prompt you to download the file to your home computer, make sure to click **save** and note where you are saving your file to.
- The file transfer activity will be shown in the File Transfers box of the WebTrekker™. Once a file is downloaded it will appear in the Files Chk'd Out box and will remain there until you log out of the WebTrekker™ or it has been uploaded back to the digital locker. A copy of the file remains inside your digital locker but will **not be** updated unless you upload the edited document back to the file server before logging out of the program.
- To upload an assignment click on the file in the Files Chk'd Out box, then click on the upload button.



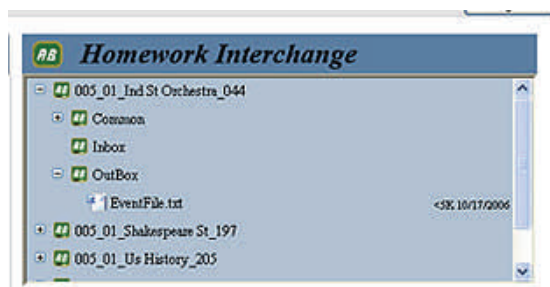
- The WebTrekker™ will pop up with a search box so you can browse to your saved file and then upload it back to the file server at school.
- The program will prompt you that your file has been successfully uploaded.
- **When logging out, the program will prompt you to upload any files remaining in the Files Chk'd out folder. If you did not make any changes and do not wish to upload it continue to log out.**

HomeworkInterchange™

The set-up of the WebTrekker™ provides for easy transfer of assignments from your digital locker directly to the HomeworkInterchange™ in the adjacent window. You will have class shortcuts for the classes that you are assigned to.

The HomeworkInterchange™ functions are essentially the same as when directly logged in at the school.

- Clicking on the classroom shortcut will open the class group and provide access to the In-box and the Outbox for that class.



- Assignments can be moved back and forth between the HomeworkInterchange™ and the digital locker in a number of ways.
 1. Highlight the file and use the (copy/paste) buttons at the bottom of digital locker.
 2. Drag and drop the files between the two windows.
 3. Copy and paste the file using the right click functions of the mouse button.

- Once files are in the digital locker follow the procedures for working with documents inside the digital locker.

The Calendar, News & Events

The calendar is currently a reference tool only.

The News & Events box directly below the calendar can be used to view messages or important events posted by teachers of the classes you are assigned to.

As a student you can access this event information by clicking on the class shortcut in the event box below the calendar.



Full View of
WebTrekker™
Interface

