

Lockers (Instruction)

Last Modified on 04/18/2024 4:14 pm CDT

[Before Assigning Lockers](#) | [Assigning New Lockers](#) | [Reviewing and Modifying Locker Assignments](#)

Tool Search: Lockers

Standard lockers are often assigned to students by the school or district, but in some cases teachers may have access to a separate set of lockers that they can assign to students, such as lockers in a lab room.

Term	2 (10/23/21 - 12/23/21)	Section	3) 3200-12 Biology II				
Assign New Lockers							
Name ▲	Type	Locker Assignment	Lock Serial Number	Combo	Comment	Start Date	End Date
10 Student, Andy	LAB	Lab1 (Science)		16-32-42		03/23/2022	
11 Student, Bree	LAB	Lab1 (Science)		16-32-42		03/23/2022	
	Art	1084 (Art)		11-32-14		03/23/2022	
11 Student, Brooke J							
11 Student, Carissa (Car)	GYM	924 (Main Gym)	84	15-45-29		03/23/2022	
12 Student, Jordan E	LAB	Lab3 (Science)		9-16-12		03/23/2022	

Review and assign lockers to students in your sections.

Tool Rights to Lockers grants read-only access to this tool. The *Edit Lockers* sub-right allows you to create, edit, and delete locker assignments.

Before Assigning Lockers

Before you can assign lockers to students, the lockers need to be available in [Locker Resources](#).

Assigning New Lockers

To assign lockers to students in a section, choose the **Section** in the dropdown list and click **Assign New Lockers**. A locker search screen appears.

Term 2 (10/23/21 - 12/23/21)
Section 3) 3200-12 Biology II

Save
Back

Locker Search

Locker Type LAB
Locker Category All Unassigned
Location Science
Filter By Gender Both

Search

Name	Locker	Lock Serial Number	Combo	Comment	Start Date	End Date
Student, Brooke J	LB Lab2		42-32-12		03/23/2022	
Student, Carissa (Car)	LB Lab2		42-32-12		03/23/2022	
Student, Luke C	---Select a Locker---					

Searching for Available Lockers

- To locate lockers to assign to students, select the search criteria as follows:
 - Locker Type:** The kind of locker you're searching for, such as Academic, Music, or Phy Ed.
 - Locker Category:** Whether the locker is assigned or not and shared or not. Options are:
 - All Unassigned:* all lockers that do not have students assigned.
 - Shared Unassigned:* all lockers designated as shared (determined in Locker Resources) that do not have students assigned.
 - Shared Assigned:* all lockers designated as shared (determined in Locker Resources) that are currently assigned to students. Since these lockers are shared, additional students could be assigned to them.
 - Location:** Where the locker is.
 - Filter By Gender:** Limits search results to male or female, useful for assigning gym lockers.
- Click **Search** to load search results. Results appear as a list of students who do not have a locker assignment with available lockers in the **Lockers** dropdown list.
- Select the **Lockers** to assign to each student.
- If already entered in Locker Resources, the **Lock Serial Number** and **Combo** auto-populate. If these fields appear grey, they can not be modified.
 - If using a padlock, enter the **Lock Serial Number** that appears on the back of the padlock. You can only enter valid numbers for existing locks; the combo auto-populates.
- Enter any **Comments** about this locker assignment.
- When the locker is chosen, the **Start Date** auto-populates to the current date. Change if necessary and enter an **End Date** if desired.
- Click **Save** to assign lockers.

Reviewing and Modifying Locker Assignments

To view an assignment, click the blue locker assignment link.

From here, you can modify the **Comments** or **Dates** for the assignment, the **Lock Serial Number** if it's a padlock, or delete the assignment.

Locker Assignment

1234 (Math Hallway)

1234 (Math Hallway)

4567 (Math Hallway)

4567 (Math Hallway)

5678 (Math Hallway)

5678 (Math Hallway)

2345 (Math Hallway)

Edit Locker: Student, Bree W

Locker: 1234

Location: Math Hallway

Lock Serial Number

543210

Combo: 12-21-11

Comment

*Start Date

12/20/2013

End Date

Save

Delete

Cancel

Viewing a Locker Assignment