

# Lockers (Instruction)

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## 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.*

See the [Instruction Tool Rights](#) article for information on available tool rights.

## 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

1. To locate lockers to assign to students, select the search criteria as follows:
  1. **Locker Type:** The kind of locker you're searching for, such as Academic, Music, or Phy Ed.
  2. **Locker Category:** Whether the locker is assigned or not and shared or not. Options are:
    1. *All Unassigned:* all lockers that do not have students assigned.
    2. *Shared Unassigned:* all lockers designated as shared (determined in Locker Resources) that do not have students assigned.
    3. *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.
  3. **Location:** Where the locker is.
  4. **Filter By Gender:** Limits search results to male or female, useful for assigning gym lockers.
2. 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.
3. Select the **Lockers** to assign to each student.
4. 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.
5. Enter any **Comments** about this locker assignment.
6. When the locker is chosen, the **Start Date** auto-populates to the current date. Change if necessary and enter an **End Date** if desired.
7. 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*