

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																																																								
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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	Locker Category	Location	Filter By Gender	
LAB	All Unassigned	Science	Both	
Search				
Name	Locker	Lock Serial Number	Combo	Comment
Student, Brooke J	LB Lab2		42-32-12	
Student, Carissa (Car)	LB Lab2		42-32-12	
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**

End Date

Viewing a Locker Assignment
