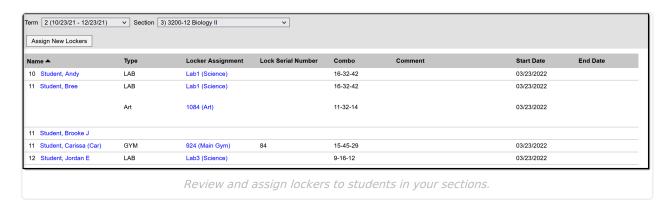# Lockers (Instruction)

Last Modified on 10/21/2024 8:20 am 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.

| | 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 | |

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

*Assign New Lockers*

*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.
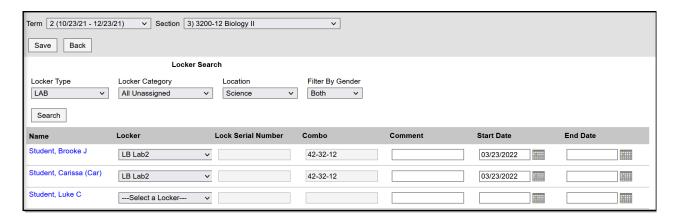
# Before Assigning Lockers

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.
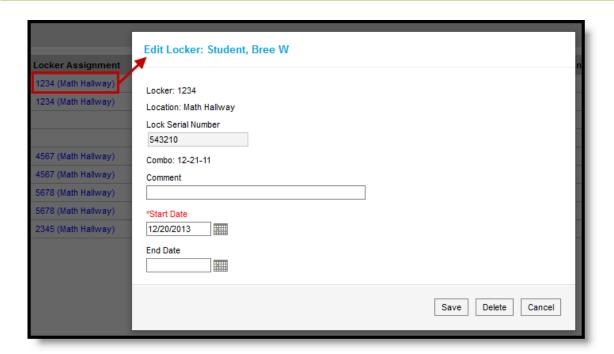
*Searching for Available Lockers*

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.

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*Viewing a Locker Assignment*