

# 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
<b>Assign New Lockers</b>				
<i>Review and assign lockers to students in your sections.</i>				
Name	Type	Locker Assignment	Lock Serial Number	Combo
10 Student, Andy	LAB	Lab1 (Science)		16-32-42
11 Student, Bree	LAB	Lab1 (Science)		16-32-42
	Art	1084 (Art)		11-32-14
11 Student, Brooke J				03/23/2022
11 Student, Carissa (Car)	GYM	924 (Main Gym)	84	15-45-29
12 Student, Jordan E	LAB	Lab3 (Science)		03/23/2022

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		
<input type="button" value="Save"/>	<input type="button" value="Back"/>	<b>Locker Search</b> Locker Type: LAB   Locker Category: All Unassigned   Location: Science   Filter By Gender: Both <input type="button" value="Search"/>				
Name	Locker	Lock Serial Number	Combo	Comment	Start Date	End Date
Student, Brooke J	LB Lab2		42-32-12		03/23/2022 <input type="button" value="Calendar"/>	
Student, Carissa (Car)	LB Lab2		42-32-12		03/23/2022 <input type="button" value="Calendar"/>	
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*

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