Combination Rotation

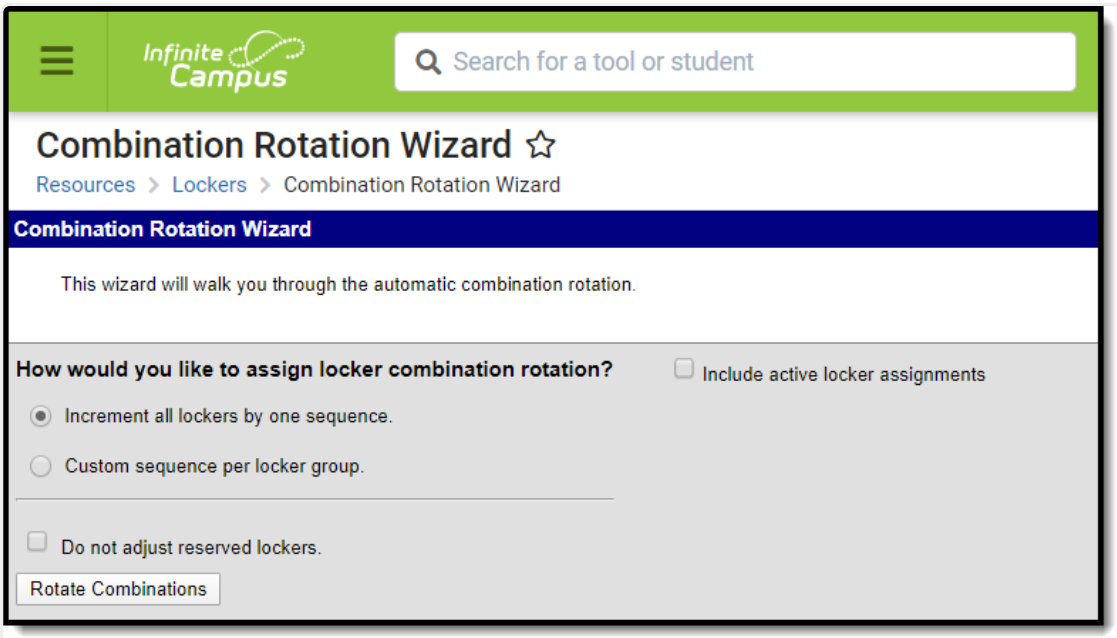
Last Modified on 08/03/2026 12:04 pm CDT

Tool Search: Combination Rotation

The **Combination Rotation Wizard** allows the school to designate which locker combination is active for the school year. It may also be used to set all lockers to a particular combination sequence, either for lockers building-wide or for a particular locker location, and to shuffle combinations among lockers.

This wizard DOES NOT update locker assignments that have an end date. It only updates current locker assignments and future locker assignments. This includes:

- A locker assignment with a start date that is earlier than the current date and no end date.
- A locker assignment with a start date that is earlier than the current date and an end date in the future.
- A locker assignment with a start date in the future and no end date.
- A locker assignment with a start date in the future and an end date in the future.



Combination Rotation Wizard

See the Locker Wizards Tool Rights article for information on available tool rights.

The following must be set up and created before using the Combination Rotation Wizard. See

the Locker Resources documentation for additional information:

- Lockers
- Locks
- Locker Location

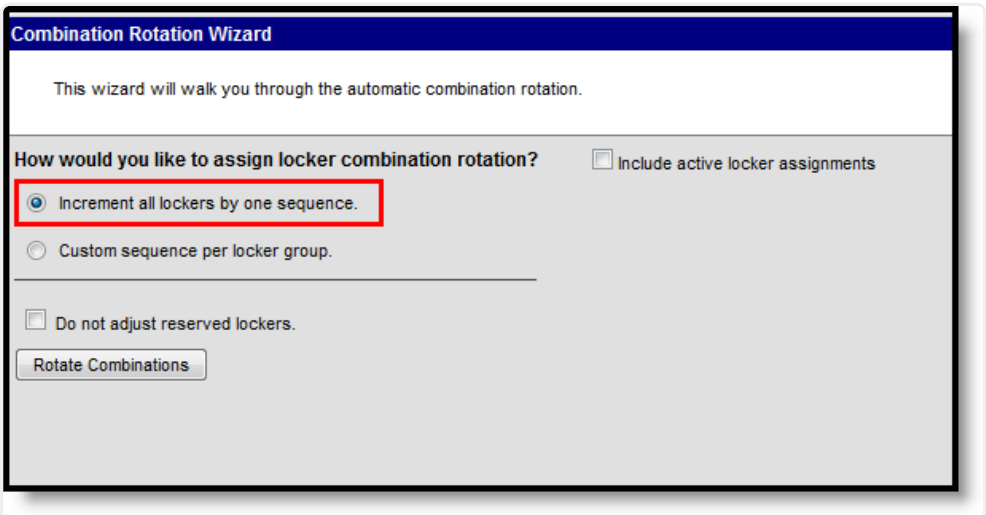
If a list of locks and combinations with rotations is available on a spreadsheet, a request can be made to have those scripted into your Campus database. This eliminates the entering of lockers and combinations. If a spreadsheet is not available, many lock companies can provide this information in an electronic format (for a nominal fee).

If locker assignments have already been assigned to students and combinations have not been rotated, mark the **Include active locker assignments** checkbox. This rotates the combinations for lockers that have not been assigned and lockers that have been assigned.

Rotate Combinations by One Sequence

1. Select **Increment all lockers by one sequence** to determine how combinations will be rotated. This option will increment the Active sequence by one. If the current active sequence is the last combination, it will rotate back to the first combination. Any gaps in the sequence will be skipped.
2. If combinations should be rotated for active locker assignments, mark the **Include active locker assignments** checkbox.
3. Check the **Do not adjust reserved lockers** checkbox if reserved lockers should not be rotated.
4. Select the **Rotate Combinations** button. This will rotate the locker combinations in the selected area.

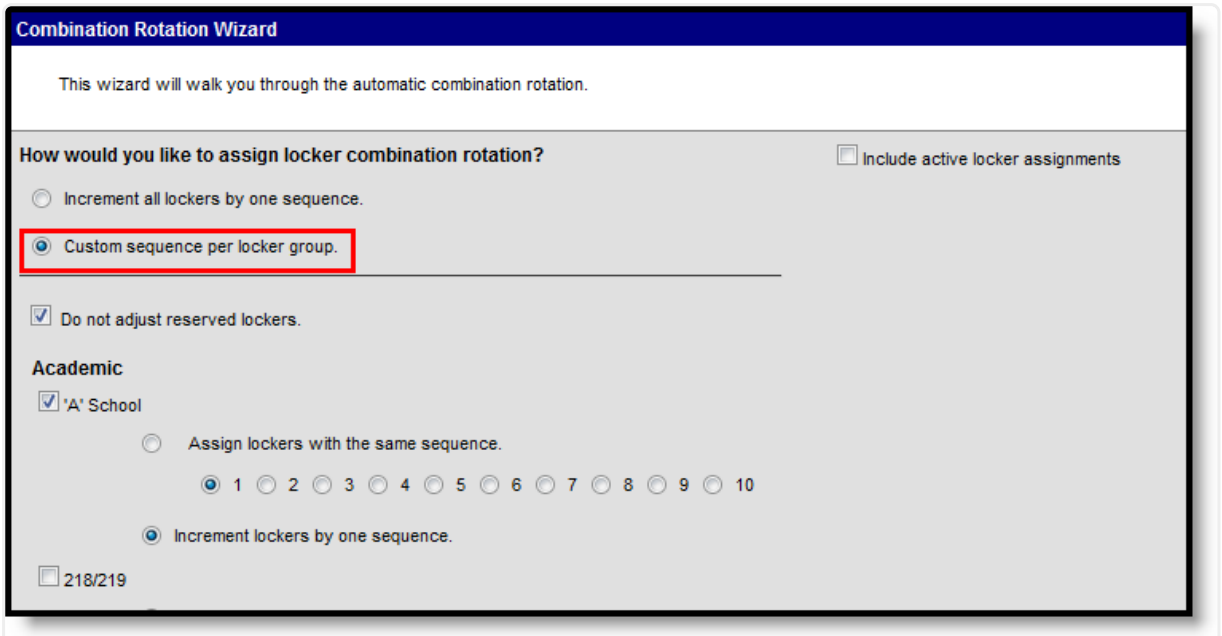
Users may also rotate locker combinations by a custom sequence per locker group.



Rotate Combinations by One Sequence

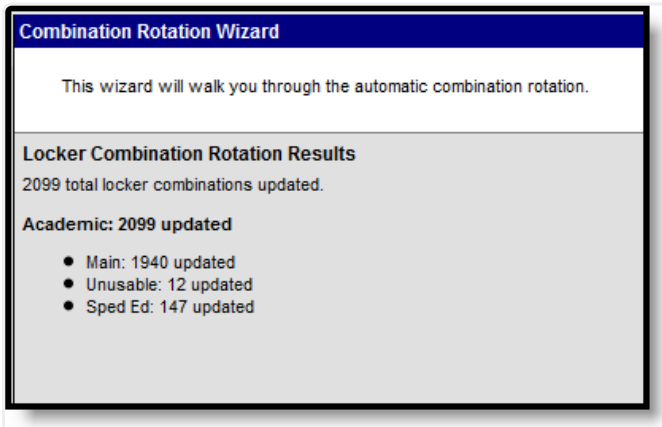
Rotate Combinations using a Custom Sequence

1. Select **Custom Sequence per locker group** to determine how combinations will be rotated.
2. If combinations should be rotated for active locker assignments, mark the **Include active locker assignments** checkbox.
3. Check the **Do not adjust reserved lockers** checkbox if reserved lockers should not be rotated.
4. Check the correct locker location for which to rotate the combinations. More than one location may be chosen.
5. Click the **Rotate Combinations** button. This will rotate the locker combinations in the selected area.



Rotate Combinations by a Custom Sequence

When the wizard completes, a list of the updated lockers displays. Each locker location is listed with the number of lockers updated, as well as an total count of the updated locker combinations.



Updated Lockers Report

Locker assignments **are not** ended when a student's enrollment is individually ended or ended through the Enrollment End Batch tool.