

# Lockers - Locker Wizards Tool Rights

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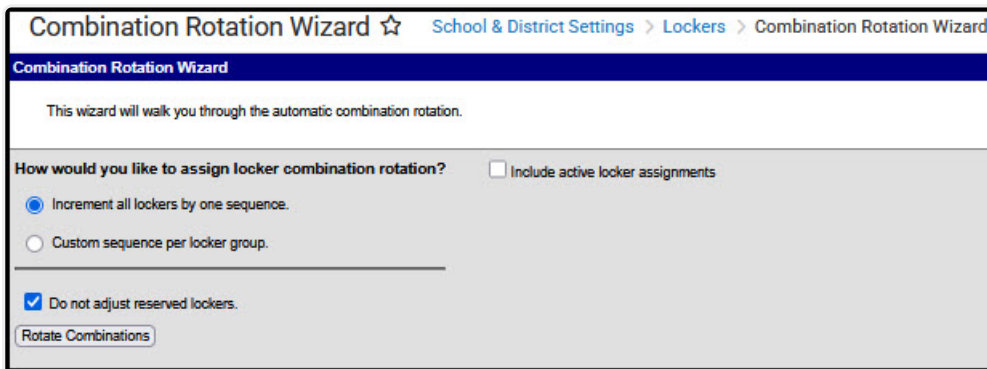
The locker wizards allow staff to quickly assign, unassign, or rotate the combinations for lockers defined in a school.

See the following articles to learn how to use these tools:

- [Combination Rotation Wizard](#)
- [Locker Batch End Wizard](#)
- [Locker Schedule Wizard](#)

## Combination Rotation Wizard

The Combination Rotation Wizard is used to mass-rotate locker combinations for lockers with multiple combinations defined.



*Combination Rotation Wizard*

## Available Tool Rights - Combination Rotation

R	W	A	D
Rotate locker combinations.	N/A	N/A	N/A

## Locker Batch End Wizard

The Locker Batch End Wizard is used to mass end or delete locker assignments based on selected criteria.

Locker Batch End Wizard ☆
School & District Settings > Lockers > Locker Batch End Wizard

Locker Batch End Wizard

This wizard allows you to batch end or delete locker assignments based on a number of criteria including: Locker Type, Locker Grade Level, Student Grade Level, and Locker Location. You may select any combination of options. Any locker assignments meeting the selected criteria that are active on the effective date entered will be ended or deleted.

Locker Type

(Leaving this blank will include all locker types)

Locker Grade Levels

☒ 09  
☒ 10  
☒ 11  
☒ 12  
☒ Lockers without a grade level specification

Student Grade Levels

☒ 09  
☒ 10  
☒ 11  
☒ 12

Locker Location

☒ Art  
☒ Athletics  
☒ Band  
☒ Freshman  
☒ Ice Arena  
☒ Industrial Arts  
☒ IT  
☒ Juniors  
☒ Main Gym  
☒ Metal Shop  
☒ Music  
☒ Physics Lab  
☒ Science  
☒ Seniors  
☒ Small Gym  
☒ Sophomore

Ad Hoc Filter

End Date

\*Locker Effective Date

Overwrite Existing End Dates

☐

Locker Batch End Wizard

## Available Tool Rights - Locker Batch End

R	W	A	D
View tool.	Mass end-date locker assignments.	N/A	Delete locker assignments.

## Locker Schedule Wizard

The Locker Scheduler Wizard is used to mass-assign lockers to selected groups of students.

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Locker Schedule Wizard ☆
School & District Settings > Lockers > Locker Schedule Wizard

### Locker Schedule Wizard

This wizard will walk you through automatic locker scheduling.  
(Only students with an active enrollment on the locker assignment start date will be assigned lockers.)

**What locker type would you like to schedule?**

\*Locker Type Academic

**What students would you like to schedule?**

\*Grade(s) ☒ 09 ☐ 10 ☐ 11 ☐ 12

- By Filter -

**Would you like to assign lockers designated for a particular grade level or choose individual locker locations?**

☐ Yes, assign students to lockers reserved for their grade level. (Requires a grade to be assigned to all lockers you wish to use.)

☒ No, assign students locker in the groups I choose. (CAUTION: Will ignore grade setting.)

☐ Art
☐ Athletics
☐ Band
☒ Freshman
☐ Ice Arena
☐ Industrial Arts

☐ IT
☐ Juniors
☐ Main Gym
☐ Metal Shop
☐ Music
☐ Physics Lab

☐ Science
☐ Seniors
☐ Small Gym
☐ Sophomore

**How would you like to assign lockers to students?**

Assign in random gender order

**Should lockers be sorted in alphabetical or numerical order?**

☒ Alpha ☐ Numeric (Must contain numbers only.)

**Would you like to double assign lockers if needed?**

☐ Yes, double assign lockers if needed. (Requires a locker to be flagged as "Share".)

**What date would you like the locker assignment to begin?**

\*Locker Assignment Start Date 08/08/2025

**What date would you like the locker assignment to end?**

End Date

Schedule Lockers

Locker Schedule Wizard

## Available Tool Rights - Locker Schedule

R	W	A	D
Schedule lockers.	N/A	N/A	N/A

## Suggested User Groups

- [Front Office](#)
- System Administrators

See [User Groups and Suggested Roles](#) for more information.

