

Lockers

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Delete Orphaned Student Lockers Import Locks (only available in the District Entity) Mass Assign Lockers Mass Change Current Locker Combination In Use Mass Change Numeric Locker Numbers to Uniform Length Mass Create/Delete Lockers Mass Move Lockers to New Locker Area Mass Unassign Lockers Move Locks to Student's Default Entity

Overview

The Lockers area provides access to several options for maintaining and reporting on student lockers. It allows you flexibility in managing your lockers. You have the ability to create and track built-in or external locks (built-in locks are locks that are part of the individual locker). You also have the ability to print locker information on schedules and locker information can display in Family/Student Access.

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| Attendance - AT Setu | Health Records - HR | Setup | + Lockers - LO | Setup |
| ► Grading - GR Setu | + Activities - AC | Setup | Lockers - LM Entry by Student - LO Reports - RE | 5 C |
| Current Scheduling - CS Setu | | | Guidance - GU | Setup |
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You can find Lockers by going to Student Management>Office>Lockers.

Codes

Lock Makes Lock Codes Import Locks Locker Areas Locker Codes

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| Current Scheduling - CS | Setup | | | ▶ Guidance - GU | Setup | | | |
| > Future Scheduling - FS | Cethin | | | | | | | |

You can find the Locker Codes by going to Student Management>Office>Lockers>Setup> Codes.



The following Locker Codes are available:

- Lock Codes Information about external locks such as: serial number, combination, owned by, and whether the lock is checked out.
- Lock Makes Information on the type or brand of the lock.
- Locker Areas Where the locker is located.
- Locker Codes Contains all locker information for each locker.

Lock Makes

| Lock Make Maintenance | 🔝 📾 🛍 🖶 ? |
|--|------------------------------|
| Lock Make Maintenance * Lock Make: ML * Description: Master Lock | × <u>Save</u> <u>Back</u> |
| Asterisk (*) denotes a required field | |

Lock Makes is the reference to the manufacturer of the lock and is used for external locks. If you create a Lock Make code, it will be available in all entities. You can maintain Lock Make codes by going to Student Management>Office>Lockers>Setup>Codes.

Lock Codes

| Lock Maintenance * Building: 002 * Building (002) * Make: ML Master Lock Save Save |
|--|

Lock Codes allow you create a lock inventory for external locks. You have the ability to assign locks to students in this location. You can find the Lock Codes by going to Student Management>Office>Lockers>Setup>Codes.

Lock Maintenance

- ****Building –** Select the Building in which the lock is located.
- ****Make** Select the manufacturer of the lock.
- **Serial Number Enter the Serial Number of the lock. You have the ability to enter a 13 digit value.
- ****Combination** Enter the combination of the lock.
- **Owned By** Indicates whether the lock is owned by the school or the student.
- **Availability** Allows you to determine if the lock has been assigned to a student. If you select the option of "Check Out," it will allow you to attach the lock to a student.

Defaults Button



You can set up defaults for Building, Make, Owned By, and Availability. These defaults will be used when creating a new Lock Code.

Importing Locks

A utility exists that will import locks and combinations. The imported lock records are created in the District Entity.

Import Locks Utility

Locker Areas

| Locker Area Maintenance | | | | Check |
|--------------------------------|-----------|--------------|--------|----------|
| * Building: 002 | | Building (| 002) | Spelling |
| * Locker Area: 1 F | L | | | Save |
| * Locker Area Description: 1st | Floor Lo | ckers | | Back |
| Lock Type: 🔘 | Built In | O External | | |
| | Allow 2 S | Students per | Locker | |
| | Allow Co- | -ed Lockers | | |

The Locker Areas define the area of the building in which the locker is located.

• Examples – West Wing, Gym, Band Room

Locker Areas must be set up in order to create a Locker Code or add lockers in the Locker Master. You can create Locker Areas by going to Student Management>Office>Lockers> Setup>Codes.

Locker Area Maintenance

- ****Building** Select the building in which the locker area is located.
- ****Locker Area -** Enter a unique five-character code for the locker area.
- ****Locker Area Description** Enter a description for the Locker Area; 20 characters are the maximum.

- **Lock Type** Select either Built-In or External. Built-in locks are locks that are part of the individual locker. You cannot change the Lock Type if a student has been assigned to a locker within the Locker Area.
- Allow 2 Students per Locker Select this option if students can share lockers in this Locker Area.
- Allow Co-ed Lockers This option will only be available if you selected to "Allow 2 Students per Locker." Select this option if a male and female can share lockers in this Locker Area.

Locker Codes

Locker Codes are used to identify the lockers in the district. Lockers are assigned to buildings within the district, as well as locker areas within the selected building. It will also display the student(s) attached to the locker. You can create Locker Codes by going to Student Management>Office>Lockers>Setup>Codes.

| ocker Maintenance | 🔝 💼 🕤 🦷 ? |
|----------------------------------|-----------|
| Locker Maintenance | Check |
| * Building: 002 🔽 Building (002) | Spelling |
| * Area: 1 FL 🔽 1st Floor Lockers | Back |
| * Locker: 001 | Dack |
| Lock Type: Built In | |
| Allow 2 Students: No | |
| Allow Co-ed: No | |
| Locker Description: 001 | |
| ✓ Active | |
| Damaged | |
| Built In Combination Information | |
| Combination 1: 12-28-01 | |
| Combination 2: 02-15-13 | |
| Combination 3: 15-24-03 | |
| Combination 4: 10-02-17 | |
| Combination 5: 20-03-27 | |
| Combination 6: 13-19-05 | |
| Combination In Use (1-6): 1 | |

Creating a Locker Code for Built-In Locker

The above is a sample of creating a Locker Code for a Built-In Locker.

Locker Maintenance

- ****Building** Select the building in which the locker is located.
- **Area Choose the area of the building in which the locker is located. The selection of the Locker Area determines whether you will be creating a Built-In or External Locker.
- ****Locker** Enter the number of the locker; the maximum is six digits.
- Lock Type, Allow 2 Students and Allow Co-ed The information displayed pulls from the selected Locker Area.
- Locker Description Enter a description of the locker; the maximum character length is 30.

- Active Allows you to determine whether the locker is active. If a locker is assigned to a student, you cannot mark the locker as "Inactive."
- **Damaged** Allows you to determine whether the locker is damaged. This field can display on Locker Reports.
- **Built-in Combination Information** Enter the combinations for this locker; you can enter a maximum of six combinations. After you enter the combinations, you can determine the current combination that is being used.

After entering the required locker fields, you will click **Save**.

Creating a Locker Code for an External Lock

| Locker Mainter | nance | 🔝 🛍 น 🦷 🕐 |
|--------------------------|----------------------|-----------|
| Locker Maintenan | се | Check |
| * Building: | 002 v Building (002) | spelling |
| * Area: | west west wing | Save |
| * Locker: | 003 | Васк |
| Lock Type: | External | |
| Allow 2 Students: | No | |
| Allow Co-ed: | No | |
| Locker Description: | 003 | |
| | ✓ Active | |
| | Damaged | |
| Asterisk (*) denotes a r | required field | |

The above is a sample of creating a Locker Code for an External Lock Type.

Locker Maintenance

- ****Building** Select the building in which the locker is located.
- **Area Choose the area of the building in which the locker is located. The selection of the Locker Area determines whether you will be creating a Built-In or External Locker.
- ****Locker** Enter the number of the locker; the maximum is six digits.
- Lock Type, Allow 2 Students and Allow Co-ed The information displayed pulls from the selected Locker Area.
- Locker Description Enter a description of the locker; the maximum character length is 30.
- Active Allows you to determine whether the locker is active. If a locker is assigned to a student, you cannot mark the locker as "Inactive."
- **Damaged** Allows you to determine whether the locker is damaged. This field can display on Locker Reports.

After entering the required locker fields, you will click **Save**.

Edit Locker Codes

The Edit allows you to make modifications to the Locker. You can change the following fields:

- Locker Description
- Active
- Damaged
- Built-In Combination Information You will only see this field if the Lock Type is Built-In.

Delete Locker Codes

You can Delete Lockers only if no student is assigned to the locker. You will highlight the Locker and click on **Delete**.



After clicking **Delete**, you will receive the above message. You will click **OK** to remove the locker.

Locker Details

The Locker Details allow you to view the student attached to the locker. You do not have the ability in the Locker Codes area to maintain the students attached to the locker.

| Loc | ker Co | des - General | | | | | | | | | | | 🔊 💩 | Filter |
|-----|--------------|------------------|----------------|---------------|---------------------|----------------|----------|------------|-------------|---------|--------|---------|------------|---------|
| | Building | 🔺 Area | Locker | Lock Type | Allow 2 Students | Allow Co-ed | Locker D | escription | | | Active | Damaged | Combinatio | Add |
| 1 | ▶ 001 | 10 | 00454 | В | N | N | 00454 | | | | Y | N | | Edit |
| 2 | v 001 | 10 | 00455 | В | Ν | N | 00455 | | | | Y | N | 12121212 | Delete |
| | Ð | xpand All Collap | se All View Pr | intable Detai | ls | | | | | | | | | Back |
| | | | | | | | | | | | | | | <u></u> |
| | | Students | | | | | | | | | | | | |
| | | Name | Gend | er Grade | Grad | Year D | offt Ent | Home Room | Combination | Primary | | | | |
| | | LOLITA POLAN | ASUK F | 12 | 2015 | | 01 | | | | | | | |
| 3 | ▶ 001 | 10 | 00456 | В | N | N | 00456 | | | | Y | N | | |
| 4 | ▶ 001 | 10 | 00457 | В | Ν | N | 00457 | | | | Y | N | | |
| 5 | ▶ 001 | 10 | 00458 | В | Ν | N | 00458 | | | | Y | N | | |
| 6 | ▶ 001 | 10 | 00459 | В | Ν | N | 00459 | | | | Y | N | | |
| 7 | ▶ 001 | 10 | 00460 | В | Ν | N | 00460 | | | | Y | N | | |
| 8 | ▶ 001 | 10 | 00461 | В | Ν | N | 00461 | | | | Y | N | | |
| 9 | ▶ 001 | 10 | 00462 | В | Ν | N | 00462 | | | | Y | N | | |
| 10 | ▶ 001 | 10 | 00463 | В | Ν | N | 00463 | | | | Y | N | | |
| 11 | ▶ 001 | 10 | 00464 | В | Ν | N | 00464 | | | | Y | N | | |
| 12 | ▶ 001 | 10 | 00465 | В | Ν | N | 00465 | | | | Y | N | | |
| 13 | ▶ 001 | 10 | 00466 | В | Ν | N | 00466 | | | | Y | N | | |
| 14 | ▶ 001 | 10 | 00467 | В | Ν | N | 00467 | | | | Y | N | | |
| 15 | ▶ 001 | 10 | 00468 | В | Ν | N | 00468 | | | | Y | N | | |
| 16 | ▶ 001 | 10 | 00469 | В | Ν | N | 00469 | | | | Y | N | | |
| 17 | ▶ 001 | 10 | 00470 | В | Ν | N | 00470 | | | | Y | N | | |
| 18 | ▶ 001 | 10 | 00471 | В | Ν | N | 00471 | | | | Y | N | | |
| 19 | ▶ 001 | 10 | 00472 | В | N | N | 00472 | | | | Y | N | | |
| 20 | ▶ 001 | 10 | 00473 | В | N | N | 00473 | | | | Y | N | | |

You will expand by the Locker to view the student(s) attached to the locker.

Creating Lockers

Lockers can be created in multiple locations:

- Lockers
- Locker Codes
- SkyBuild
- Mass Create/Delete Lockers

Lockers

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| Office - OF Setu | Discipline - DI | Setup | → Curriculum & Assessment - CA | Setup |
| Attendance - AT Setu | Health Records - HR | Setup | - Lockers - LO | Setup |
| ► Grading - GR Setu | + Activities - AC | - | Lockers - LM Entry by Student - LO Reports - RE | 5 |
| Current Scheduling - CS Seture | | | + Guidance - GU | Setup |
| Current Scheduling - CS Seture | - | | + Guidance - GU | Setup |

You can create Lockers by going to Student Management>Office>Lockers>Lockers.

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| 1 FL 12 | 23456 | B | N | Ν | 123456 | Y | N | 12-28-01 | | Delete |
| Gym 00 | 001 | В | N | N | 0001 | Y | N | | P. | |
| Gym 00 | 002 | В | N | N | 0002 | Y | N | | P | |
| Gym 00 | 003 | В | N | N | 0003 | Y | N | | P | |
| Gym 00 | 004 | В | N | N | 0004 | Y | N | | P | |
| Gym 00 | 005 | В | N | N | 0005 | Y | N | | P | |
| Gym 00 | 0454 | В | N | N | 00454 | Y | N | | | |
| Gym 00 | 0455 | В | N | N | 00455 | Y | N | | | |
| Gym 00 | 0456 | В | N | N | 00456 | Y | N | | | |
| Gym 00 | 0457 | в | N | N | 00457 | Ŷ | N | | | |
| Gym 00 | 0458 | в | N | N | 00458 | Y | N | | | |
| Gym 00 | 0459 | B | IN N | IN N | 00459 | T V | N | | | |
| Gym 00 | 0400 | D | N | N | 00460 | T | N | | | |
| Gym 00 | 0401 | D | N | N | 00461 | T V | N | | | |
| Gym 00 | 0463 | B | N | N | 00463 | v | N | | | |
| Gym 00 | 0464 | B | N | N | 00464 | Y | N | | | |
| Gym 00 | 0465 | B | N | N | 00465 | Y | N | | | |
| Cym Of | 0466 | B | N | N | 00466 | Y | N | | | |
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| | Area L 1 FL 1 Gym 0 Gym 1 | Area Locker 1 FL 123456 Gym 0001 Gym 0002 Gym 0003 Gym 0004 Gym 0005 Gym 00454 Gym 00455 Gym 00456 Gym 00457 Gym 00458 Gym 00458 Gym 00460 Gym 00460 Gym 00461 Gym 00462 Gym 00463 Gym 00463 Gym 00463 | Area Locker Locker 1 FL 123456 B Gym 0001 B Gym 0002 B Gym 0003 B Gym 0004 B Gym 00454 B Gym 00455 B Gym 00456 B Gym 00457 B Gym 00458 B Gym 00459 B Gym 00459 B Gym 00458 B Gym 00459 B Gym 00461 B Gym 00462 B Gym 00463 B Gym 00464 B Gym 00464 B Gym 00464 B | Area Locker Locker Parlow 2 Parlow 2 Type Type Type Students 1 FL 123456 B N Gym 0001 B N Gym 0002 B N Gym 0003 B N Gym 0004 B N Gym 00450 B N Gym 00455 B N Gym 00456 B N Gym 00456 B N Gym 00457 B N Gym 00458 B N Gym 00459 B N Gym 00450 B N Gym 00460 B N Gym 00461 B N Gym 00463 B N Gym 00464 B N Gym 00463 B | Area Locker Ducker Patter 2 Patter 2 Patter 2 Patter 2 1 FL 123456 B N N Gym 0001 B N N Gym 0002 B N N Gym 0003 B N N Gym 0004 B N N Gym 0045 B N N Gym 00454 B N N Gym 00454 B N N Gym 00455 B N N Gym 00459 B N N Gym 00460 B N N Gym 00461 | AreaLockerLockerLockerDescription1 FL123456BNN123456Gym0001BNN0001Gym0002BNN0002Gym0003BNN0003Gym0004BN0004Gym0005BN0004Gym00454BN00454Gym00455BN0455Gym00456BN0455Gym00457BN0455Gym00458BNNGym00459BNNGym00450BNNGym00451BNNGym0456BNNGym0456BNNGym0456BNNGym0464BNNGym0464BNNGym0464BNNGym0463BNNGym0464BNNGym0464BNNGym0464BNNGym0465BNNGym0465BNNGym0466BNNGym0466SNNGym0466SNNGym | AreaLockerCover TypeStudents StudentsLocker DescriptionActive1 FL123456BNN123456YGym0001BNN0001YGym0002BNN0002YGym0003BNN0003YGym0003BNN0003YGym0004BNN0004YGym0045BNN00454YGym00454BNN00454YGym00455BNN00455YGym00456BNN00455YGym00457BNN00457YGym00457BNN00459YGym00459BNN00459YGym00460BNN00450YGym00461BNN00460YGym00461BNN00461YGym00463BNN00463YGym00464BNN00463YGym00463BNN00463YGym00463BNN00463YGym00465BNN00463YGym00463BN | AreaLockerLockerDerivaged Paced TypeLocker DescriptionActiveDamaged1 FL123456BNN123456YNGym0001BNN0001YNGym0002BNN0001YNGym0003BNN0002YNGym0003BNN0003YNGym0004BNN0003YNGym0005BNN0004YNGym00454BNN00454YNGym00455BNN00455YNGym00457BNN00455YNGym00457BNN00457YNGym00459BNN00459YNGym00460BNN00459YNGym00461BNN00460YNGym00463BNN00463YNGym00463BNN00463YNGym00463BNN00463YNGym00464BNN00463YNGym00463BNN00463YNGym <td< td=""><td>AreaLockerCorr TypeStudentsCo-ed StudentsLocker DescriptionActiveDamagedCombination1 FL123456BNN123456YN12-28-01Gym0001BNN0001YN12-28-01Gym0002BNN0002YN12-28-01Gym0003BNN0002YN12-28-01Gym0003BNN0002YN12-28-01Gym0003BNN0002YN12-28-01Gym0003BNN0002YN12-28-01Gym0003BNN0002YN12-28-01Gym0004BNN0002YN12-28-01Gym005BNN0003YN12-28-01Gym00454BNN0003YN12-28-01Gym00455BNN00457YN12-28-01Gym00457BNN00457YN12-28-01Gym00450BNN00459YN12-28-01Gym04610BNN00451YN12-28-01Gym04610BNN00451YN12-28-01Gym<t< td=""><td>AreaLockerLockerDamagedCombinationAvail1 FL123456BNN123456YN12-28-01XGym0001BNN0001YN12-28-01XGym0002BNN0001YNNNGym0003BNN0002YNNNGym0003BNN0003YNNNGym0004BNN0004YNNNGym005BNN0005YNNNGym0055BNN00454YNNNGym00454BNN00455YNNNGym00455BNN00457YNNNGym00457BNN00459YNNNGym00459BNN00459YNNNGym00460BNN00460YNNNGym00461BNN00461YNNNGym00463BNN00463YNNNGym00463BNN00463YNNNGym00463</td></t<></br></td></td<> | AreaLockerCorr TypeStudentsCo-ed | AreaLockerLockerDamagedCombinationAvail1 FL123456BNN123456YN12-28-01XGym0001BNN0001YN12-28-01XGym0002BNN0001YNNNGym0003BNN0002YNNNGym0003BNN0003YNNNGym0004BNN0004YNNNGym005BNN0005YNNNGym0055BNN00454YNNNGym00454BNN00455YNNNGym00455BNN00457YNNNGym00457BNN00459YNNNGym00459BNN00459YNNNGym00460BNN00460YNNNGym00461BNN00461YNNNGym00463BNN00463YNNNGym00463BNN00463YNNNGym00463 |

You will click on **Add** to create a new locker.

Creating a Built-In Locker

| Check Spelling Save Back |
|-----------------------------------|
| Spelling Save Back |
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| Back |
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The above is a sample of creating a Locker Code for a Built-In Locker.

Locker Maintenance

- ****Building** Select the building in which the locker is located.
- **Area Choose the area of the building in which the locker is located. The selection of the Locker Area determines whether you will be creating a Built-In or External Locker.
- ****Locker** Enter the number of the locker; the maximum is six digits.
- Lock Type, Allow 2 Students and Allow Co-ed The information displayed pulls from the selected Locker Area.
- **Locker Description** Enter a description of the locker; the maximum character length is 30.
- Active Allows you to determine whether the locker is active. If a locker is assigned to a student, you cannot mark the locker as "Inactive."
- **Damaged** Allows you to determine whether the locker is damaged. This field can display on Locker Reports.
- **Built-in Combination Information** Enter the combinations for this locker; you can enter a maximum of six combinations. After you enter the combinations, you can determine the current combination that is being used.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

After entering the required locker fields, you will click **Save**.

| Creating | а | Locker | Code | for a | n E | xternal | Lock |
|----------|---|--------|------|-------|-----|---------|------|
|----------|---|--------|------|-------|-----|---------|------|

| Locker Mainter | nance | i t 🕆 ? |
|---|--|-----------------------------------|
| Locker Maintenan <u>* Building:</u> <u>* Area:</u> * Locker: Lock Type: Allow 2 Students: Allow Co-ed: Locker Description: | Ce OO2 Building (002) West West Wing O20 External No No O20 CACHERENTIAN O | Check Spelling Save Back |
| sterisk (*) denotes a r | Damaged required field | |

The above is a sample of creating a Locker Code for an External Lock Type.

Locker Maintenance

- ****Building** Select the building in which the locker is located.
- **Area Choose the area of the building in which the locker is located. The selection of the Locker Area determines whether you will be creating a Built-In or External Locker.
- ****Locker** Enter the number of the locker; the maximum is six digits.
- Lock Type, Allow 2 Students and Allow Co-ed The information displayed pulls from the selected Locker Area.
- **Locker Description** Enter a description of the locker; the maximum character length is 30.
- Active Allows you to determine whether the locker is active. If a locker is assigned to a student, you cannot mark the locker as "Inactive."
- **Damaged** Allows you to determine whether the locker is damaged. This field can display on Locker Reports.

After entering the required locker fields, you will click **Save**.

Edit Lockers

The Edit allows you to make modifications to the Locker. You can change the following fields:

- Locker Description
- Active
- Damaged
- Built-In Combination Information You will only see this field if the Lock Type is Built-In.

Delete Lockers

You can Delete Lockers only if no student is assigned to the locker. You will highlight the Locker and click on **Delete**.



After clicking **Delete**, you will receive the above message. You will click **OK** to remove the locker.

Locker Codes

You can also create Lockers in the Locker Codes area, which is found by going to Student Management>Office>Lockers>Setup>Codes.

Locker Codes

SkyBuild

You can create a SkyBuild import to mass create built-in lockers. SkyBuild imports can be found by going to Student Management>Administration>SkyBuild>Imports. The import file must have at least one combination for each locker. You can find more information regarding how to import a file in the SkyBuild guide.

Mass Create/Delete Lockers

The Mass Create/Delete Lockers utility performs a mass create of new lockers or a mass delete of existing lockers. You can find this utility by going to Student Management>Office> Lockers>Utilities.

Mass Create/Delete Lockers Utility

Maintaining Lockers and Locks for Students

You can maintain lockers and locks for Students using:

- Lockers
- Entry by Student
- Mass Assign Lockers Utility
- Mass Unassign Lockers Utility

Lockers

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| > Attendance - AT | Setup | Health Records - HR | Setup | - Lockers - LO | Setup |
| > Grading - GR | Setup | > Activities - AC | | Lockers - LM Entry by Student - LO Reports - RE | 000 |
| Current Scheduling - CS | Setup | | - | ▶ Guidance - GU | Setup |
| Euture Scheduling - ES | Cabus | | | (| |

You can assign lockers to students in the Lockers screen. The Locker screen is located by going to Student Management>Office>Lockers>Lockers.

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| 1 | Bui | ding 🔺 | Acea | Locker | Lock | Allow 2 | Allow | Locker Description | Active | Damaged | Combination | Avai |
| h | | 002 | 18 | 123456 | B | N | N | 123456 | Y | N | 12-28-01 | Delete |
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| I | | Th | ere are no Stu | dents assigned t | o this Locker | | | | | | | |
| 1 | Þ | 002 | 1 FL | 123457 | в | N | N | 123457 | Ŷ | N | 15-20-12 | |
| | | 002 | Gym | 0001 | в | N | N | 0001 | Y | N | | |
| | Þ | 002 | Gym | 0002 | 8 | N | N | 0002 | Y | N | | |
| | Þ | 002 | Gym | 0003 | 8 | N | N | 0003 | Y | N | | 2 |
| | Þ | 002 | Gym | 0004 | в | N | N | 0004 | Y | N | | |
| | ۲ | 002 | Gym | 0005 | 8 | N | N | 0005 | Y | N | | 2 |
| | | | Gym | 00454 | В | N | N | 00454 | Y | N | |) |
| | Þ | 002 | | | D | N | N | 00455 | Y | N | | 1 |
| | • | 002 | Gym | 00455 | 0 | | | | | | | |
| | * * * | 002 002 002 | Gym Gym | 00455 00456 | B | N | N | 00456 | Y | N | | 1 |
| | * * * | 002 002 002 002 | Gym Gym Gym | 00455 00456 00457 | B | N N | N N | 00456 00457 | Y | N | | |
| | * * * * | 002 002 002 002 002 002 | Gym Gym Gym Gym | 00455 00456 00457 00458 | 8 8 8 | N N N | N N N | 00456 00457 00458 | Y Y Y | N N N | | |
| | * * * * * | 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 | 8 8 8 8 | N N N | N N N | 00456 00457 00458 00459 | Y Y Y Y | N N N | | |
| | * * * * * * * | 002 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 00460 | 8 8 8 8 8 8 | N N N N | N N N N | 00456 00457 00458 00459 00460 | Y Y Y Y Y | N N N N | | |
| | ****** | 002 002 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 00460 00461 | 8 8 8 8 8 8 8 8 | N N N N N | N N N N N | 00456 00457 00458 00459 00460 00461 | Y Y Y Y Y Y | N N N N | | |
| | * * * * * * * * * | 002 002 002 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 00460 00461 00461 | 8 8 8 8 8 8 8 8 8 8 8 8 | N N N N N | N N N N N | 00456 00457 00458 00459 00460 00461 00462 | Y Y Y Y Y Y | N N N N N | | |
| | * * * * * * * * * | 002 002 002 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 00460 00461 00461 00462 00463 | 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 | N N N N N N | N N N N N N | 00456 00457 00458 00459 00460 00461 00462 00463 | Y Y Y Y Y Y Y | N N N N N N | | |
| 7 8 9 0 1 2 3 4 5 5 7 8 | * * * * * * * * * * | 002 002 002 002 002 002 002 002 002 002 | Gym Gym Gym Gym Gym Gym Gym Gym Gym Gym | 00455 00456 00457 00458 00459 00460 00461 00462 00463 00464 | 8 8 8 8 8 8 8 8 8 8 8 8 8 | N N N N N N N | N N N N N N N | 00456 00457 00458 00459 00460 00461 00462 00463 00464 | Y Y Y Y Y Y Y | N N N N N N | | |

You will expand by the locker and click on **Assign to Student**.

| Assign to Stude | ent | | | Save |
|------------------|-----------|------------------------------|---|------|
| * Student: | ARYSCCAR | 000 🔻 ARYSCR, CARL | | Back |
| Building: | 002 | Building (002) | | |
| Locker Area: | 1 FL | 1st Floor Lockers | | |
| Locker: | 123456 | 123456 | | |
| Locker Category: | O Primary | Academic O Secondary/Athleti | E | |

Assign to Student

- ****Student -** Select the student being assigned to the locker.
- Locker Category Specify whether this locker is the student's primary or secondary locker.

After selecting the student and the locker category, you will click **Save**.

| | ▶ Loci | kers 😭 | | | | | | | • | 💼 🏫 F | avorites 🔻 怕 I | New Window 🖷 | ¹ My Print Que |
|------|----------|-----------------|------------------|--------------|---------------------|-----------------|--------------------|-----------|-------------------------|---------|----------------|--------------|---------------------------|
| iews | General | ✓ Filters | : *All Reco | rds 🗸 | | | | | | | T | u 🖲 💩 | <u>A</u> dd |
| Bu | ilding 🔺 | Area | Locker | Lock Type | Allow 2 Students | Allow Co-ed | Locker Description | I | Active | Damaged | Combination | Avail | Edit |
| | 002 | 1 FL | 123456 | В | N | N | 123456 | | Y | N | 12-28-01 | | Delete |
| | Expand / | All Collapse | All View Prin | table Detai | ls | | | | | | _ | | |
| | ▼ Stude | nts Assign to | Student | | | | | | | | | | |
| | Edit | Na Remove CA | me ARL ARYSCR | Gender M | Grade 08 | Grad Ye 2017 | ear Dflt Ent | Home Room | Combination 12-28-01 | Primary | | | |

Above you will find an example of what the Lockers screen will look like after a locker is attached to a student.

Edit

| Assign to Stude | ent | | | <u>S</u> ave |
|-----------------|----------|-------|---------------|--------------|
| Student: | ARYSCCAR | 000 | CARL ARYSCR | Back |
| Building: | 002 | Build | ding (002) | |
| Locker Area: | 1 FL | 1st F | Floor Lockers | |
| Locker: | 123456 | 1234 | 456 | |

Edit allows you to switch between Primary and Secondary Lockers.

Remove

The Remove allows you to unassign the locker from this particular student. It does not delete the locker from the system.

| ? | Do you wish to remove this student (CARL ARYSCR) from Locker 123456? |
|---|--|
| | OK Cancel |

After clicking **Remove**, you will receive the above message. You will select **OK** to remove the locker from the student.

Entry by Student

| me 👻 Students Families Staff Stude | t Food Service Office | Administration Access Ph | r Advanced us Features | d Federal/State Custom Q Reporting Reports Q | |
|------------------------------------|--------------------------|--------------------------|---------------------------|---|----------|
| ଧ୍ୟ | 🖌 Student Ma | anagement Setup | | | |
| Office - OF s | bup Discipline | e - DI | Setup | Curriculum & Assessment - CA | Setup |
| > Attendance - AT | tup Health Re | cords - HR | Setup | Lockers - LO | Setup |
| | | | | ockers - LM | <u></u> |
| > Grading - GR | tup Activities | - AC | Setup E | intry by Student - LO | 1 |
| - Oursent Cabaduling OD | | / | | Reports - RE | |
| Current Scheduling - CS 5 | bup | - | | Guidance - GU | Setup |
| - Eutura Schaduling - ES | | | | | |

You can maintain lockers and locks in the Entry by Student area. The Entry by Student area is found by going to Student Management>Office>Lockers>Entry by Student.

| ews: Student Details | ✓ <u>Filters:</u> *0n1 | ly Active St | uder | nts | ~ | | | | | | | T | u 🖲 🔍 🛛 |
|---|--|--|--|--|--|---|--|--|--|--|--------------------------------------|--|--|
| Last Name 🔺 | First | Middle | S * | GY | Gr | DE | Cldr | Schl | Birthdate | Age | G | Other ID | Student Key |
| 5 ARGYLESCR | PEARLENE | ۷ | А | 2015 | 10 | 041 | 002 | 002 | 0110311331 | 16 | F | 521488 | ARGYLPLA |
| 6 ARMENDAREZSCR | MARGURITE | S | Α | 2015 | 10 | 041 | 002 | 002 | 10/30/1997 | 15 | F | 521496 | ARMENMAR 🔨 |
| 7 ARMSTONGSCR | PAUL | Z | Α | 2015 | 10 | 041 | 002 | 002 | 04/10/1997 | 16 | М | 521499 | ARMSTPAU |
| 8 🔽 <u>ARYSCR</u> | CARL | | Α | 2017 | 08 | 002 | 002 | 002 | 08/29/1998 | 14 | М | 240000000014 | ARYSCCAR |
| Expand All Collapse • Student Details | All Modify Deta | ils (displaying 3 | of 3 |) View | Prir | ntable De | etails | | | | | | |
| Lockers Add Prin | nary Locker Add S | econdary Locker | | | | | | | | | | | |
| ► Locks Maintain Lo | ocks | | | | | | | | | | | | |
| 9 BELLONSCR | DENVER | Т | Α | 2015 | 10 | 002 | 002 | 002 | 07/26/1996 | 16 | М | 521575 | BELLODEN |
| | | | | | | | | | | | | | |
| D BENWAYSCR | RANDALL | н | Α | 2015 | 10 | 103 | 002 | 002 | 03/16/1997 | 16 | М | 521584 | BENWARAN |
| D ▶ BENWAYSCR 1 ▶ BORGESCR♥ | RANDALL MARGHERITA | H E | A | 2015 2015 | 10 10 | 103 103 | 002 002 | 002 002 | 03/16/1997 06/26/1997 | 16 16 | M F | 521584 521622 | BENWARAN BORGEMAR |
| D BENWAYSCR 1 BORGESCR 2 BORGMANNSCR | RANDALL MARGHERITA NEVILLE | H E I | A A A | 2015 2015 2016 | 10 10 09 | 103 103 041 | 002 002 002 | 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 | 16 16 17 | M F M | 521584 521622 521627 | BENWARAN BORGEMAR BORGMNEV |
| benwayscr borgescr borgmannscr bossertscr | RANDALL MARGHERITA NEVILLE ISIAH | H E I C | A A A A | 2015 2015 2016 2015 | 10 10 09 10 | 103 103 041 041 | 002 002 002 002 | 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 | 16 16 17 16 | M F M M | 521584 521622 521627 521636 | BENWARAN BORGEMAR BORGMNEV BOSSEISI |
| benwayscr borgescr borgmannscr bossertscr bradeenscr | RANDALL MARGHERITA NEVILLE ISIAH ANGIE | H E I C Y | A A A A A | 2015 2015 2016 2015 2015 | 10 10 09 10 10 | 103 103 041 041 103 | 002 002 002 002 002 002 | 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 | 16 16 17 16 16 | M F M M | 521584 521622 521627 521636 521644 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG |
| b BENWAYSCR b BORGESCR b BORGMANNSCR b BOSSERTSCR b BRADEENSCR b BRAKEFIELDSCR | RANDALL MARGHERITA NEVILLE ISIAH ANGIE EDWARD | H E I C Y C | A A A A A A | 2015 2015 2016 2015 2015 2015 | 10 10 09 10 10 10 | 103 103 041 041 103 041 | 002 002 002 002 002 002 002 | 002 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 02/09/1997 | 16 16 17 16 16 | M F M F M | 521584 521622 521627 521636 521644 521649 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG BRAKEEDW |
| b BENWAYSCR b BORGESCR b BORGMANNSCR b BOSSERTSCR b BRADEENSCR b BRAKEFIELDSCR b BROESCR | RANDALL MARGHERITA NEVILLE ISIAH ANGIE EDWARD BOBBIE | H E I C Y C D | A A A A A A A | 2015 2015 2016 2015 2015 2015 2015 | 10 10 09 10 10 10 10 | 103 103 041 041 103 041 041 | 002 002 002 002 002 002 002 002 | 002 002 002 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 02/09/1997 08/16/1997 | 16 16 17 16 16 16 16 | M F M F M F | 521584 521622 521627 521636 521644 521649 521672 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG BRAKEEDW BROESBOB |
| b BENWAYSCR b BORGESCR b BORGMANNSCR b BOSSERTSCR b BRADEENSCR b BRAKEFIELDSCR b BROESCR c ASTILLASCR | RANDALL MARGHERITA NEVILLE ISIAH ANGIE EDWARD BOBBIE HARRIS | H E C Y C D M | A A A A A A A A | 2015 2015 2016 2015 2015 2015 2015 2015 | 10 10 09 10 10 10 10 10 | 103 103 041 041 103 041 041 103 | 002 002 002 002 002 002 002 002 002 | 002 002 002 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 02/09/1997 08/16/1997 11/05/1996 | 16 16 17 16 16 16 15 16 | M M M F M F M | 521584 521622 521627 521636 521644 521649 521672 521758 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG BRAKEEDW BROESBOB CASTIHAR |
| b BENWAYSCR b BORGESCR b BORGMANNSCR b BOSSERTSCR b BRADEENSCR b BRAKEFIELDSCR b BROESCR c ASTILLASCR b CHALLISSCR | RANDALL MARGHERITA NEVILLE ISIAH ANGIE EDWARD BOBBIE HARRIS CRISTINE | H E I C Y C D M J | A A A A A A A A A A | 2015 2015 2016 2015 2015 2015 2015 2015 2015 | 10 10 09 10 10 10 10 10 10 | 103 103 041 103 041 041 041 103 041 | 002 002 002 002 002 002 002 002 002 002 | 002 002 002 002 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 02/09/1997 08/16/1997 11/05/1996 10/04/1996 | 16 16 17 16 16 16 15 16 16 | M M M F M F | 521584 521622 521627 521636 521644 521649 521672 521758 521769 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG BRAKEEDW BROESBOB CASTIHAR CHALLCRI |
| ▷ BENWAYSCR ▷ BORGESCR[®] ▷ BORGMANNSCR ▷ BOSSERTSCR ▷ BRADEENSCR ▷ BRAKEFIELDSCR ▷ BROESCR ጾ CASTILLASCR ▷ CANNIFFSCR | RANDALL MARGHERITA NEVILLE ISIAH ANGIE EDWARD BOBBIE HARRIS CRISTINE CHIEKO | H E I C Y C D M J J | A A A A A A A A A A A A | 2015 2015 2016 2015 2015 2015 2015 2015 2015 | 10 10 09 10 10 10 10 10 10 10 10 | 103 103 041 041 103 041 041 103 041 041 041 | 002 002 002 002 002 002 002 002 002 002 | 002 002 002 002 002 002 002 002 002 002 | 03/16/1997 06/26/1997 05/02/1996 01/01/1997 01/14/1997 02/09/1997 08/16/1997 11/05/1996 10/04/1996 04/05/1997 | 16 16 17 16 16 16 15 16 16 16 | M F M F M F M F | 521584 521622 521627 521636 521644 521649 521672 521758 521769 521833 | BENWARAN BORGEMAR BORGMNEV BOSSEISI BRADEANG BRAKEEDW BROESBOB CASTIHAR CHALLCRI CONNICHI |

You will expand by the student to see the **Student Details**, **Lockers**, and **Locks**.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Student Details

| Student Details | | | |
|------------------|-----------------------------------|------------------|----------------|
| Full Name: | CARL ARYSCR | Age: | 14 |
| Student Status: | A - Active | Gender: | M - Male |
| Grade: | 08 | Other ID: | 24000000014 |
| Graduation Year: | 2017 | Student Key: | ARYSCCAR000 |
| Default Entity: | 002 - Entity (002) Grades 7 to 12 | Primary Phone #: | (555) 595-2770 |
| School: | 002 - School (002) | Advisor: | |
| Birthdate: | 08/29/1998 | | |
| Address: | 1096 B Scramble avenue AUSTIN TX | (55555 | |

Student Details displays demographic information for the selected student.

Lockers

| ▼ Lockers Add | Primary Locker Add Se | condary Locker | | | | | | | | |
|---------------|----------------------------------|----------------------------------|--------------------|-----------------|-----------------|-----------|---------------|----------|-----------------------|-------------------------|
| Edit Remove | Building 002 - Building (002) | Area 1 FL - 1st Floor Lockers | Locker # 123456 | Primary? Yes | Condition NA | Lock Make | Lock Serial # | Owned By | Lock Type Built In | Combination 12-28-01 |

The Lockers area allows you to maintain the lockers attached to the student.

Add Primary Locker

The Add Primary Locker option allows you to select the primary locker that will be attached to the student. A primary locker would be the student's main locker where books and items are stored. A student can only have one primary locker per locker area.

| Image: Normal Section of Sectin of Section of | ŀ | Building 🔺 | Area | Locker | Lock Type | Allow 2 Students | Allow Co-ed | Locker Description | Active | Damaged | Combination | <u></u> | elect |
|--|---|------------|---------------|------------------|----------------|---------------------|----------------|--------------------|--------|---------|-------------|---------|-------|
| Expand All Collapse All View Printable Details * Students There are no Students 002 Gym 00454 B N 00455 Y N 002 Gym 00455 B N 00455 Y N 002 Gym 00455 B N 00455 Y N 002 Gym 00455 B N 00455 Y N 002 Gym 00457 B N 00457 Y N 002 Gym 00458 B N 00457 Y N 002 Gym 00458 B N 00457 Y N 002 Gym 00458 B N 00457 Y N 002 Gym 00460 B N 00460 Y N 002 Gym 00461 B N 00461 Y N 002 Gym 00463 B N 00466 Y N | | 002 | 1 FL | 123457 | В | N | N | 123457 | Y | N | 15-20-12 | A CE | Add |
| Students There are no Students assigned to this Locker. 002 Gym 00454 B N N 00455 Y N N 002 Gym 00455 B N N 00455 Y N N 002 Gym 00455 B N N 00455 Y N 002 Gym 00455 B N N 00455 Y N 002 Gym 00457 B N N 00456 Y N 002 Gym 00458 B N N 00457 N N 002 Gym 00459 B N N 00460 Y N 002 Gym 00461 B N N 00461 Y N 002 Gym 00463 B N N 00463 Y N 002 | | Expand | All Collaps | e All View Pr | intable Detai | ils | | | | | | ∩ ⊂ F | Edit |
| National Subject Su | I | - Stud | onto | | | \dashv | | | | | | De | elete |
| Inere are no Students assigned to this Locker. Y N 2 002 Gym 00454 B N N 00454 Y N 4 002 Gym 00455 B N N 00455 Y N 5 002 Gym 00456 B N N 00457 Y N 6 002 Gym 00457 B N N 00457 Y N 6 002 Gym 00458 B N N 00457 Y N 6 002 Gym 00458 B N N 00457 Y N 6 002 Gym 00460 B N N 00450 Y N 6 002 Gym 00461 B N N 00461 Y N 6 002 Gym 00463 B N N | I | ✓ Stude | ents | | | | | | | | | B | lack |
| Poo2GymO0454BNN00454YNNPoo2GymO0455BNN00455YNNPoo2GymO0456BNN00456YNNPoo2GymO0457BNN00457YNNPoo2GymO0458BNN00457YNNPoo2GymO0457BNN00457YNNPoo2GymO0458BNN00457YNNPoo2GymO0458BNN00459YNNPoo2GymO0450BNN00450YNNPoo2GymO0461BNN00461YNNPoo2GymO0461BNN00461YNNPoo2GymO0463BNN00463YNNPoo2GymO0464BNN00461YNNPoo2GymO0465BNN00461YNNPoo2GymO0463BNN00463YNNPoo2GymO0464BNN00463YNNPoo2GymO0466BNN00467 <td>I</td> <td>The</td> <td>re are no Stu</td> <td>dents assigned t</td> <td>o this Locker.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | I | The | re are no Stu | dents assigned t | o this Locker. | | | | | | | | |
| NO22Gym00455BNN00455YNNNO22Gym00456BNN00456YNNNO22Gym00457BNN00457YNNNO22Gym00458BNN00458YNNNO22Gym00459BNN00459YNNNO22Gym00460BNN00460YNNNO22Gym00460BNN00460YNNNO22Gym00461BNN00461YNNNO22Gym00461BNN00462YNNNO22Gym00463BNN00461YNNNO22Gym00464BNN00463YNNNO22Gym00465BNN00465YNNNO2Gym00466BNN00467YNNNO2Gym00469BNN00469YNNNO2Gym00469BNN00469YNNNO2Gym00469BNN00469YNNNO2Gym00469BNN00469 | | 002 | Gym | 00454 | В | N | N | 00454 | Y | N | | | |
| N 002Gym00456BNN00456YNNN 002Gym00457BNN00457YNNN 002Gym00458BNN00458YNNN 002Gym00459BNN00459YNNN 002Gym00460BNN00460YNNN 002Gym00461BNN00460YNNN 002Gym00461BNN00461YNNN 02Gym00462BNN00462YNNN 02Gym00463BNN00463YNNN 02Gym00464BNN00463YNNN 02Gym00465BNN00463YNNN 02Gym00466BNN00465YNNN 02Gym00466BNN00467YNNN 02Gym00468BNN00469YNNN 02Gym00469BNN00469YNNN 02Gym00469BNN00469YNNN 02Gym00469BNN00 | : | 002 | Gym | 00455 | В | N | N | 00455 | Y | N | | | |
| No2Sym00457BNN00457YNNNN02Sym00458BNN00458YNNNN02Sym00459BNN00459YNNNN02Sym00460BNN00460YNNNN02Sym00461BNN00460YNNNN02Sym00461BNN00461YNNNN02Sym0463BNN00462YNNNN02Sym0463BNN00463YNNNN02Sym0465BNN00463YNNNN02Sym0465BNN00463YNNNN02Sym0466BNN00463YNNNN02Sym0466BNN00467YNNNNN02Sym0468BNN0469YNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN <td>ł</td> <td>▶ 002</td> <td>Gym</td> <td>00456</td> <td>В</td> <td>Ν</td> <td>N</td> <td>00456</td> <td>Y</td> <td>N</td> <td></td> <td></td> <td></td> | ł | ▶ 002 | Gym | 00456 | В | Ν | N | 00456 | Y | N | | | |
| NNNNNNNNNN002Gym00459BNN00459YNN002Gym00460BNN00460YNN002Gym00461BNN00460YNN002Gym00461BNN00461YNN002Gym00461BNN00461YNN002Gym00462BNN00462YNN002Gym00463BNN00463YNN002Gym00464BNN00463YNN002Gym00465BNN00463YNN002Gym00466BNN00463YNN002Gym00466BNN00463YNN002Gym00468BNN00463YNN002Gym00468BNN00463YNN002Gym00468BNN00463YNN002Gym00468BNN0047YNN002Gym00470BN0047YNN< | 5 | 002 | Gym | 00457 | В | Ν | N | 00457 | Y | N | | | |
| No2Gym00459BNN00459YNN002Gym00460BNN00460YNN002Gym00461BNN00461YNN002Gym00462BNN00462YNN002Gym00462BNN00462YNN002Gym00463BNN00463YNN002Gym00463BNN00463YNN002Gym00463BNN00463YNN002Gym00464BNN00465YNN002Gym00466BNN00465YNN002Gym00467BNN00467YNN002Gym00468BNN00469YNN002Gym00469BNN00469YNN002Gym00469BNN00469YNN002Gym00470BN00470YNN002Gym00471BN00471YNN002Gym00472BNN00471YN <td>6</td> <td>002</td> <td>Gym</td> <td>00458</td> <td>В</td> <td>Ν</td> <td>N</td> <td>00458</td> <td>Y</td> <td>N</td> <td></td> <td></td> <td></td> | 6 | 002 | Gym | 00458 | В | Ν | N | 00458 | Y | N | | | |
| B002Gym00460BNN00460YNN0002Gym00461BNN00461YNN0002Gym00462BNN00462YNN0002Gym00463BNN00463YNN0002Gym00463BNN00463YNN0002Gym00464BNN00463YNN0002Gym00465BNN00463YNN0002Gym00466BNN00466YNN000467BNN00467YNNN000467BNN00467YNN000468BNN00469YNN0002Gym00469BN0047YNN0002Gym00470BN0047YNN0002Gym00471BN0047YNN0002Gym00472BNN0047YN | 7 | 002 | Gym | 00459 | В | Ν | N | 00459 | Y | N | | | |
| b002Gym00461BNN00461YNNb002Gym00462BNN00462YNNb002Gym00463BNN00463YNNb002Gym00463BNN00463YNNb002Gym00464BNN00464YNNb002Gym00466BNN00465YNNb002Gym00466BNN00466YNNb002Gym00468BNN00467YNNb002Gym00469BNN00469YNNb002Gym00469BNN00469YNNb002Gym00469BNN00469YNNb002Gym00470BN00470YNNb002Gym00471BNN00471YNNb002Gym00472BNN00472YNN | 3 | 002 | Gym | 00460 | В | N | N | 00460 | Y | N | | | |
| No02Gym00462BNN00462YNNo02Gym00463BNN00463YNNo02Gym00463BNN00463YNNo02Gym00464BNN00464YNNo02Gym00465BNN00465YNNo02Gym00465BNN00465YNNo02Gym00466BNN00466YNNo02Gym00467BNN00467YNNo02Gym00468BNN00468YNNo02Gym00469BNN00469YNNo02Gym00470BN00470YNNo02Gym00471BN00471YNNo02Gym00472BNN00472YN | | 002 | Gym | 00461 | В | Ν | N | 00461 | Y | N | | | |
| W 002 Gym 00463 B N N 00463 Y N N W 002 Gym 00463 B N N 00463 Y N N W 002 Gym 00464 B N N 00464 Y N N W 002 Gym 00465 B N N 00465 Y N N W 002 Gym 00466 B N N 00466 Y N N W 002 Gym 00467 B N N 00466 Y N W 002 Gym 00467 B N N 00467 Y N W 002 Gym 00468 N N 00468 Y N W 002 Gym 00469 B N 00469 Y N W 002 Gym 00470 B N 00470 Y< |) | 002 | Gym | 00462 | В | N | N | 00462 | Y | N | | | |
| Mo2 Gym Od464 B N N Od464 Y N Mo2 Gym Od465 B N N Od465 Y N Mo2 Gym Od465 B N N Od465 Y N Mo2 Gym Od466 B N N Od466 Y N Mo2 Gym Od467 B N N Od466 Y N Mo2 Gym Od467 B N N Od467 Y N Mo2 Gym Od468 B N Od467 Y N Mo2 Gym Od468 B N Od468 Y N Mo2 Gym Od468 B N Od469 Y N Mo2 Gym Od470 B N Od470 Y N Mo2 Gym Od471 B | | 002 | Gym | 00463 | В | N | N | 00463 | Y | N | | | |
| B OQ2 Gym 00465 B N N 00465 Y N b 002 Gym 00466 B N N 00466 Y N b 002 Gym 00467 B N 00466 Y N b 002 Gym 00467 B N 00467 Y N b 002 Gym 00467 B N 00467 Y N b 002 Gym 00468 B N 00468 Y N b 002 Gym 00469 B N 00469 Y N b 002 Gym 00470 B N 00470 Y N b 002 Gym 00471 B N 00471 Y N b 002 Gym 00472 B N 00472 Y N </td <td>2</td> <td>002</td> <td>Gym</td> <td>00464</td> <td>В</td> <td>N</td> <td>N</td> <td>00464</td> <td>Y</td> <td>N</td> <td></td> <td></td> <td></td> | 2 | 002 | Gym | 00464 | В | N | N | 00464 | Y | N | | | |
| Image: Point of the system Gym 00466 B N N 00466 Y N Image: Point of the system Gym 00467 B N N 00467 Y N Image: Point of the system Gym 00467 B N N 00467 Y N Image: Point of the system Gym 00468 B N N 00468 Y N Image: Point of the system Gym 00469 B N 00469 Y N Image: Point of the system Gym 00469 B N 00469 Y N Image: Point of the system Gym 00470 B N 00470 Y N Image: Point of the system Gym 00471 B N 00471 Y N Image: Point of the system Gym 00472 N 00472 Y N | 3 | 002 | Gym | 00465 | В | N | N | 00465 | Y | N | | | |
| 6 902 Gym 00467 B N N 00467 Y N 6 902 Gym 00468 B N N 00468 Y N 7 902 Gym 00469 B N 00469 Y N 8 902 Gym 00469 B N 00469 Y N 8 902 Gym 00470 B N 00470 Y N 9 902 Gym 00471 B N 00470 Y N 9 902 Gym 00471 B N 00471 Y N 9 902 Gym 00472 B N 00472 Y N | ł | 002 | Gym | 00466 | В | N | N | 00466 | Y | N | | | |
| 6 902 Gym 00468 B N N 90468 Y N 4 902 Gym 00469 B N N 00469 Y N 5 902 Gym 00469 B N N 00469 Y N 5 902 Gym 00470 B N 00470 Y N 5 902 Gym 00471 B N 00470 Y N 6 902 Gym 00471 B N 00471 Y N 9 902 Gym 00472 B N 00472 Y N | 5 | 002 | Gym | 00467 | В | N | N | 00467 | Y | N | | | |
| V 002 Gym 00469 B N N 00469 Y N V 002 Gym 00470 B N 00470 Y N V 002 Gym 00470 B N 00470 Y N V 002 Gym 00471 B N 00471 Y N V 002 Gym 00472 B N 00472 Y N | 5 | 002 | Gym | 00468 | В | N | N | 00468 | Y | N | | | |
| B 002 Gym 00470 B N N 00470 Y N b 002 Gym 00471 B N N 00471 Y N b 002 Gym 00471 B N 00471 Y N b 002 Gym 00472 B N 00472 Y N | 7 | ▶ 002 | Gym | 00469 | В | N | N | 00469 | Y | N | | | |
| b 002 Gym 00471 B N N 00471 Y N b 002 Gym 00472 B N N 00472 Y N | 3 | 002 | Gym | 00470 | В | N | N | 00470 | Y | N | | | |
| 0 002 Gym 00472 B N N 00472 Y N | 9 | ▶ 002 | Gym | 00471 | В | N | N | 00471 | Y | N | | | |
| | 1 | 002 | Gym | 00472 | В | N | N | 00472 | Y | N | | | |

After clicking **Add Primary Locker**, you will receive a list of lockers. You will locate the locker you want to assign and click **Select**.

| neer options | N 00457 | | | Apply I liter |
|-----------------------------|---------------------|----------------------|--------|---------------|
| Destination Browse: | eneral | | \sim | Reset Filter |
| Building: 0 | 02 - Building (002) | | \sim | Back |
| Locker Area: A | ll Locker Areas | | \sim | |
| Display | Status | Condition | | Y Y |
| | Active | O Damaged | | Y |
| Available Not Available | O Inactive | Not Damaged Both | | Y |
| V NUC Available | Obui | Obui | | - V |

You can determine the lockers that display by clicking on the **Filter Options** button.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Add Secondary Locker

The Add Secondary Locker option allows you to select the secondary locker that will be attached to the student. A secondary locker might include a gym or band locker.

| | Building 🔺 | Area | Locker | Lock Type | Allow 2 Students | Allow Co-ed | Locker Description | Active | Damaged | Combination | <u>S</u> ele |
|----|------------|------|--------|--------------|---------------------|----------------|--------------------|--------|---------|-------------|--------------|
| 1 | ▶ 002 | 1 FL | 123457 | В | N | N | 123457 | Y | N | 15-20-12 | Ado |
| 2 | ▶ 002 | Gym | 00454 | В | N | N | 00454 | Y | N | | Edi |
| 3 | ▶ 002 | Gym | 00455 | в | N | N | 00455 | Y | N | | Dala |
| 4 | ▶ 002 | Gym | 00456 | В | N | N | 00456 | Y | Ν | | Dele |
| 5 | ▶ 002 | Gym | 00457 | В | N | N | 00457 | Y | N | l | Bac |
| 6 | ▶ 002 | Gym | 00458 | В | N | N | 00458 | Y | N | | |
| 7 | ▶ 002 | Gym | 00459 | В | N | Ν | 00459 | Y | N | | |
| 8 | ▶ 002 | Gym | 00460 | В | N | N | 00460 | Y | N | | |
| 9 | ▶ 002 | Gym | 00461 | В | N | N | 00461 | Y | N | | |
| 10 | ▶ 002 | Gym | 00462 | В | N | N | 00462 | Y | N | | |
| 11 | ▶ 002 | Gym | 00463 | В | N | N | 00463 | Y | N | | |
| 12 | ▶ 002 | Gym | 00464 | В | N | N | 00464 | Y | N | | |
| 13 | ▶ 002 | Gym | 00465 | В | N | N | 00465 | Y | N | | |
| 14 | ▶ 002 | Gym | 00466 | В | N | N | 00466 | Y | N | | |
| 15 | ▶ 002 | Gym | 00467 | в | N | N | 00467 | Y | N | | |
| 16 | ▶ 002 | Gym | 00468 | В | N | N | 00468 | Y | N | | |
| 17 | ▶ 002 | Gym | 00469 | В | N | N | 00469 | Y | N | | |
| 18 | ▶ 002 | Gym | 00470 | В | N | N | 00470 | Y | N | | |
| 19 | ▶ 002 | Gym | 00471 | в | N | N | 00471 | Y | N | | |
| 20 | ▶ 002 | Gym | 00472 | В | N | N | 00472 | Y | N | | |

After clicking **Add Secondary Locker**, you will receive a list of lockers. You will locate the locker you want to assign and click **Select**.

| ilter Options | | | | Apply Filter |
|-----------------------------|---------------------|----------------------|--------------|--|
| Destination Browse: G | eneral | | ~ | Reset Filter |
| Building: 0 | 02 - Building (002) | | ~ | Back |
| Locker Area: A | ll Locker Areas | | \checkmark | |
| Display | Status | Condition | | , in the second se |
| | Active | O Damaged | | Y |
| Available Not Available | O Inactive | Not Damaged Roth | | Y |
| | N 00464 | Obun | | Y |

You can determine the lockers that display by clicking on the **Filter Options** button.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Edit Lockers

| tudent Loci | ker Mainte | nance | 1 💼 🛍 🦷 🕐 |
|-------------------------|-------------|-----------------------------|-----------|
| Student Locker | Maintenance | • | Save |
| Building | 002 | Building (002) | Back |
| Locker Area: | 1 FL | 1st Floor Lockers Lock: Bu | ilt In |
| Locker Number: | 123456 | 123456 | |
| Locker Category: | Primary/Ac | ademic O Secondary/Athletic | |
| Condition | 🗢 Damaged | Not Damaged | |
| Lock Informat | tion | | |
| Lock Make: | | | |
| Lock Serial #: | | | |
| | | | |
| Owned By: | | | |
| Owned By: Lock Type: | Built In | | |

Edit allows you to switch between Primary/Secondary Locker and Damaged/Not Damaged.

Remove Locker

The Remove allows you to unassign the locker from this particular student. It does not delete the locker from the system.

| Do you wish to remove Lo | ocker 123456 from this student? |
|--------------------------|---------------------------------|
| | OK Cancel |

After clicking **Remove**, you will receive the above message. You will select **OK** to remove the locker from the student.

Locks

| Locks Maintain Locks | | | | | |
|----------------------|------------------|--------------|----------|-------------|----------|
| Building | Make | Serial # | Owned By | Combination | Attached |
| 002 - Building (002) | ML - Master Lock | 123456789012 | SCHOOL | 25-13-18 | No |

The **Maintain Locks** area allows you to add a lock to a student. You also have the ability to attach the lock to the locker.

| ocks Assigned to Stud | lent (gona | azalezscr, Sel | ena) | | A 📷 | 1 🖶 👔 |
|----------------------------|-------------|----------------|-------------|------------|------------|----------|
| /iews: Main 🗸 Filters: *Sk | yward Defau | lt V | | T 🔟 | 🛯 🕙 🗟 | Add |
| Building 🔺 | Make | Serial Number | Combination | Owned By | Attached | Edit |
| ▶ 002 - Building (002) | ML | 123456789012 | 25-13-18 | SCHOOL | N | Check In |
| | | | | | | |
| | | | | | | Back |
| | | | | | | |
| | | | | | | Attach |
| | | | | | | Unattach |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| < | | | | | > | |
| 1 records displayed | | | Seri | al Number: | | |

The above shows the options available in the Maintain Locks button.

Add Locks

| Lo | ock Cod | les | | | | | | | 1 | 1 🖶 ? |
|----|------------|----------|-----------------|----------------|----------|-------------|---------|---|----|--------|
| .0 | ck Codes: | School | owned locks ava | ilable [Bld: (| 002] | | | 8 | £, | Filter |
| | Building 🔺 | Make | Serial Number | Combination | Owned By | Checked Out | Student | | | Select |
| 1 | 002 | LS | 123456789123 | 12-32-12 | SCHOOL | N | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | Delete |
| | | | | | | | | | | Back |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | ~ | |
| | | | | | | | | | | |
| 20 | | 1 record | le dieplawod | | | Corial | lumbor: | 2 | | |
| - | • • | Tiecolu | is uispiayeu | | | Selial I | | | | |

Add Locks allows you to select the lock being added to the student's locker record.

Edit Locks

| Lock Maintenance * Building: 002 Building (002) Make: ML Master Lock Serial Number: 123456789012 * Combination: 25-13-18 Owned By: School Student: Availablility: Check Spelling Back Back Back | Lock Maintenance | A 🖬 靠 📮 ? |
|--|--|-----------------------------------|
| | Lock Maintenance * Building: 002 Building (002) Make: ML Master Lock Serial Number: 123456789012 * Combination: 25-13-18 Owned By: School Student Availablility: Check In Check Out Student: GONAZSEL000 Selena gonazalezscr Entered By: amys * Data 07/06/2012 | Check Spelling Save Back |

You can edit a lock by highlighting the record and clicking on **Edit.** The Edit allows you to modify the Building, Combination, and Date for the lock record.

Check In

The Check In allows you to return an external lock to be assigned to another student. You will highlight the lock and click **Check In**.

| Are you sure you want to check in 123456789012)? | this lock (MAKE: ML, SERIAL #: |
|--|--------------------------------|
| | OK Cancel |

After clicking **Check In**, you will receive the above message. You will click **OK** to remove the lock from the student.

Attach

The Attach allows you to link an external lock to a specific locker. You will highlight the lock and click on **Attach**.

| ews: General | ✓ Filters: *A11 1 | Lockers 🗸 | | T | Belect |
|--------------|-------------------|-----------|---------|----------|----------|
| Building 🔺 | Locker Area | Locker No | Primary | | Back |
| 002 | west | 0002 | Y | | ^ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | ~ |

Lockers will only display in the Available Locker if you have attached a locker that uses an external lock. Also the locker must belong to the same builing as the selected lock. You will highlight the locker and click **Select**.

| | Building | Area | Locker # | Primary? | Condition | Lock Make | Lock Serial # | Owned By | Lock Type | Combination |
|-------------|----------------------|------------------|----------|----------|-----------|------------------|---------------|----------|-----------|-------------|
| Edit Remove | 002 - Building (002) | west - west wing | 0002 | Yes | NA | ML - Master Lock | 123456789012 | SCHOOL | External | 25-13-18 |

After attaching the lock to the locker, you will be able to see the lock information when viewing the locker.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Unattach

The Unattach is used to remove the link between a lock and locker. You will highlight the lock and click **Unattach**.

| ? | Are you sure you want to una from Locker 0002? | attach Lock ML - 12 | 3456789012 |
|---|--|---------------------|------------|
| | | ОК | Cancel |

After clicking **Unattach**, you will receive the above message. You will click **OK** to unattach the lock from the locker.

Print Locker

| ews: Student Deta | ils V Fikers: * | Only Active | Stude | nts | × | | | | | | | Y | 🖬 🖲 💩 🦲 |
|-------------------|-----------------|-------------|-------|------|----|-----|------|------|------------|-----|---|----------|-----------|
| Last Name 🔺 | First | Middle | s. | GY | Gr | DE | Cidr | Schl | Birthdate | Age | G | Other ID | Shi m Key |
| gonazalezscr | Selena | | A | 2018 | 07 | 002 | 002 | 002 | 03/03/2000 | 13 | F | 180002 | GONAZSE1 |
| 2 Gonzalezscr | Mercucio | | A | 2019 | 06 | 103 | 002 | 002 | 02/22/2001 | 12 | М | 190001 | GONZAMER |
| B GOYASCR | LONG | н | A | 2014 | 11 | 041 | 002 | 002 | 03/22/1996 | 17 | М | 522591 | GOYASLON |
| GROBESCR | ROGER | J | A | 2015 | 10 | 041 | 002 | 002 | 02/02/1997 | 16 | М | 522616 | GROBEROG |
| 5 B GRUNDENSCR | MERYL | н | A | 2015 | 10 | 041 | 002 | 002 | 05/04/1997 | 16 | F | 522625 | GRUNDMER |

The Print Locker allows you to generate the "Locker Assignment Card Report" for the selected student.

Locker Assignment Card Report

Mass Assign Lockers

The Mass Assign Lockers utility will compile a list of all students and lockers within the ranges. It will then assign students to lockers according to the constraints of the respective locker areas and the locker assignment setting. You can find the Mass Assign Lockers utility by going to Student Management>Office>Lockers>Setup>Utilities.

Mass Assign Lockers Utility

Mass Unassign Lockers

The Mass Unassign Lockers process will cycle through all lockers within the specified range and only unassign lockers from students within ranges. Lockers with external locks attached will not be unassigned unless you select to unassign the appropriate lock type with the locker.

Mass Unassign Lockers Utility

Locker Reports

Lock Report Locker Assignment Card Report Locker Report Student Locker Report

| eme 👻 Students Families Staf | Student Services | Food Service Office | Administration | Educator Access Plus | Advanced Features | Federal/State Reporting | Custom Reports | Q, | |
|------------------------------|---------------------|------------------------|----------------|-------------------------|----------------------|----------------------------------|-------------------|------|----------|
| ରା | | 🖌 Student Ma | nagement Setup | | | | | | |
| Office - OF | Setup | Discipline | - DI | Set | tup FC | urriculum & As | ssessment | - CA | Setup |
| > Attendance - AT | Setup | + Health Re | cords - HR | Set | tup + L | ockers - LO | | | Setup |
| | _ | _ | | | Lo | ckers - LM | | | 1 |
| Grading - GR | Setup | ► Activities | - AC | Set | tup En | try by Student - L ports - RE | .0 | | 19 19 |
| Current Scheduling - CS | Setup | | | / | + G | uidance - GU | | | Setup |
| Future Scheduling - FS | Calun | | | | - | | | | |

You can find the Locker Reports by going to Student Management>Office>Lockers>Reports.



The following Locker Reports are available:

- Lock Report
- Locker Assignment Card Report
- Locker Report
- Student Locker Report

Lock Report

The Lock Report generates a report of locks and the students, lockers, and combinations associated with them. This report will also display if the lock is student or school owned. The Lock report is found by going to Student Management>Office>Lockers>Reports.

| Lock Report Ranges | i ti |
|--|-------------------|
| Template Settings | Check |
| * Template Description: Lock Report | spelling |
| Share this template with other users in entity 002 | Save |
| Print Greenbar | Save and Print |
| | Back |
| Lock Report Ranges | Dack |
| Low High | |
| Lock Make: ZZ | |
| Serial #: ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ | |
| Building: ZZZZZ | |
| Entered By: ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ | |
| Student: ZZZZZZZZZZ | |
| Date: 01/01/1900 | |
| Availability Checked In Checked Out Both | |
| Lock Attached | |
| ○ Attached ○ Unattached ● Both | |
| Printing Options | |
| Sort: | |
| Break Report on First Sort Sequence. | |
| Asterisk (*) denotes a required field | J |

Lock Report Ranges

The Lock Report Ranges allow you to determine the locks that will print on the report.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Printing Options

| Sort Orde | r | | | 1 | 1 🛱 ? |
|--------------------------------|------------|---------------------------|----------|--------|--------------|
| Views: Gener Filters: *Skyr | ward Defau | ilt 🗸 | N | Q, | Save |
| Select 🔺 | Sort Order | Sort Field | | Π | Back |
| 1 | | Building | | | Deselect All |
| 2 | | Date | | \sim | |
| 3 | | Entered by | | | Move Up |
| 4 | | Lock Make | | | Move Down |
| 5 | | Lock Serial # | | | |
| 6 | | Lock Type | | | |
| 7 | | Locks Attached to Lockers | | | |
| 8 | | Locks Checked In/Out | | | |
| 9 | | Student | | \sim | |
| < | | | > | | |
| 20 🗸 | 141 A > > | 9 records displayed | | | |

The Print Options allow you to choose how the report is sorted.

Locker Assignment Card Report

The Locker Assignment Card Report prints instructional and contractual information for the student to sign and understand the responsibilities of the locker. You could use this report at the beginning of the school year to inform students and parents of locker information and responsibilities. The Locker Assignment Card Report can be found by going to Student Management>Office>Lockers>Reports.

| * Template Description: Locker | | |
|--------------------------------|--|----------------|
| | Assignment Card Report × | spein |
| 🗆 Sha | re this template with other users in entity 00 | 2 <u>Sav</u> |
| Prin | t Greenbar | Save a Prin |
| | | <u>B</u> ac |
| Locker Assignment Card Report | Ranges | |
| Low High | | |
| Building: ZZZZZ | <u></u> | |
| ocker Area: ZZZZZ | 2 | |
| Locker: ZZZZZ | Z | |
| Student Selection | Shared Lockers | |
| (See Student Range Selections) | ○ Shared | |
| Range | O Unshared | |
| ○ Individual | Both | |
| Locker Category | Special Education Students | |
| O Primary/Academic | Only | |
| O Secondary/Athletic | O Exclude | |
| Both | Both | |
| | | |
| Printing Options | | |
| Sort: | | |

Locker Assignment Card Report Ranges

The Locker Assignment Card Report Ranges allow you to determine the students and lockers that will print.

Printing Options

| So | | r al V | | | 1 | 1 ? |
|-----|-------------|------------|---------------------|---|--------|--------------|
| Fil | ters: *Skyv | vard Defau | lt 🗸 | | 2 | Back |
| | Select 🔺 | Sort Order | Sort Field | | | Decelect All |
| 1 | ✓ | 01 | Student Name | | | Deselect All |
| 2 | | | Grade | | \cap | |
| 3 | | | Homeroom | | | Move Up |
| | | | | | | Move Down |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | \sim | |
| | | | | | | |
| | < | | | 2 | | |
| 20 |) 🗸 | 144 A D D | 3 records displayed | | | |

The Printing Options allow you to determine how the report will sort.

Student Range Selections by Range

| E Student Range Selections | |
|--|---|
| Low Student: Grad Yr/Grade: 0000 Homeroom: Advisor: Race: Gender: Both v Status: Both v | High ZZZZZZZZZZ 9999 ZZZZZ ZZZZZZZZZZZZ |
| ✓ All Schools ✓ All Calendars | Schools Calendars |

If you select the option of **Range** under "Student Selection," you will be able to set the range of students for whom the report will be generated.

Student Range Selections by Individual

| Calact Chudanter (Chudante have NC | These selected) |
|------------------------------------|-------------------|
| Select Students: (Students have NC | JT been selected) |
| Low | High |
| Grad Yr/Grade: 0000 | 9999 |
| Homeroom: | ZZZZZ |
| Advisor: | 7777777777 |
| Race: | ZZZ |
| Gender: Both 🗸 | |
| Status: Both 🗸 | |
| ✓ All Schools | Schools |
| All Calendars | Calendars |

If you selected the option of **Individual** in the "Student Selection," you will be able to select individual students by clicking on the **Select Students** option.

Locker Report

The Locker Report prints locker information, which includes the student(s) assigned. You have the ability to print the locker combination(s) on the report. You could use this report as a master list of Lockers. The report is sorted based on the Locker Area. You can find the Locker Report by going to Student Management>Office>Lockers>Reports.

| Locker Report Ranges | ini 🖞 🦷 ? |
|--|---|
| Template Settings * Template Description: Locker Report Share this template with other users in entity 002 Print Greenbar Locker Report Ranges Low High Building: ZZZZZ Locker Area: ZZZZZ Locker: ZZZZZ Availability: Both Shared: Both Locker Status: Both Print Options: Print Locker Description Print Options: Print Locker Combination Current Combination Print Student Information Print Student's Combination Print Student's Combination | Check Spelling Save Save and Print Reset Back |
| Asterisk (*) denotes a required field | |

Locker Report Ranges

The Locker Report Ranges allow you to determine the locker that will print on the report.

Print Options

- **Print Locker Description** Select this option if you want the Locker Description to display on the report. If your Locker Code and Description are the same, it will print the same Locker Number twice on the report.
- **Print Locker Combination** If you select to print the Locker Combination, you can select to print the **Current Combination** or **All Combination Sets**.
- **Print Student Information** If you select this option, the student name, alphakey, gender, homeroom, grad year, and default entity will print on the report.
- **Print Student's Combination** This option will print the student's combination for both Built-In and External Locks.

Student Locker Report

The Student Locker Report lists all students within the specified range along with the pertinent locker information. You could use this report to determine the student with or without lockers, students who share lockers, and lockers flagged as damaged. This report can be found by going to Student Management>Office>Lockers>Reports.

| Template Settings | | Check Spelling |
|---|---------------------|---------------------------|
| Template Description: Student Locker Report Share this template with other Print Greenbar | users in entity 002 | Save Save and Print |
| Student Locker Report Ranges | | Back |
| By Range O By Individual | | |
| Low High | | |
| Building: ZZZZZ | | |
| | | |
| Student Lockers: Both | | |
| Shared Lockers: Both 🗸 | | |
| Locker Category: Both 🗸 | | |
| Locker Condition: Both 🗸 | | |
| Locker Status: Both 🗸 | | |
| Print Locker combination | | |
| Print external Lock information | | |

Student Locker Report Ranges

The Student Locker Report Ranges allow you to determine the students and the lockers that will print on the report.

Print Options

- Print Locker combination This option allows you to print the locker combination on the report.
- **Print external Lock information** If you select this option, it will print the Make, Serial Number, and Combination for External Locks.

Locker Utilities

Delete Orphaned Student Lockers Import Locks (only available in the District Entity) Mass Assign Lockers Mass Change Current Locker Combination In Use Mass Change Numeric Locker Numbers to Uniform Length Mass Create/Delete Lockers Mass Move Lockers to New Locker Area Mass Unassign Lockers Move Locks to Student's Default Entity

| me 🕶 Students Families Staff | Student Services S | Food Office Administration | Educator Advant Access Plus Featur | res Reporting Repo | om Q |
|------------------------------|-----------------------|----------------------------|---------------------------------------|---|------------------------------|
| а, | | 🖌 Student Management Setup | | | |
| Office - OF | Setup | Discipline - DI | Setup | Curriculum & Assessn | ment - CA Setup |
| > Attendance - AT | Setup | + Health Records - HR | Setup | - Lockers - LO | Setup |
| Grading - GR | Setup | > Activities - AC | Setup | Lockers - LM Entry by Student - LO Reports - RE | Codes - CO Utilities - UT |
| Current Scheduling - CS | Setup | | | Guidance - GU | Setup |
| Future Scheduling - FS | Setup | | | | |

You can find the Locker Utilities by going to Student Management>Office>Lockers>Setup> Utilities.

Utilities : UT Utilities - UT Delete Orphaned Student Lockers - DO Import Locks - IL Mass Change Current Locker Combination In Use - CL Mass Change Current Locker Numbers to Uniform Length - NL Mass Change Numeric Lockers - MC Mass Onage Junesity To Key Student Lockers - ML Mass Unassign Lockers - MU Move Locks to Student's Default Entity - DE

The following Locker Utilities are available:

- Delete Orphaned Student Lockers
- **Import Lock** (only available in the district entity)
- Mass Assign Lockers
- Mass Change Current Locker Combination In Use
- Mass Change Numeric Locker Numbers to Uniform Length
- Mass Create/Delete Locker
- Mass Move Lockers to New Locker Area
- Mass Unassign Lockers
- Move Locks to Student's Default Entity (only available in the district entity)

Delete Orphaned Student Lockers

The Delete Orphaned Student Lockers utility reads the student-locker records for the current entity. Records will be removed if no student could be found to match the record. You will be able to view the student-locker records to be removed before processing. This utility can be found by going to Student Management>Office>Lockers>Setup>Utilities.

| elete Orphaned Student Lockers 🛛 🔝 📹 🕯 | È 🖶 ? |
|---|-------|
| Delete Orphaned Student Lockers | Run |
| This process will cycle through the student-locker records of the current entity. Records will be removed if no student could be found to match the record. This process does allow you to view the student-locker records to be removed. | Back |

You will click **Run** to process this utility.

| <u> </u> | No records found to update. |
|----------|-----------------------------|
| | ОК |

After the Delete Orphaned Student Lockers utility completes, you will either receive a message stating that there were no records found to update or you will receive a processing screen displaying the student-locker records.

Import Locks

The Import Locks utility will allow you to import a tab-delimited list of lock serial numbers and combinations. The imported lock records are created in the district entity which makes them viewable in all entities until they are checked out to students. You will find the Import Locks utility by going to Student Management>Office>Lockers>Setup>Utilities; you need to be in the district entity to access it.

| Import Locks This process will import lock records from a tab delimited file. The imported lock records should be created in building 000 and will be visible to all entities until they are checked out to students. At that point the lock will be unassigned from building 000 and assigned to an entity-specific building of the user's choosing. The import file's format should be: Serial Number <tab> Combination <enter> Serial Number <tab> Combination <enter></enter></tab></enter></tab> | oort ck |
|---|------------|
| This process will import lock records from a tab delimited file. The imported lock records should be created in building 000 and will be visible to all entities until they are checked out to students. At that point the lock will be unassigned from building 000 and assigned to an entity-specific building of the user's choosing. The import file's format should be: Serial Number <tab> Combination <enter> Serial Number <tab> Combination <enter></enter></tab></enter></tab> | ck |
| | |
| Building: 000 Building (000) | |
| Make: ML Master Lock | |
| Owned By: Student 🗸 | |
| Availability: Check In | |
| Entered By: amys | |
| Upload File Path | |
| Import File: C:\Users\amys\Documents\lockers.csv Browse | |
| Filename: lockers.csv | |

Import Locks

- Make Select the Make of the Locks being imported.
- **Owned By** Select if the locks are owned by the student or school.

Upload File Path

Click on **Browse** to locate the import file.

After the lock import information has been entered, you will click on **Import**.



After the Import Locks utility completes, you will receive a message stating that the process has finished. You can click **View Report** to view the Lock Imported or the reason the locks couldn't be imported.

Mass Assign Lockers

The Mass Assign Lockers utility will compile a list of all students and lockers within the ranges. It will then assign students to lockers according to the constraints of the respective locker areas and the locker assignment settings. You can find the Mass Assign Lockers utility by going to Student Management>Office>Lockers>Setup>Utilities.

| ass Assign Lockers to Students | |
|---|------------------|
| | Check Spollin |
| emplate Settings | Save |
| * Template Description: Mass Assign Lockers | Save ar |
| □ Share this template with other users in entity 002 | Proces |
| | <u>B</u> ack |
| Mass Assign Lockers to Students | |
| his process will compile a list of all students and lockers within the ranges. It will then assign students to lockers ccording to the constraints of the respective locker areas and the Locker Assignment settings entered on this creen. A report of the lockers to be assigned will print prior to processing. | |
| Locker Selection Options | |
| * Building: 002 V Building (002) | |
| All Locker Areas | |
| Low High | |
| Locker: ZZZZZZ | |
| | |
| Locker Assignment ? | |
| Locker Category: Primary/Academic 🗸 ? | |
| Assign students randomly | |
| Assign two students per locker | |
| Allow Students in different grade levels to share lockers | |
| | |
| Student Selection | |
| Range O Individual <u>Ranges</u> | |
| Additional Student Ranges | |
| Spec Ed Students: Include | |
| | |
| Graduated: Both | |
| Graduated: Both V Full Time: Both V | |

Locker Selection Options

- ****Building** Select the Building of the lockers being assigned.
- All Locker Areas If this option is unchecked, you will be able to pick the specific locker areas being assigned.
- Locker Range This allows you to determine the range of lockers being assigned.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

Locker Assignment

If a locker area has more restrictive settings than the selected fields in the Locker Assignment, the locker area's setting will supersede those entered here.

- Locker Category Allows you to determine whether the locker being assigned is the student's primary or secondary locker.
- **Assign students randomly** If this option is not selected, it will assign the students alphabetically.
- **Assign two students per locker** Allows you to assign two students per locker when running the utility.
- Allow COED lockers This option will only be available if you selected the option to "Assign two students per locker."
- Allow students in different grade levels to share lockers This option will only be available if you selected the option to "Assign two students per locker."

Student Selection

The Student Selection allows you to determine the students who will be processed when running the Mass Assign Lockers utility.

Additional Student Ranges

This area allows you to select additional student ranges of Special Education Students, Graduated, and Full Time.

 Only process students who have the current entity as default – If this option is unchecked, it will allow you to assign lockers to students with other default entities.

After verifying the options and range, you will click **Save and Process**.

| Template Des | scription: Mass Assign | Back |
|--------------------------|--|------|
| Processing Messages | | |
| Preview proc Select t | ess has completed and has found records to proces the 'Preview Data to Process' button to continue. | s. |
| Process Options | | |
| | Preview Data to Process | |
| | | |

You will click **Preview Data to Process**.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

| Vreview Mass Assign Lockers to Students Preview Views: General V Filters: *Skyward Default V | | | | | | | | | | 🧟 🖄 | Remove |
|--|-------------|---------------|--------------|-------|--------|-----------|-------|--------|--------|-------|--------------------|
| Building 🔺 | Locker Area | Lock Built In | 2 Per Locker | Co-ed | Locker | Last Name | First | Middle | Gender | Grade | Record |
| 002 | Main | Y | Y | Y | 0002 | VENNSCR | EVIE | P | F | 09 | Report |
| | | | | | | | | | | | View Exceptions |
| | | | | | | | | | | | Back |

After clicking **Preview Data to Process**, you will see a list of students who will be included in the Mass Assign Lockers process.

Remove Record

The Remove Record will remove the highlighted record from the Mass Assign Locker process.

Report

If you click on the Report button, it will generate a report of the data you see listed on the browse screen.

View Exceptions

The View Exceptions will display any students who would fall into the range of the utility, but were not included in the process.

After verifying the students on the preview screen, you will click **Back**.

| Template Description: Mass Assign | Back |
|---|------|
| Processing Messages | |
| Preview process has completed and has found records to process. | |
| | |
| Select the Preview Data to Process button to continue. | |
| Select the Preview Data to Process button to continue. | |
| Process Options | |
| Process Options Preview Data to Process | |
| Process Options Preview Data to Process Run the Update | |

You will then click on **Run the Update**.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

| ? | By clicking OK the update process will be run, making permanent changes that cannot be undone! The update process will be run on the print queue and the status can be viewed there. |
|---|---|
| | Are you sure you want to run the update? |
| | OK Cancel |

After clicking **Run the Update**, you will receive the above message. You will click **OK** to complete the Mass Assign Lockers process.

| | Contra |
|----------------------------------|----------------------|
| The report Process Mass Assign I | Lockers has finished |
| processing. | |
| | |
| t - Locker Report | Completed 00:00:16 |
| | Back |

Once the utility completes in the Print Queue you can click on **Display Report** to view the students who were assigned lockers.

Mass Change Current Locker Combination In Use

The Mass Change Current Locker Combination In Use utility is used to set a range of lockers to a specific combination number or increment all combinations in use by one. You would typically run this utility before the beginning of the school year. This utility can be found by going to Student Management>Office>Lockers>Setup>Utilities.

| Mass Change C This process allows Building, Locker Ar | urrent Locker Combination In Use s you to mass change Locker combinations in use for all Lockers included in the selected ea, Locker number, and current combination in use ranges. A report of the changes will be |
|---|---|
| printed prior to pro Mass chan | ge method: Increment C Enter new number C Low High |
| Current Combina New Combina | Locker: ZZZZZZ tion In Use: 1 6 1 |
| All Buildings an Views: General | d Locker Areas Filters: *Skyward Default v T Maintain Selected |
| Building 1 002 | Description Buildings and Areas Building (002) Image: Comparison of the second |
| 2 • 041 | Building (041) |
| | |
| | ~ |
| 20 20 20 | |

Mass Change Method

You can select to either **Increment** the combinations or **Enter new number.** The Enter new number will change all of the combinations in use to the same number.

Current Combination

The Current Combination indicates which combination in the rotation is currently in use.

New Combination

The New Combination field will only be available if you select the option to "Enter new number." You will enter the value to which you want all of the combinations changed.

All Buildings and Locker Areas

The buildings that display at the bottom of the screen are the buildings that will be affected when running this utility. If you want to pick the specific building and locker area, you will uncheck the "All Buildings and Locker Areas." After unchecking the option, you will then click on the **Maintain Selected Buildings and Areas**. **Maintain Selected Building and Areas**

| Sele | ct Locker | Areas | | | | | A 🖸 | 1 🕆 🖶 ? |
|-------|------------|-------|-------------------------|--------------------------|-------|--------------|--------------|-------------------|
| Locke | r Areas ? | | | | | | 🕙 💩 | Filter Options |
| | Building 🔺 | Area | Locker Area Description | 2 Students per Locker | Co-ed | Lock Type | Nbi Locki | Save |
| 1 | 002 | 1 FL | 1st Floor Lockers | N | N | В | | Back |
| 2 | 002 | Gym | Basketball Gym | N | N | В | 1 | |
| 3 | 002 | Main | Main Office | Y | Y | в | 1 | Select All |
| 4 | 002 | west | west wing | N | N | E | 2 | Select All |
| | | | | | | | | Deselect All |

The Locker Areas that display are for a specific building and only built-in lockers. If you need to change the building, you will click on the "Filter Options" button.

After you have verified the mass change method and building/lockers areas, you will click on **Run.**

| Ι. | | 1 1 1 | | Deresed | 01-1-2 | Current | Current | New | New | Back |
|----|------------|-------------|-----------|---------|--------|-------------|-------------|-------------|-------------|------|
| | Building 🔺 | Locker Area | Locker No | Damaged | Status | Comb In Use | Combination | Comb In Use | Combination | |
| 1 | 002 | Main | 0002 | N | | 1 | | 2 | ^ | |
| 2 | 002 | Main | 0003 | N | | 1 | | 2 | <u></u> | |
| 3 | 002 | Main | 0004 | N | | 1 | | 2 | | |
| 4 | 002 | Main | 0005 | N | | 1 | | 2 | | |
| 5 | 002 | Main | 001 | N | | 2 | | 3 | | |
| 6 | 002 | Main | 00454 | N | | 1 | | 2 | | |
| 7 | 002 | Main | 00455 | N | | 1 | | 2 | | |
| 8 | 002 | Main | 00456 | N | | 1 | | 2 | | |
| 9 | 002 | Main | 00457 | N | | 1 | | 2 | | |
| 0 | 002 | Main | 00458 | N | | 1 | | 2 | | |
| 1 | 002 | Main | 00459 | N | | 1 | | 2 | | |
| 2 | 002 | Main | 00460 | N | | 1 | | 2 | | |
| 3 | 002 | Main | 00461 | N | | 1 | | 2 | | |
| 4 | 002 | Main | 00462 | N | | 1 | | 2 | | |
| 5 | 002 | Main | 00463 | N | | 1 | | 2 | | |
| 6 | 002 | Main | 00464 | N | | 1 | | 2 | | |
| 7 | 002 | Main | 00465 | N | | 1 | | 2 | | |
| 8 | 002 | Main | 00466 | N | | 1 | | 2 | | |
| 9 | 002 | Main | 00467 | N | | 1 | | 2 | | |
| 0 | 002 | Main | 00468 | N | | 1 | | 2 | L. | |

You will then receive a preview screen displaying the lockers affected by running the Mass Change Current Locker Combination In Use utility. After verifying the lockers, you will click **Process**.



Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

You will then click **Yes** to have the Mass Change Current Locker Combination In Use complete in the Print Queue.

| Request Complete | |
|---|-------------------------|
| Process Mass Change Current Loo has finished processing. | cker Combination In Use |
| View Report | Back |

After the utility completes in the Print Queue, you can click **View Report** to see the lockers with the combinations changed.

Mass Change Numeric Locker Numbers to Uniform Length

The Mass Change Numeric Locker Numbers to Uniform Length will add leading zeros to any "short" locker number. The utility first checks existing locker numbers and allows you to specify the length which should be used for all locker numbers. You can find this utility by going to Student Management>Office>Lockers>Setup>Utilities.

| as | s Change | Numeric L | ocker Numb | ers to Unit | form Length | charactore | according | to the value i | entered in the N | | ath field | Ru |
|------------|-------------------------------------|------------------------------|---|--------------|----------------------|----------------|--------------|----------------|------------------|--------------|-----------------|----|
| ro: lue | s will be add in the Sm a | led to the be allest Leng | eginning of the th field and ca | Locker nun | nber to achiev 6. | e the speci | fied length. | The New L | ength value can | not be | less than the | |
| | | | Smallest I | ength: | 4 Largest | Length: | 5 Nev | v Length: | 5 | | | |
| DC | kers - Buil | ding: 002 / | Locker Area | : Gym | | | | | 2 | Ð, | Filter | |
| | Building 🔺 | Area | Locker | Lock Type | Allow 2 Students | Allow Co-ed | Active | Damaged | Combination | | <u>R</u> efresh | |
| 1 | ▶ 002 | Gym | 0001 | В | N | N | Y | N | | | | |
| 2 | ▶ 002 | Gym | 0002 | В | N | N | Y | N | | | | |
| 3 | ▶ 002 | Gym | 0003 | В | N | N | Y | N | | | | |
| 4 | ▶ 002 | Gym | 0004 | В | N | N | Y | N | | | | |
| 5 | ▶ 002 | Gym | 0005 | в | N | N | Y | N | | | | |
| 6 | ▶ 002 | Gym | 00454 | В | N | N | Y | N | | | | |
| 7 | ▶ 002 | Gym | 00455 | В | N | N | Y | N | | | | |
| В | ▶ 002 | Gym | 00456 | В | N | N | Y | N | | | | |
| 9 | ▶ 002 | Gym | 00457 | В | N | N | Y | N | | | | |
| 0 | ▶ 002 | Gym | 00458 | В | N | N | Y | N | | | | |
| 1 | ▶ 002 | Gym | 00459 | В | Ν | Ν | Y | Ν | | | | |
| 2 | ▶ 002 | Gym | 00460 | В | N | N | Y | N | | | | |
| 3 | ▶ 002 | Gym | 00461 | В | Ν | Ν | Y | Ν | | | | |
| 4 | ▶ 002 | Gym | 00462 | В | N | N | Y | N | | | | |
| 5 | ▶ 002 | Gym | 00463 | В | Ν | N | Y | Ν | | | | |
| 6 | ▶ 002 | Gym | 00464 | В | N | N | Y | N | | | | |
| 7 | ▶ 002 | Gym | 00465 | В | N | N | Y | N | | | | |
| 8 | ▶ 002 | Gym | 00466 | В | N | N | Y | N | | | | |
| 9 | ▶ 002 | Gym | 00467 | В | Ν | N | Y | N | | \checkmark | | |
| 0 | ▶ 002 | Gvm | 00468 | В | N | N | Y | N | | | | |

You can determine the building and locker area by clicking on Filter Options.

| Filter Options | NN | Y | N | Apply Filter |
|---------------------|------------------|---|---|--------------|
| ASS Building: 002 - | - Building (002) | Y | × | Reset Filter |
| Locker Area: Gym | - Basketball Gym | Y | ~ | Back |

After selecting the building and locker area, you will click **Apply Filter**.

The **Smallest** and **Largest** locker code length will display. You will enter the **New Length** for the locker area. The New Length value cannot be less than the value in the "Smallest" length field and cannot exceed 6.

After verifying the building/locker area and the new length value, you will click Run.

| | ws: Gener | al 🗸 Filt | ers:[*Skywar | d Default | ~ | | | | Υ 🛄 | H 🔍 | Process |
|---|------------|-----------|------------------|------------------|--------|---------|-------------|----------------|-----|------------|---------|
| | Building 🔺 | Area | Old Locker No | New Locker No | Status | Damaged | Combination | Exception Note | | | Back |
| 1 | 002 | Gym | 0001 | 00001 | | N | | | | | |
| 2 | 002 | Gym | 0002 | 00002 | | N | | | | ^ | |
| 3 | 002 | Gym | 0003 | 00003 | | N | | | | | |
| 4 | 002 | Gym | 0004 | 00004 | | N | | | | | |
| 5 | 002 | Gym | 0005 | 00005 | | N | | | | | |
| 6 | 002 | Gym | 1110 | 01110 | | N | 22-22-22 | | | | |
| 7 | 002 | Gym | 1111 | 01111 | | N | 44-44-44 | | | | |
| 8 | 002 | Gym | 1112 | 01112 | | N | | | | | |
| 9 | 002 | Gym | 1113 | 01113 | | N | | | | | |
| 0 | 002 | Gym | 1114 | 01114 | | N | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | _ | | | |
| | | | | | | | | | | - | |

A screen displays the new locker numbers. After verifying the new locker numbers, you will click **Process**.

| ? | Would you like to continue? Clicking the OK button will update the listed Locker numbers from the value shown in the 'Old Locker No' column to the value shown in the 'New Locker No' column. Records highlighted in gray will not be processed. |
|---|---|
| | OK Cancel |

You will click **OK** to have the process complete in the Print Queue.

| Request Complete | |
|---|--------------------------------|
| Process Mass Change Numeric Lo Length has finished processing. | <u>cker Numbers to Uniform</u> |
| View Report | Back |

After the utility completes in the Print Queue, you can click **View Report** to see a list of locker numbers modified by running this utility.

Mass Create/Delete Lockers

The Mass Create/Delete Lockers utility performs a mass create of new lockers or a mass delete of existing lockers.

Mass Create

| lass Create/Delete Lockers | 🧟 🗑 靠 🎅 |
|---|--------------------------------|
| Mass Create/Delete Lockers | Run |
| This process allows you to mass create or mass delete Lockers within the selected Building, Locker Area Locker number ranges. This process will only perform mass actions on Lockers with numeric Locker nur report of the changes will be printed prior to processing. | a, and <u>Back</u> mbers. A |
| Mass change method: Create Delete | |
| Low High Locker: 1 100 | |
| Locker number length: 3 | |
| Fill Locker description with: | |
| All Duildings and Locker Areas | |
| Li All Bulldings and Locker Areas | Maintain |
| Views: General V Filters: *Skyward Derault V | Selected |
| Building Description | Buildings and Areas |
| 1 🔻 002 Building (002) | |
| Expand All Collapse All View Printable Details | Refresh |
| ▼ Locker Areas | |
| Area Description 2 per Locker Co-ed # of Lockers | |
| 1 FL 1st Floor Lockers 2 | |
| | |
| * | |
| < > | |
| 20 V 1 records displayed Building: | |
| | |

- Mass Change Method You will select Create for the Mass Change Method.
- Locker Range Enter the range of lockers you wish to create.
- Locker number length Enter the length of the locker number.
- **Fill Locker description with** You can either have the locker description be the locker number or it can be left blank.
- All Building and Locker Areas The buildings that display at the bottom of the screen are the buildings that will be affected when running this utility. If you want to pick the specific building and locker area, you will uncheck the "All Buildings and Locker Areas." After unchecking the option, you will then click on the Maintain Selected Buildings and Areas.

| Sel | Select Locker Areas | | | | | | | | 1 🕤 📅 🥐 |
|------|---------------------|------------|------|-------------------------|--------------------------|-------|--------------|--------------|--------------|
| Lock | Locker Areas | | | | | | | | Filter |
| | | Building 🔺 | Area | Locker Area Description | 2 Students per Locker | Co-ed | Lock Type | Nbi Locki | Save |
| 1 | / | 002 | 1 FL | 1st Floor Lockers | N | N | В | | Back |
| 2 | | 002 | Gym | Basketball Gym | N | N | В | 1 | |
| 3 | | 002 | Main | Main Office | Y | Y | в | 1 | Coloct All |
| 4 | | 002 | west | west wing | N | N | E | 2 | Select All |
| | | | | | | | | | Deselect All |

The Locker Areas that display are for a specific building. If you need to change the building, you will click on the "Filter Options" button.

After you have verified the mass change method and building/lockers areas, you will click on **Run**.

| VI | ews: Gener | al 🗸 Filter | s: *Skywar | d Default 🗸 | | | T 🔟 | 1 | Process |
|----|------------|-------------|------------|--------------------|--------|---------|-------------|----------|---------|
| | Building 🔺 | Area | Locker | Locker Description | Status | Damaged | Combination | | Back |
| 1 | 002 | 1 FL | 001 | 001 | | N | | | |
| 2 | 002 | 1 FL | 002 | 002 | | N | | ^ | |
| 3 | 002 | 1 FL | 010 | 010 | | N | | | |
| 4 | 002 | 1 FL | 011 | 011 | | N | | | |
| 5 | 002 | 1 FL | 012 | 012 | | N | | | |
| 6 | 002 | 1 FL | 013 | 013 | | N | | | |
| 7 | 002 | 1 FL | 014 | 014 | | N | | | |
| 8 | 002 | 1 FL | 015 | 015 | | N | | | |
| 9 | 002 | 1 FL | 016 | 016 | | Ν | | | |
| 10 | 002 | 1 FL | 017 | 017 | | N | | | |
| 11 | 002 | 1 FL | 018 | 018 | | N | | | |
| 12 | 002 | 1 FL | 019 | 019 | | N | | | |
| 13 | 002 | 1 FL | 020 | 020 | | N | | | |
| 14 | 002 | 1 FL | 021 | 021 | | N | | | |
| 15 | 002 | 1 FL | 022 | 022 | | Ν | | | |
| 16 | 002 | 1 FL | 023 | 023 | | N | | | |
| 17 | 002 | 1 FL | 024 | 024 | | N | | | |
| 18 | 002 | 1 FL | 025 | 025 | | N | | | |
| 19 | 002 | 1 FL | 026 | 026 | | Ν | | | |
| | 002 | 1 FL | 100 | 100 | | N | | | |

A screen displays the new lockers created. After verifying the new lockers, you will click **Process**.



You will click **OK** to create the lockers.

| Request Complete | |
|---------------------------------|----------------------|
| Process Mass Create Lockers has | finished processing. |
| | |
| | |
| View Report | Back |

After the utility completes in the Print Queue, you can click **View Report** to see a list of locker numbers created by running this utility.

Delete Lockers

You can only delete the locker if students are not attached to the locker.

| Mass Create/Del | lete Lockers | Run |
|---|--|---------------|
| This process allows locker number ran report of the chang | s you to mass create or mass delete Lockers within the selected Building, Locker Area, and ges. This process will only perform mass actions on Lockers with numeric Locker numbers. Jes will be printed prior to processing. | A <u>Back</u> |
| Mass ch | nange method: 🔿 Create 💿 Delete 🛛 🕐 | |
| | Low High Locker: 1 100 | |
| Use Locker n | umber length: 🔿 Yes 💿 No | |
| All Buildings an | d Locker Areas | |
| Views: General | ✓ Filters: *Skyward Default ✓ ▼ III ♥ & Main Select | tain |
| Building 🔺 | Description | ings |
| 1 002 | Building (002) | reas |
| | Befr | esh |
| | | |
| | | |
| | | |
| | | |
| | × | |
| < | > | |
| 20 1 1 1 | peorde displayed | |

- Mass change method You will select Delete.
- Locker Allows you to determine the range of lockers to be deleted.
- Use Locker number length If you select yes, you can specify the locker number length.
- All Building and Locker Areas The buildings that display at the bottom of the screen are the buildings that will be affected when running this utility. If you want to pick the specific building and locker area, you will uncheck the "All Buildings and Locker Areas." After unchecking the option, you will then click on the Maintain Selected Buildings and Areas.

| Selec | elect Locker Areas | | | | | | | | |
|--------|--------------------|------|-------------------------|--------------------------|-------|--------------|--------------|--------------|--|
| Locker | Areas | 🖲 💩 | Filter Options | | | | | | |
| | Building 🔺 | Area | Locker Area Description | 2 Students per Locker | Co-ed | Lock Type | Nbi Locki | Save | |
| 1 🖌 | 002 | 1 FL | 1st Floor Lockers | N | N | B | | Back | |
| 2 | 002 | Gym | Basketball Gym | N | N | В | 1 | | |
| 3 | 002 | Main | Main Office | Y | Y | В | 1 | Coloct All | |
| 4 | 002 | west | west wing | N | N | E | 2 | Select All | |
| | | | | | | | | Deselect All | |

The Locker Areas that display are for a specific building. If you need to change the building, you will click on the "Filter Options" button.

After you have verified the mass change method and building/lockers areas, you will click on **Run**.

| /iews: Gene | eral 🗸 Fi | lters: *Skywa | ard Default 🗸 | | | 7 🔟 🖄 | Proce |
|-------------|-----------|---------------|--------------------|--------|---------|-------------|-------|
| Building 🔺 | Area | Locker | Locker Description | Status | Damaged | Combination | Back |
| 1 002 | 1 FL | 001 | 001 | | N | | |
| 2 002 | 1 FL | 002 | 002 | | N | | |
| 3 002 | 1 FL | 010 | 010 | | N | | |
| 4 002 | 1 FL | 011 | 011 | | N | | |
| 5 002 | 1 FL | 012 | 012 | | N | | |
| 6 002 | 1 FL | 013 | 013 | | N | | |
| 7 002 | 1 FL | 014 | 014 | | Ν | | |
| 8 002 | 1 FL | 015 | 015 | | N | | |
| 9 002 | 1 FL | 016 | 016 | | Ν | | |
| 10 002 | 1 FL | 017 | 017 | | N | | |
| L1 002 | 1 FL | 018 | 018 | | Ν | | |
| 12 002 | 1 FL | 019 | 019 | | Ν | | |
| 13 002 | 1 FL | 020 | 020 | | Ν | | |
| 14 002 | 1 FL | 021 | 021 | | Ν | | |
| 15 002 | 1 FL | 022 | 022 | | Ν | | |
| 16 002 | 1 FL | 023 | 023 | | N | | |
| 17 002 | 1 FL | 024 | 024 | | Ν | | |
| 18 002 | 1 FL | 025 | 025 | | N | | |
| 19 002 | 1 FL | 026 | 026 | | N | | |
| 20 002 | 1 FL | 100 | 100 | | N | | |

A screen displays the lockers being deleted. After verifying the lockers, you will click **Process**.



Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.

You will click **OK** to delete the lockers.



After the utility completes in the Print Queue, you can click **View Report** to see a report of the lockers that were deleted.

Mass Move Lockers to New Locker Area

The Mass Move Lockers to New Locker Area will move lockers from one locker area to another. Both locker areas must share the same lock, multiple student and co-ed settings. The range screen allows you to select how to handle locker number conflicts and lockers assigned to students. You can find this utility by going to Student Management>Office> Lockers>Setup>Utilities.

| | kers to New | Locker Area | | Run |
|---|--|--|--------------|--------------|
| his process allow uilding. Both sele estriction, and co | is you to mass ected Locker Ar ed setting. A r | move Lockers from one Locker Area to another within th reas must have the same Lock type, Students per Locker report will print prior to any changes being processed. | he same r | <u>B</u> ack |
| <u>* Bu</u> | uilding: 002 | Building (002) | | |
| * From Locke | r Area: 1 FL | ▼ 1st Floor Lockers | | |
| * To Locke | r Area: Gym | ▼ Basketball Gym | | |
| All Lockers | Lockers | | | |
| Processing O | ptions | | | |
| Maya Lacker | s currently assi per already exis | igned to Students sts in destination Locker Area: | | |
| If Locker numb | | and the description of the second of the second secon | | |

Mass Move Lockers to New Locker Area

- Building Select building of the locker areas.
- From Locker Area Select the locker area being moved.
- **To Locker Area** Choose the locker area to which the lockers are being moved.

Locker Number Selection – Select either the option of by Range or Individual Locker. If you select Individual Locker, you may choose specific lockers or all lockers.

Processing Options

- Move Lockers currently assigned to Students Unchecking this option allows you to move only the lockers not assigned to Students.
- **If Locker number already exists in destination Locker** This option allows you to choose how duplicate locker numbers will be handled in the locker area.

After verifying the range and processing options, you will click **Run**.

| Pr | Preview Mass Move Lockers to New Locker Area | | | | | | | | 1 🖶 | ? | | | | | |
|--|---|----------------|---------------------------|---------------|-------------|-------------------|-----------------|-----------|-------------------------|----------|---|--|---|--|--|
| Views: General 🗸 Filters: *Skyward Default 🗸 🍸 🔟 🕙 💩 | | | | | | | | ē, | Process | | | | | | |
| | Building A FROM Area TO Area Locker No New Locker No Status Damaged Combination | | | | | | | Back | | | | | | | |
| 1 | | 002 | 1 FL | Gym | 1 | 23456 | | | N | 12-28-01 | | | | | |
| | | Expand Stud | d All Collapse A lents | ll View Print | able D | etails | | | | | ן | | | | |
| | | Nai AR | me YSCR, CARL | Gender M | Grade 08 | Grad Year 2017 | Dflt Ent 002 | Home Room | Combination 12-28-01 | Primary | | | L | | |
| 2 | Þ | 002 | 1 FL | Gym | 1 | .23457 | | | N | 15-20-12 | | | | | |

You will receive a preview screen to verify the lockers being moved. After verifying the lockers, you will click **Process**.

| ? | Would you like to continue? Clicking the OK button will move all the Lockers below from the Area listed in the 'FROM Area' column to the Locker Area listed in the 'TO Area' column. |
|---|---|
| | OK Cancel |

You will click **OK** to complete the move of the lockers to a new area.

| Request Complete | |
|---|------------------------------|
| Process Mass Move Lockers to processing. | New Locker Area has finished |
| View Report | Back |

After the utility completes in the Print Queue, you can click View Report to see a list of lockers moved to a new area.

Mass Unassign Lockers

The Mass Unassign Lockers will cycle through all lockers within the specified ranges and only unassign lockers from students within the ranges. Lockers with external locks attached will not be unassigned unless you select to unassign the appropriate lock type with the locker. This utility is typically run at the end of the school year to unassign lockers from students. You can find the Mass Unassign Lockers by going to Student Management>Lockers>Setup> Utilities.

| ass Una | assign Lockers | . ? |
|---|---|------------|
| Mass U | nassign Lockers | Run |
| This proc from Stud will not b Locker. | ess will cycle through all Lockers within the specified ranges and only unassign Lockers dents who fall within the specified Student ranges. Lockers with external Locks attached e unassigned unless the user selects to unassign the appropriate Lock type with the | Back |
| | * Building: 002 💌 Building (002) | |
| | All Locker Areas | |
| Proce | ssing Options | |
| | Low High | |
| | Locker: ZZZZZZ | |
| Lock | er Category: O Primary/Academic O Secondary/Athletic O Both | |
| Spec I | Ed Students: Include Exclude Only | |
| Extern | nal Lock Processing ? | |
| ○ Una ○ Una ● Bott | ssign and delete student owned locks associated with selected lockers ssign school owned locks associated with selected lockers h | |

Mass Unassign Lockers

- **Building** Select a building from the drop-down list.
- All Locker Areas You can select all lockers or pick specific locker areas. You will click on Locker Areas, if you uncheck the "All Locker Areas."

Processing Options

- Locker Range Allows you to determine the lockers that will be unassigned from the students.
- Locker Category Choose the locker category from which to unassign the lockers.
- **Special Ed Students** Choose how special education students should be processed when running this utility.

External Lock Processing

Lockers with external locks will not be unassigned unless the appropriate external lock processing method is selected.

- Unassign and delete student owned locks associated with selected lockers This option will delete student owned locks. It will only affect locks with the owned by set to "Student."
- Unassign school owned locks associated with selected lockers This option will unassign school owned locks. If this option is selected, it will only affect locks with the owned by set to "School."
- **Both** If this option is selected, it will delete student owned locks and unassign school owned locks.

| | Low | High |
|----------------------|---------------|-------------|
| Student: | | 7777777777 |
| Grad Yr/Grade: | 0000 | 9999 |
| Homeroom: | | ZZZZZ |
| Advisor: | | 77777777777 |
| Race: | | ZZZ |
| Gender: | Both 🗸 | |
| Status: | Both 🗸 | |
| NY Status: | Both 🗸 | |
| Current Year Member: | Both 🗸 | |
| Graduated: | Both 🗸 | |
| Full Time: | Both 🗸 | |
| | All Schools | Schools |
| | All Calondars | Calendars |

Student Range Selections

The Student Range Selections allow you to determine the students who will be affected by running the Mass Unassign Lockers utility.

After verifying the ranges and processing options, you will click **Run.**

| P | Preview Mass Unassign Lockers | | | | | | | | |
|----|--|-----------|-------------|-----------|-------------------|----------------|--|------|--|
| V | Views: General 🗸 Filters: *Skyward Default 🗸 🍸 🔟 🖺 🔍 🕒 | | | | | | | | |
| | В | uilding 🔺 | Locker Area | Locker No | Students Assigned | Locks Attached | | Back | |
| 1 | Þ | 002 | Gym | 00001 | 1 | 0 | | | |
| 2 | • | 002 | Gym | 00002 | 1 | 0 | | | |
| З | • | 002 | Gym | 00003 | 1 | 0 | | | |
| 4 | • | 002 | Gym | 00004 | 1 | 0 | | | |
| 5 | • | 002 | Gym | 00005 | 1 | 0 | | | |
| 6 | • | 002 | Gym | 01110 | 1 | 0 | | | |
| 7 | • | 002 | Gym | 01111 | 1 | 0 | | | |
| 8 | • | 002 | Gym | 01112 | 1 | 0 | | | |
| 9 | • | 002 | Gym | 01114 | 1 | 0 | | | |
| 10 | • | 002 | Gym | 123456 | 1 | 0 | | | |

You will receive a preview screen to verify the lockers that will be unassigned. After verifying the lockers, you will click **Process**.

| ? | Would you like to continue? Clicking the OK button will unassign Students from all the Lockers shown below. Any Locks listed under a Locker will also be checked in. |
|---|--|
| | OK Cancel |

You will select **OK** to unassign the lockers from the students.



After the utility completes in the Print Queue, you can click **View Report** to see the students with lockers unassigned.

Move Locks to Student's Default Entity

The Move Locks to Student's Default Entity utility will move each student's personal lock to the first building in his/her default entity's default school. If a lock is attached to a locker, it will be listed in an exception report of locks that could not be processed. You should run this utility after all entities have completed the Student Year End process. This utility can only be found in the district entity by going to Student Management>Office>Lockers>Setup> Utilities.

| Nove Locks to Student's Def | ault Entity 🛛 🔝 💼 🕤 🤠 👔 |
|--|--|
| Move Locks to Student's Default En | tity Run |
| This process will move each student's pers her default entity's default school. If a lock listed in an exception report of locks that of he generated eries to proceeding | could not be processed. A preview will |
| <u>WARNING:</u> This utility should only be process has been run for all entities. default entities are correct for the ne | run after the <u>Student Year End</u> This will ensure that all students' w school year. |
| WARNING: This utility should only be process has been run for all entities. default entities are correct for the ne Low | run after the <u>Student Year End</u> This will ensure that all students' w school year. High |
| WARNING: This utility should only be process has been run for all entities. default entities are correct for the ne Low Student: | run after the <u>Student Year End</u> This will ensure that all students' w school year. High ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ |
| WARNING: This utility should only be process has been run for all entities. default entities are correct for the ne Low Student: Grad Yr/Grade: 0000 | run after the <u>Student Year End</u> This will ensure that all students' w school year. High ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ |

After setting the student and grade ranges, you will click **Run**.

| Preview Move Locks to Student's Default Entity | | | | | | | | | |
|--|---------|--------|----------|--------------|---------------|-----------------|-----------------|----------------|------|
| Views: General 🗸 Filters: *All Lock Results 🗸 🝸 🔝 🖄 Lock Results 🗸 | | | | | | | | | |
| Last Name | First | Middle | Dfit Ent | Lock Make | Serial Number | Old Building | New Building | Exception | Back |
| AHRENDTSCR 9 | HUNG | Q | 003 | LS | 123456 | 001 | | * No Buildings | |
| ZEGERSCR, JR. <mark>5</mark> A | DONOVAN | Z | 001 | d | 262888168616 | 002 | 001 | ^ | |

You will then see a preview screen display students with locks being moved to their default entity. If a student's lock will not be moved to the default entity, you will see the reason why in the "Exception" column. After verifying the students and locks, you will click **Process**.

| Would you like to continue? Clicking the OK button will pro | ocess the records shown in the browse. |
|--|--|
| | OK Cancel |

You will click **OK** to move the locks to the student's default entity.

Functionality described here may vary in availability depending upon your district/entity configuration. ** Denotes Required Field to save screen.



After the utility completes in the Print Queue, you can click **View Report** to see a list of locks moved to the student's default entity.