



Lockers

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Overview

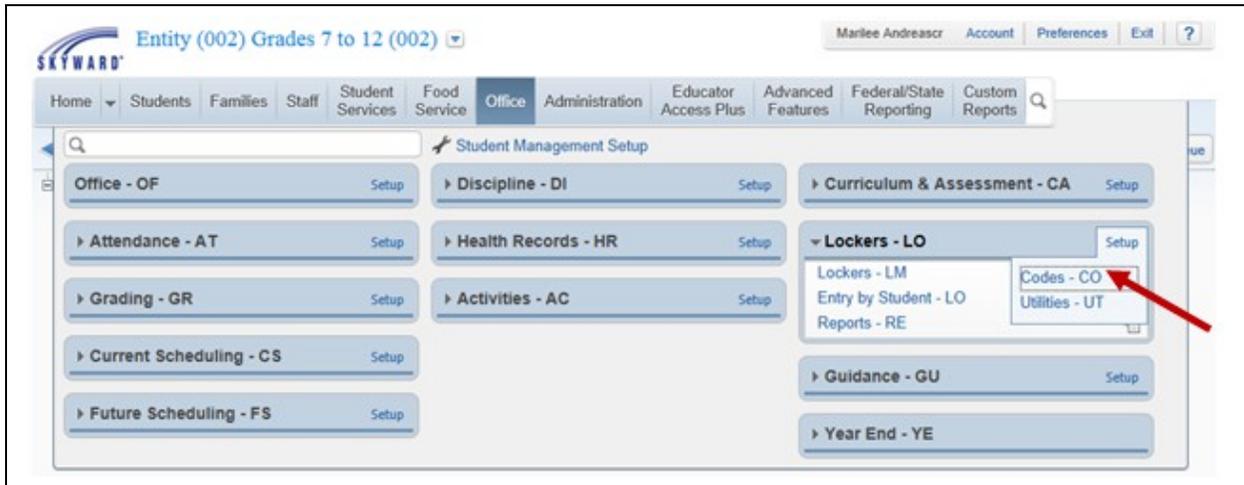
The Lockers area provides access to several options for maintaining and reporting on student lockers. It allows you flexibility in managing your lockers. You have the ability to create and track built-in or external locks (built-in locks are locks that are part of the individual locker). You also have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



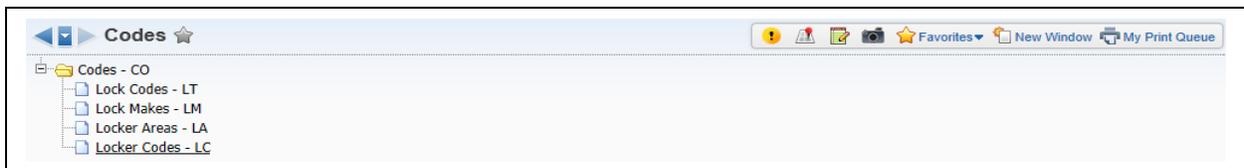
You can find Lockers by going to Student Management>Office>Lockers.

Codes

- Lock Makes
- Lock Codes
- Import Locks
- Locker Areas
- Locker Codes



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.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Lock Makes

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 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.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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

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.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **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.

Creating a Locker Code for Built-In Locker

The screenshot shows a web-based form titled "Locker Maintenance". At the top right, there are icons for a location pin, camera, document, printer, and help. The form contains the following fields and options:

- * Building:** 002 (dropdown menu showing "Building (002)")
- * Area:** 1 FL (dropdown menu showing "1st Floor Lockers")
- * Locker:** 001
- Lock Type:** Built In
- Allow 2 Students:** No
- Allow Co-ed:** No
- Locker Description:** 001
- Active
- Damaged

Below these fields is a section titled "Built In Combination Information" with the following data:

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

At the bottom of this section, there is a field "Combination In Use (1-6):" with the value "1".

On the right side of the form, there are three buttons: "Check Spelling", "Save", and "Back".

At the bottom left of the form, a note states: "Asterisk (*) denotes a required field".

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.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **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

The screenshot shows a web form titled "Locker Maintenance". The form contains the following fields and options:

- * Building: 002 (dropdown menu showing Building (002))
- * Area: west (dropdown menu showing west wing)
- * Locker: 003
- Lock Type: External
- Allow 2 Students: No
- Allow Co-ed: No
- Locker Description: 003
- Active
- Damaged

On the right side of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom left of the form, a note states: "Asterisk (*) denotes a 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**.

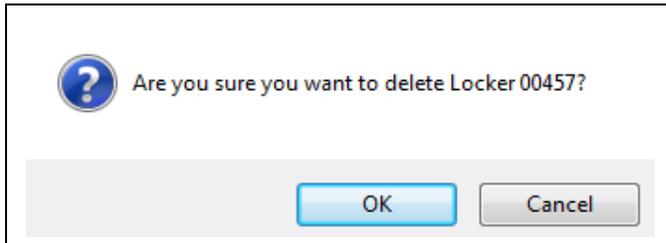
Edit Locker Codes

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.

The screenshot shows the 'Locker Codes' application interface. At the top, there is a title bar 'Locker Codes' with several utility icons. Below it is a sub-header 'Locker Codes - General'. The main area contains a table of locker codes. The table has columns: Building, Area, Locker, Lock Type, Allow 2 Students, Allow Co-ed, Locker Description, Active, Damaged, and Combination. Row 2 is expanded, showing a 'Students' sub-table. This sub-table has columns: Name, Gender, Grade, Grad Year, Dflt Ent, Home Room, Combination, and Primary. The student listed is LOLITA FOLANASCR, Female, Grade 12, Grad Year 2013, Dflt Ent 001, Home Room 11. To the right of the table are 'Filter Options' and buttons for 'Add', 'Edit', 'Delete', and 'Back'.

Building	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Locker Description	Active	Damaged	Combination	
1	001	10	00454	B	N	N	00454	Y	N	
2	001	10	00455	B	N	N	00455	Y	N	12121212
3	001	10	00456	B	N	N	00456	Y	N	
4	001	10	00457	B	N	N	00457	Y	N	
5	001	10	00458	B	N	N	00458	Y	N	
6	001	10	00459	B	N	N	00459	Y	N	
7	001	10	00460	B	N	N	00460	Y	N	
8	001	10	00461	B	N	N	00461	Y	N	
9	001	10	00462	B	N	N	00462	Y	N	
10	001	10	00463	B	N	N	00463	Y	N	
11	001	10	00464	B	N	N	00464	Y	N	
12	001	10	00465	B	N	N	00465	Y	N	
13	001	10	00466	B	N	N	00466	Y	N	
14	001	10	00467	B	N	N	00467	Y	N	
15	001	10	00468	B	N	N	00468	Y	N	
16	001	10	00469	B	N	N	00469	Y	N	
17	001	10	00470	B	N	N	00470	Y	N	
18	001	10	00471	B	N	N	00471	Y	N	
19	001	10	00472	B	N	N	00472	Y	N	
20	001	10	00473	B	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



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

LOCKERS GUIDE

Entity (002) Grades 7 to 12 (002) | Marilee Andreascr | Account | Preferences | Exit | ?

Home | Students | Families | Staff | Student Services | Food Service | **Office** | Administration | Educator Access Plus | Advanced Features | Federal/State Reporting | Custom Reports

Lockers ☆ | Favorites | New Window | My Print Queue

Views: General | Filters: *All Records

	Building	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Locker Description	Active	Damaged	Combination	Avail
1	002	1 FL	123456	B	N	N	123456	Y	N	12-28-01	Y
2	002	Gym	0001	B	N	N	0001	Y	N		Y
3	002	Gym	0002	B	N	N	0002	Y	N		Y
4	002	Gym	0003	B	N	N	0003	Y	N		Y
5	002	Gym	0004	B	N	N	0004	Y	N		Y
6	002	Gym	0005	B	N	N	0005	Y	N		Y
7	002	Gym	00454	B	N	N	00454	Y	N		Y
8	002	Gym	00455	B	N	N	00455	Y	N		Y
9	002	Gym	00456	B	N	N	00456	Y	N		Y
10	002	Gym	00457	B	N	N	00457	Y	N		Y
11	002	Gym	00458	B	N	N	00458	Y	N		Y
12	002	Gym	00459	B	N	N	00459	Y	N		Y
13	002	Gym	00460	B	N	N	00460	Y	N		Y
14	002	Gym	00461	B	N	N	00461	Y	N		Y
15	002	Gym	00462	B	N	N	00462	Y	N		Y
16	002	Gym	00463	B	N	N	00463	Y	N		Y
17	002	Gym	00464	B	N	N	00464	Y	N		Y
18	002	Gym	00465	B	N	N	00465	Y	N		Y
19	002	Gym	00466	B	N	N	00466	Y	N		Y
20	002	Gym	00467	B	N	N	00467	Y	N		Y

20 records displayed | Locker:

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

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

Creating a Built-In Locker

The screenshot shows a web form titled "Locker Maintenance". At the top right, there are icons for a location pin, camera, printer, and help. The form contains the following fields and options:

- * Building:** 002 (dropdown menu showing "Building (002)")
- * Area:** 1 FL (dropdown menu showing "1st Floor Lockers")
- * Locker:** 123457
- Lock Type:** Built In
- Allow 2 Students:** No
- Allow Co-ed:** No
- Locker Description:** 123457
- Active
- Damaged

A section titled "Built In Combination Information" contains six combination fields:

- Combination 1: 15-20-12
- Combination 2: 20-24-03
- Combination 3: 10-19-08
- Combination 4: 13-22-09
- Combination 5: 18-20-05
- Combination 6: 16-23-05

Below the combinations is a field "Combination In Use (1-6):" with the value "1".

At the bottom left, a note states: "Asterisk (*) denotes a required field". On the right side of the form, there are three buttons: "Check Spelling", "Save", and "Back".

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 a Locker Code for an External Lock

The screenshot shows a web form titled "Locker Maintenance". The form contains the following fields and options:

- * Building: 002 (dropdown menu showing "Building (002)")
- * Area: west (dropdown menu showing "west wing")
- * Locker: 020
- Lock Type: External
- Allow 2 Students: No
- Allow Co-ed: No
- Locker Description: 020
- Active
- Damaged

On the right side of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom left, a note states: "Asterisk (*) denotes a 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**.

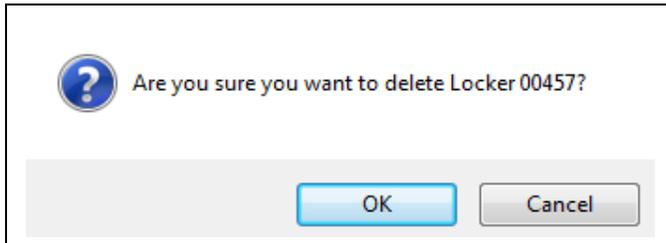
Edit Lockers

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



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

The screenshot shows the Skyward Lockers interface. At the top, it displays 'Entity (002) Grades 7 to 12 (002)' and the user 'Marilee Andreasr'. The navigation menu includes Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Lockers' section is active, showing a table of lockers. The first locker (ID 123456) is expanded, showing a sub-table with columns for 'Students' and 'Assign to Student'. A red arrow points to the 'Assign to Student' button. Below the sub-table, it says 'There are no Students assigned to this Locker.' The main table lists lockers with columns for Building, Area, Locker, Lock Type, Allow 2 Students, Allow Co-ed, Locker Description, Active, Damaged, and Combination.

Building	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Locker Description	Active	Damaged	Combination	Avail
002	1 FL	123456	B	N	N	123456	Y	N	12-28-01	
002	1 FL	123457	B	N	N	123457	Y	N	15-20-12	
002	Gym	0001	B	N	N	0001	Y	N		
002	Gym	0002	B	N	N	0002	Y	N		
002	Gym	0003	B	N	N	0003	Y	N		
002	Gym	0004	B	N	N	0004	Y	N		
002	Gym	0005	B	N	N	0005	Y	N		
002	Gym	00454	B	N	N	00454	Y	N		
002	Gym	00455	B	N	N	00455	Y	N		
002	Gym	00456	B	N	N	00456	Y	N		
002	Gym	00457	B	N	N	00457	Y	N		
002	Gym	00458	B	N	N	00458	Y	N		
002	Gym	00459	B	N	N	00459	Y	N		
002	Gym	00460	B	N	N	00460	Y	N		
002	Gym	00461	B	N	N	00461	Y	N		
002	Gym	00462	B	N	N	00462	Y	N		
002	Gym	00463	B	N	N	00463	Y	N		
002	Gym	00464	B	N	N	00464	Y	N		

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

The 'Assign to Student' dialog box is shown. It contains the following fields and options:

- * Student:** ARYSCCAR000 (dropdown menu showing ARYSCR, CARL)
- Building:** 002 (dropdown menu showing Building (002))
- Locker Area:** 1 FL (dropdown menu showing 1st Floor Lockers)
- Locker:** 123456 (dropdown menu showing 123456)
- Locker Category:** Primary/Academic Secondary/Athletic

Buttons for **Save** and **Back** are on the right. A note at the bottom states: 'Asterisk (*) denotes a required field'.

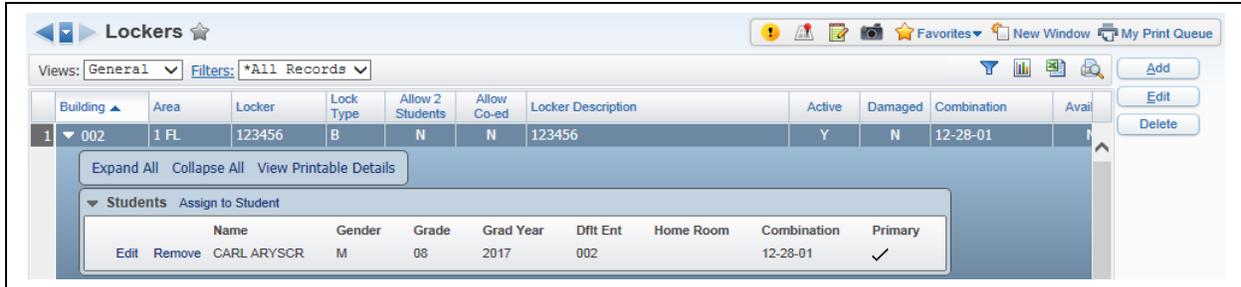
Assign to Student

- ****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**.

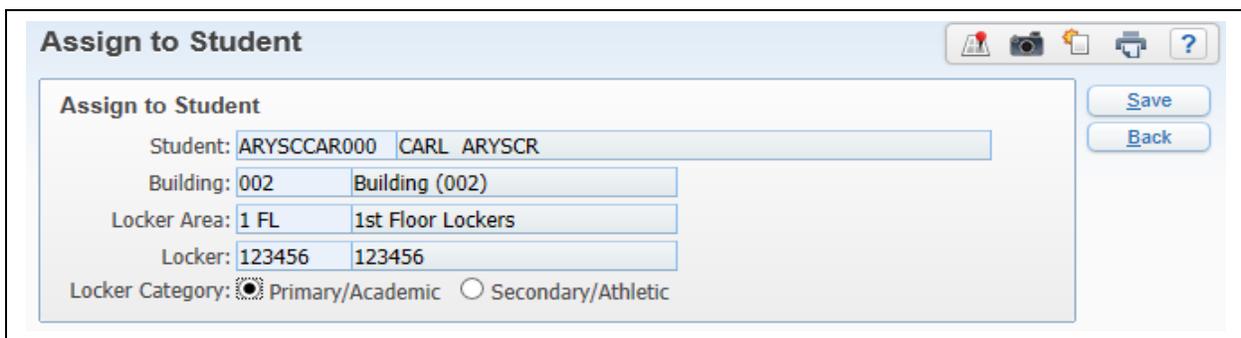
Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

LOCKERS GUIDE



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

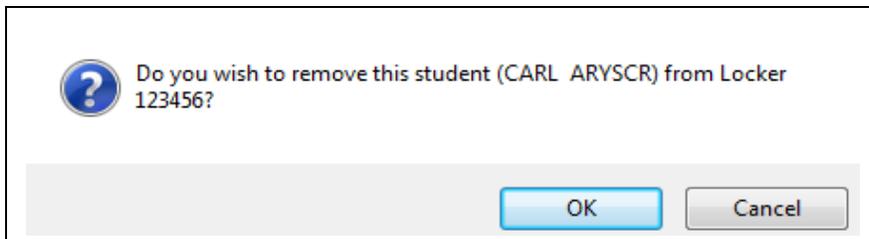
Edit



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.



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

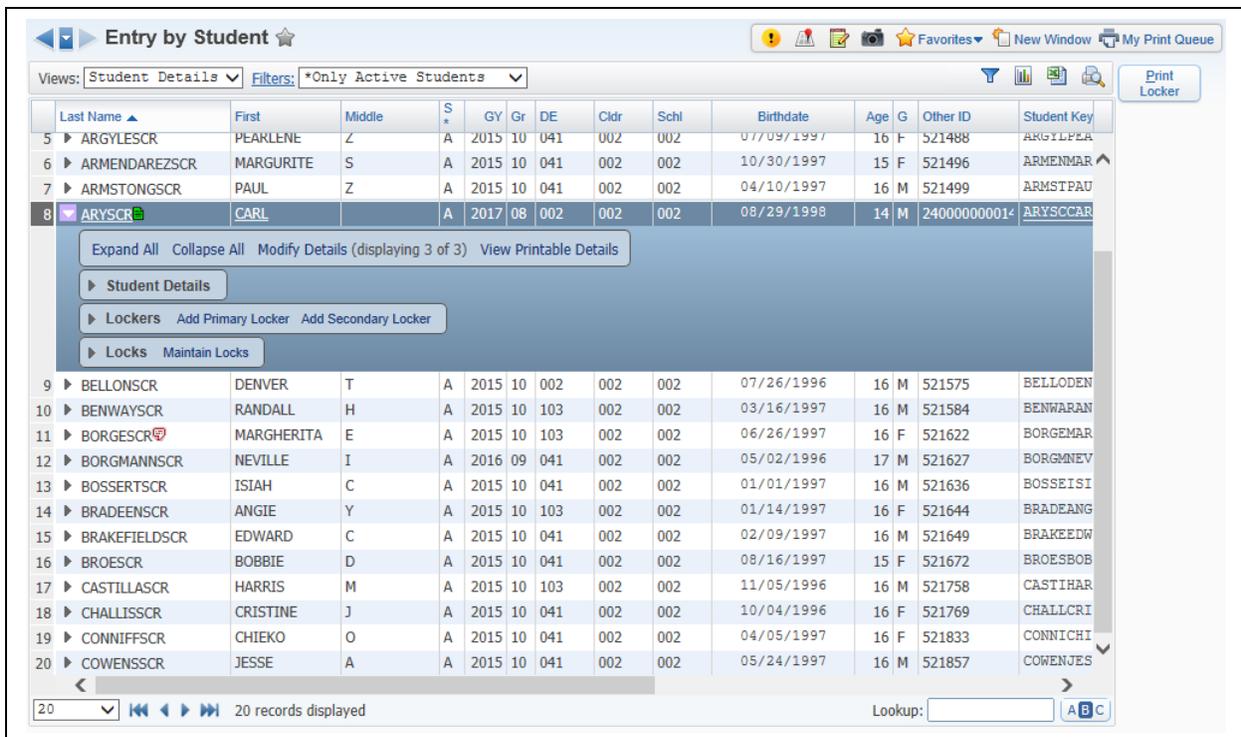
Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Entry by Student



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.



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: 240000000014
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 Secondary Locker

	Building	Area	Locker #	Primary?	Condition	Lock Make	Lock Serial #	Owned By	Lock Type	Combination
Edit Remove	002 - Building (002)	1 FL - 1st Floor Lockers	123456	Yes	NA				Built In	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.

Locker Codes

Locker Codes - General: ARYSCR, CARL (Selecting: Primary Locker)

Building	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Locker Description	Active	Damaged	Combination	
1	002	1 FL	123457	B	N	N	123457	Y	N	15-20-12
2	002	Gym	00454	B	N	N	00454	Y	N	
3	002	Gym	00455	B	N	N	00455	Y	N	
4	002	Gym	00456	B	N	N	00456	Y	N	
5	002	Gym	00457	B	N	N	00457	Y	N	
6	002	Gym	00458	B	N	N	00458	Y	N	
7	002	Gym	00459	B	N	N	00459	Y	N	
8	002	Gym	00460	B	N	N	00460	Y	N	
9	002	Gym	00461	B	N	N	00461	Y	N	
10	002	Gym	00462	B	N	N	00462	Y	N	
11	002	Gym	00463	B	N	N	00463	Y	N	
12	002	Gym	00464	B	N	N	00464	Y	N	
13	002	Gym	00465	B	N	N	00465	Y	N	
14	002	Gym	00466	B	N	N	00466	Y	N	
15	002	Gym	00467	B	N	N	00467	Y	N	
16	002	Gym	00468	B	N	N	00468	Y	N	
17	002	Gym	00469	B	N	N	00469	Y	N	
18	002	Gym	00470	B	N	N	00470	Y	N	
19	002	Gym	00471	B	N	N	00471	Y	N	
20	002	Gym	00472	B	N	N	00472	Y	N	

20 records displayed

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

Filter Options

Destination Browse: General

Building: 002 - Building (002)

Locker Area: All Locker Areas

Display: All, Available, Not Available

Status: Active, Inactive, Both

Condition: Damaged, Not Damaged, Both

Buttons: Apply Filter, Reset Filter, Back

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.

Locker Codes

Locker Codes - General: ARYSCR, CARL (Selecting: Secondary Locker)

Building	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Locker Description	Active	Damaged	Combination	
1	002	1 FL	123457	B	N	N	123457	Y	N	15-20-12
2	002	Gym	00454	B	N	N	00454	Y	N	
3	002	Gym	00455	B	N	N	00455	Y	N	
4	002	Gym	00456	B	N	N	00456	Y	N	
5	002	Gym	00457	B	N	N	00457	Y	N	
6	002	Gym	00458	B	N	N	00458	Y	N	
7	002	Gym	00459	B	N	N	00459	Y	N	
8	002	Gym	00460	B	N	N	00460	Y	N	
9	002	Gym	00461	B	N	N	00461	Y	N	
10	002	Gym	00462	B	N	N	00462	Y	N	
11	002	Gym	00463	B	N	N	00463	Y	N	
12	002	Gym	00464	B	N	N	00464	Y	N	
13	002	Gym	00465	B	N	N	00465	Y	N	
14	002	Gym	00466	B	N	N	00466	Y	N	
15	002	Gym	00467	B	N	N	00467	Y	N	
16	002	Gym	00468	B	N	N	00468	Y	N	
17	002	Gym	00469	B	N	N	00469	Y	N	
18	002	Gym	00470	B	N	N	00470	Y	N	
19	002	Gym	00471	B	N	N	00471	Y	N	
20	002	Gym	00472	B	N	N	00472	Y	N	

20 records displayed

Locker:

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

Filter Options

Destination Browse:

Building:

Locker Area:

<p>Display</p> <p><input type="radio"/> All</p> <p><input checked="" type="radio"/> Available</p> <p><input type="radio"/> Not Available</p>	<p>Status</p> <p><input checked="" type="radio"/> Active</p> <p><input type="radio"/> Inactive</p> <p><input type="radio"/> Both</p>	<p>Condition</p> <p><input type="radio"/> Damaged</p> <p><input type="radio"/> Not Damaged</p> <p><input checked="" type="radio"/> Both</p>
---	---	--

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

Student Locker Maintenance

Building: 002 Building (002)

Locker Area: 1 FL 1st Floor Lockers Lock: Built In

Locker Number: 123456 123456

Locker Category: Primary/Academic Secondary/Athletic

Condition: Damaged Not Damaged

Lock Information

Lock Make:

Lock Serial #:

Owned By:

Lock Type: Built In

Combination: 12-28-01

Save Back

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 Locker 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.

Locks Assigned to Student (gonalezscr, Selena)

Views: Main Filters: *Skyward Default

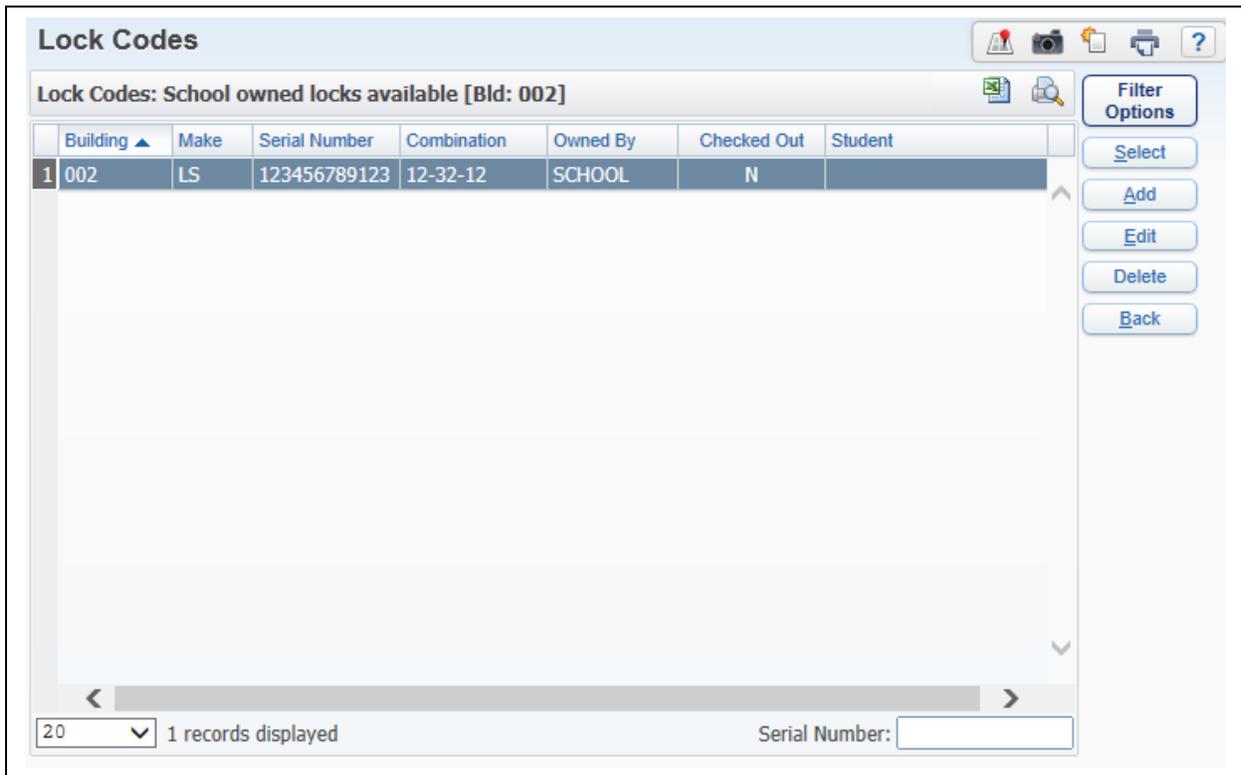
Building	Make	Serial Number	Combination	Owned By	Attached
1 ▶ 002 - Building (002)	ML	123456789012	25-13-18	SCHOOL	N

Buttons: Add, Edit, Check In, Back, Attach, Unattach

20 1 records displayed Serial Number:

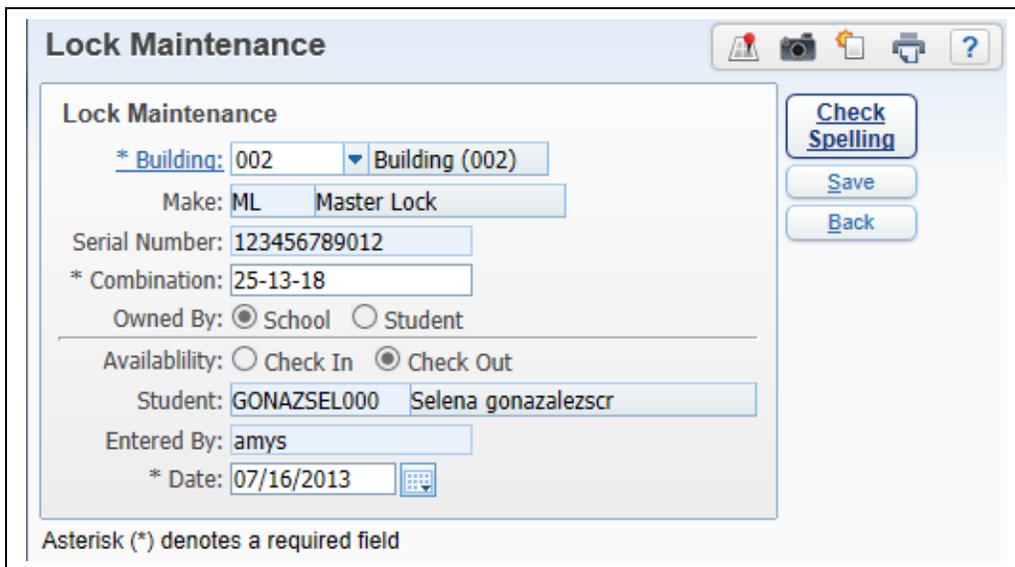
The above shows the options available in the Maintain Locks button.

Add Locks



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

Edit Locks

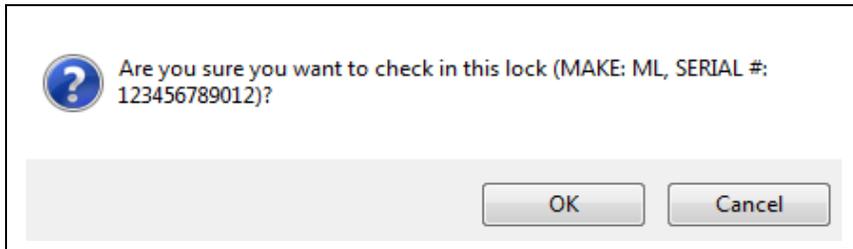


You can edit a lock by highlighting the record and clicking on **Edit**. The Edit allows you to modify the Building, Combination, and Date for the lock record.

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

Check In

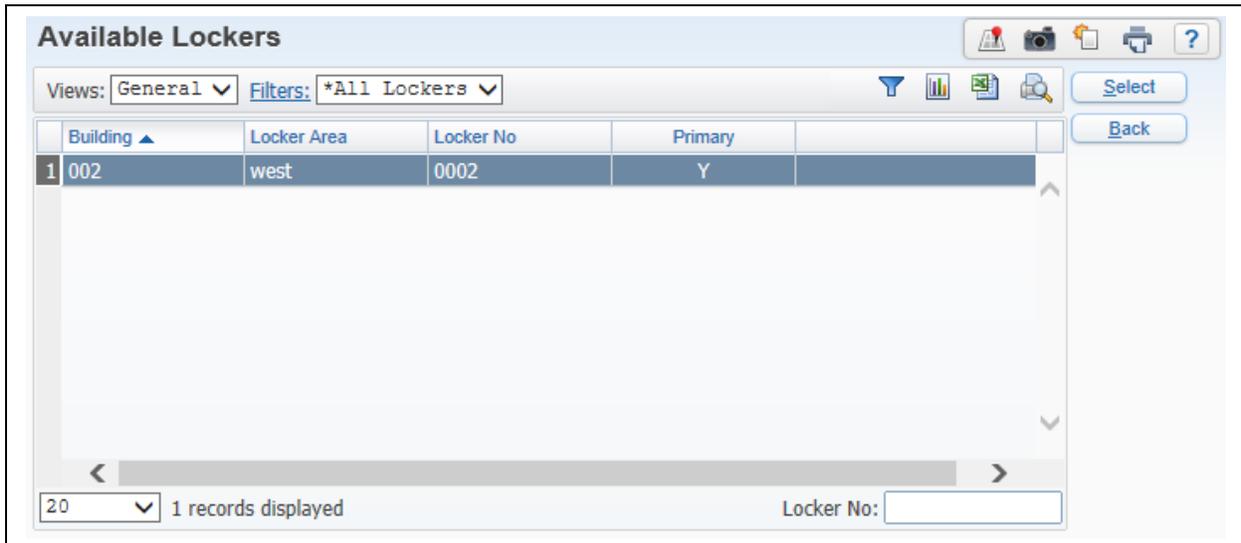
The Check In allows you to return an external lock to be assigned to another student. You will highlight the lock and click **Check In**.



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**.



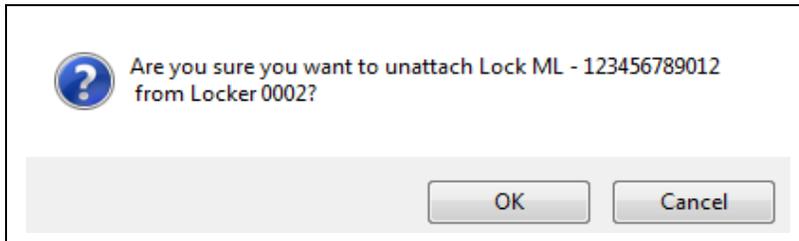
Lockers will only display in the Available Locker if you have attached a locker that uses an external lock. Also the locker must belong to the same building as the selected lock. You will highlight the locker and click **Select**.



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

Unattach

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



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

Print Locker



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



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**

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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






Template Settings

* Template Description: Lock Report

Share this template with other users in entity 002

Print Greenbar

Check Spelling

Save

Save and Print

Back

Lock Report Ranges

Low	High
Lock Make: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZ"/>
Serial #: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZZZZZZZ"/>
Building: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZ"/>
Entered By: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZZZZZZZ"/>
Student: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZZZZZZZ"/>
Date: <input style="width: 80%;" type="text" value="01/01/1900"/> 	<input style="width: 80%;" type="text" value="12/31/9999"/> 

Owned By

School Student Both

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

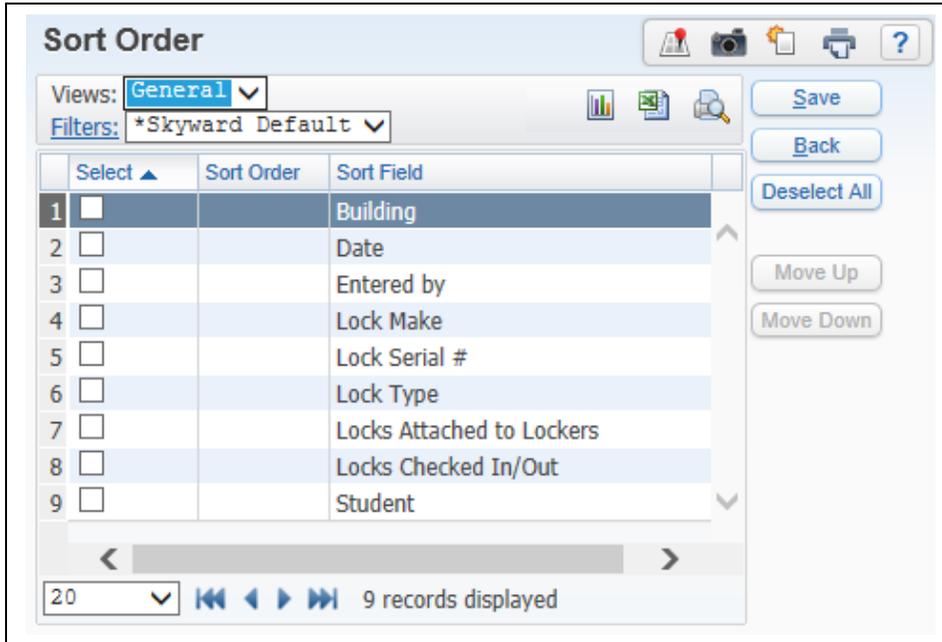
Lock Report Ranges

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



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.

Locker Assignment Card Report Ranges

Template Settings

* Template Description: Locker Assignment Card Report x

Share this template with other users in entity 002

Print Greenbar

Check Spelling

Save

Save and Print

Back

Locker Assignment Card Report Ranges

	Low	High
Building:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Locker Area:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Locker:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>

Student Selection
(See Student Range Selections)

Range

Individual

Shared Lockers

Shared

Unshared

Both

Locker Category

Primary/Academic

Secondary/Athletic

Both

Special Education Students

Only

Exclude

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

Select	Sort Order	Sort Field
<input checked="" type="checkbox"/>	01	Student Name
<input type="checkbox"/>		Grade
<input type="checkbox"/>		Homeroom

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

Student Range Selections by Range

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

Student Range Selections

* Select Students: (Students have NOT been selected)

Low	High
Grad Yr/Grade: 0000 <input type="text"/>	9999 <input type="text"/>
Homeroom: <input type="text"/>	ZZZZZ <input type="text"/>
Advisor: <input type="text"/>	ZZZZZZZZZZ <input type="text"/>
Race: <input type="text"/>	ZZZ <input type="text"/>
Gender: Both <input type="button" value="v"/>	
Status: Both <input type="button" value="v"/>	
<input checked="" type="checkbox"/> All Schools	<input type="button" value="Schools"/>
<input checked="" type="checkbox"/> All Calendars	<input type="button" value="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

Template Settings

* Template Description: Locker Report

Share this template with other users in entity 002

Print Greenbar

[Check Spelling](#)

[Save](#)

[Save and Print](#)

[Reset](#)

[Back](#)

Locker Report Ranges

	Low	High
Building:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Locker Area:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Locker:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Availability:	Both <input type="button" value="v"/>	
Shared:	Both <input type="button" value="v"/>	
Locker Status:	Both <input type="button" value="v"/>	
Locker Condition:	Both <input type="button" value="v"/>	
Print Options:	<input type="checkbox"/> Print Locker Description <input checked="" type="checkbox"/> Print Locker Combination <input type="text" value="Current Combination"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> Print Student Information <input type="checkbox"/> Print Student's Combination	

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, alpha key, 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.

Student Locker Report Ranges

Template Settings

* Template Description: Student Locker Report

Share this template with other users in entity 002

Print Greenbar

Check Spelling

Save

Save and Print

Back

Student Locker Report Ranges

By Range By Individual Ranges

	Low	High
<u>Building:</u> <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZ"/>	<input style="width: 80%;" type="text" value="ZZZZZ"/>
<u>Locker Area:</u> <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZ"/>	<input style="width: 80%;" type="text" value="ZZZZZ"/>
<u>Locker:</u> <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZ"/>	<input style="width: 80%;" type="text" value="ZZZZZZ"/>
Student Lockers:	Both <input type="button" value="v"/>	
Shared Lockers:	Both <input type="button" value="v"/>	
Locker Category:	Both <input type="button" value="v"/>	
Locker Condition:	Both <input type="button" value="v"/>	
Locker Status:	Both <input type="button" value="v"/>	
<input checked="" type="checkbox"/> Print Locker combination		
<input checked="" type="checkbox"/> Print external Lock information		

Asterisk (*) denotes a required field

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



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

LOCKERS GUIDE



The following Locker Utilities are available:

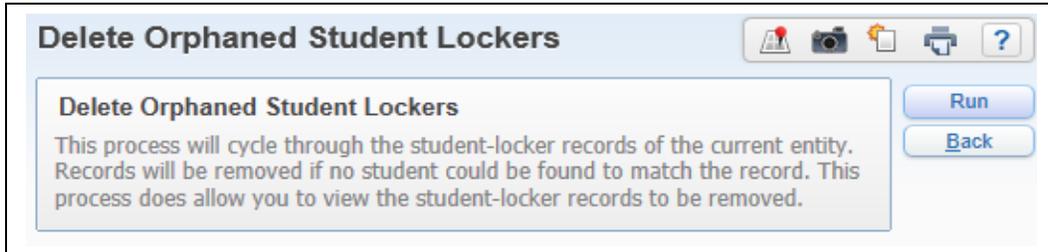
- **Delete Orphaned Student Lockers**
- **Import Lock** (only available in the district entity)
- **Mass Assign Lockers**
- **Mass Change Current Locker Combination In Use**
- **Mass Change Numeric Locker Numbers to Uniform Length**
- **Mass Create/Delete Locker**
- **Mass Move Lockers to New Locker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

Functionality described here may vary in availability depending upon your district/entity configuration.

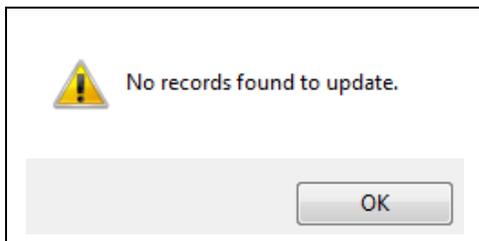
** Denotes Required Field to save screen.

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.



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



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>
 ...

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 View

Import Back

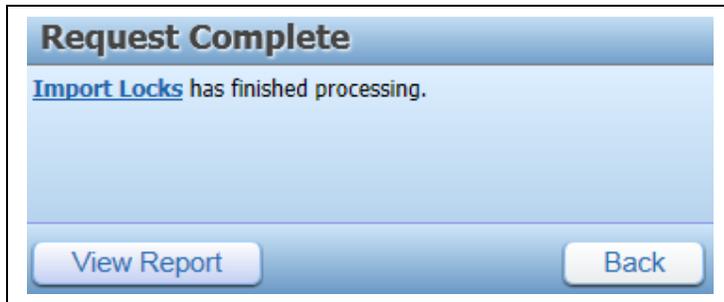
Import Locks

- **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.

Mass Assign Lockers to Students

Template Settings

* Template Description:

Share this template with other users in entity 002

[Check Spelling](#)

[Save](#)

[Save and Process](#)

[Back](#)

Mass Assign Lockers to Students

This process 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 entered on this screen. A report of the lockers to be assigned will print prior to processing.

Locker Selection Options

* Building: Building (002)

All Locker Areas [Locker Areas](#)

Low High

Locker:

Locker Assignment ?

Locker Category: ?

Assign students randomly

Assign two students per locker

Allow COED lockers

Allow students in different grade levels to share lockers

Student Selection

Range Individual [Ranges](#)

Additional Student Ranges

Spec Ed Students:

Graduated:

Full Time:

Only process students who have the current entity as default

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

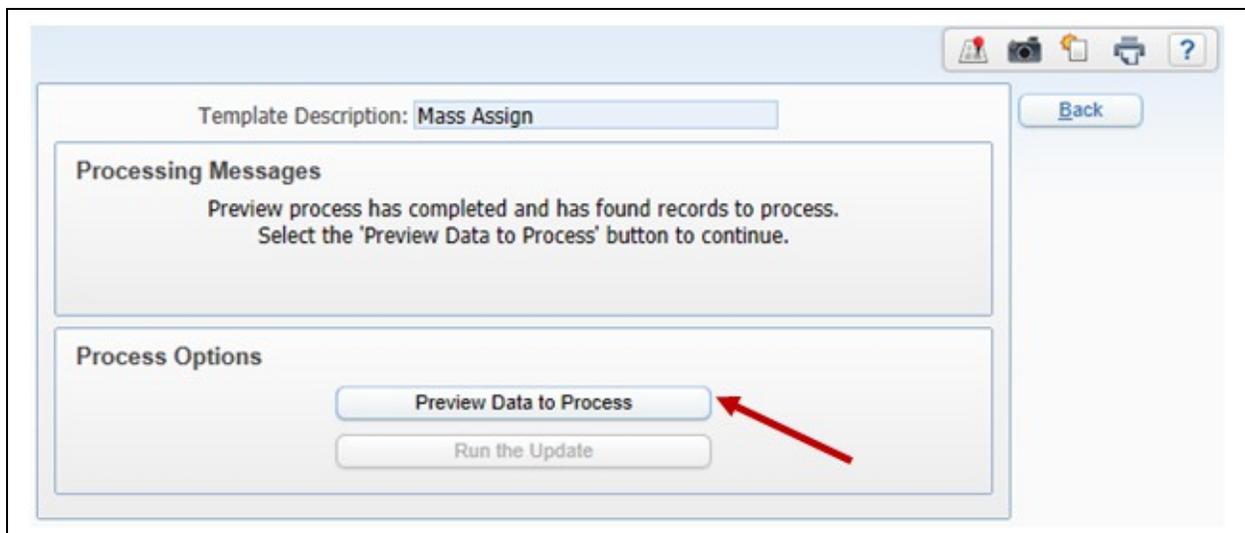
The Student Selection allows you to determine the students who will be processed when running the Mass Assign Lockers utility.

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**.



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

Building	Locker Area	Lock Built In	2 Per Locker	Co-ed	Locker	Last Name	First	Middle	Gender	Grade	
1	002	Main	Y	Y	Y	0002	VENNSCR	EVIE	P	F	09

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.

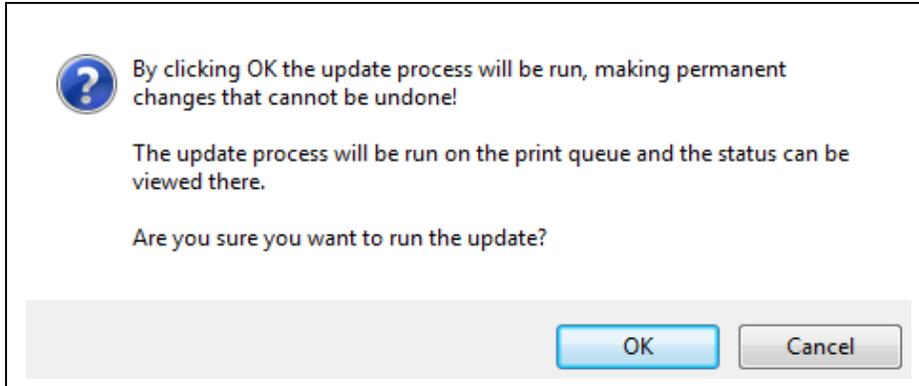
After verifying the students on the preview screen, you will click **Back**.

Template Description:

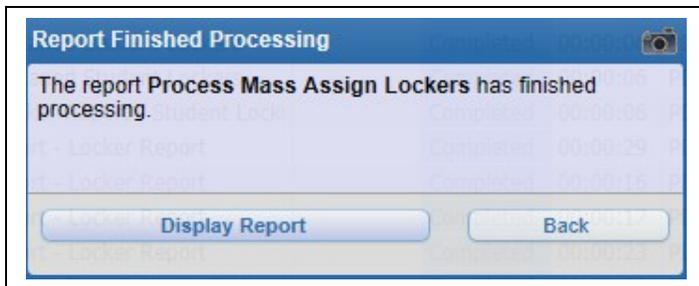
Processing Messages
Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

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



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



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 Current Locker Combination In Use

This process allows you to mass change Locker combinations in use for all Lockers included in the selected Building, Locker Area, Locker number, and current combination in use ranges. A report of the changes will be printed prior to processing.

Mass change method: Increment Enter new number ?

Locker: Low High ZZZZZZ

Current Combination In Use: 1 6

New Combination In Use: 1

All Buildings and Locker Areas

Views: General Filters: *Skyward Default

Building	Description
1 ▶ 002	Building (002)
2 ▶ 041	Building (041)

20 2 records displayed Building: ABC

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

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

LOCKERS GUIDE

Select Locker Areas

Locker Areas ?

	Building ▲	Area	Locker Area Description	2 Students per Locker	Co-ed	Lock Type	Nbr Lockers	
1	<input type="checkbox"/>	002	1 FL	1st Floor Lockers	N	N	B	
2	<input type="checkbox"/>	002	Gym	Basketball Gym	N	N	B	1
3	<input type="checkbox"/>	002	Main	Main Office	Y	Y	B	1
4	<input type="checkbox"/>	002	west	west wing	N	N	E	2

Buttons: Filter Options, Save, Back, 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**.

Preview Mass Change Locker Current Combination In Use

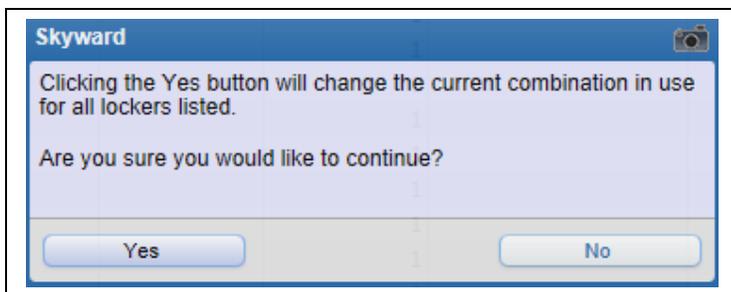
Views: General Filters: *Skyward Default

	Building ▲	Locker Area	Locker No	Damaged	Status	Current Comb In Use	Current Combination	New Comb In Use	New Combination
1	002	Main	0002	N		1		2	
2	002	Main	0003	N		1		2	
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	
10	002	Main	00458	N		1		2	
11	002	Main	00459	N		1		2	
12	002	Main	00460	N		1		2	
13	002	Main	00461	N		1		2	
14	002	Main	00462	N		1		2	
15	002	Main	00463	N		1		2	
16	002	Main	00464	N		1		2	
17	002	Main	00465	N		1		2	
18	002	Main	00466	N		1		2	
19	002	Main	00467	N		1		2	
20	002	Main	00468	N		1		2	

Buttons: Process, Back

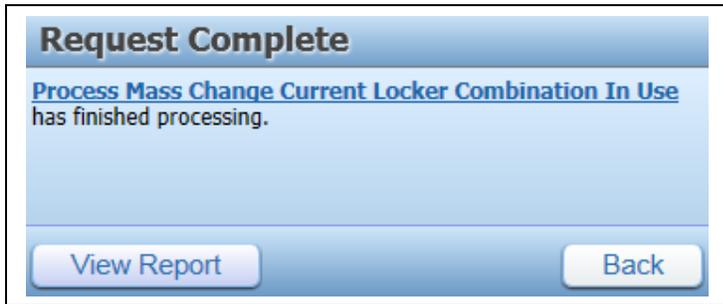
20 records displayed Locker: [] ABC

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.



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.

Mass Change Numeric Locker Numbers to Uniform Length

This process will change all Locker numbers to a uniform number of characters according to the value entered in the **New Length** field. Zeros will be added to the beginning of the Locker number to achieve the specified length. The **New Length** value cannot be less than the value in the **Smallest Length** field and cannot exceed 6.

Smallest Length: Largest Length: New Length:

Lockers - Building: 002 / Locker Area: Gym

	Building ▲	Area	Locker	Lock Type	Allow 2 Students	Allow Co-ed	Active	Damaged	Combination
1	▶ 002	Gym	0001	B	N	N	Y	N	
2	▶ 002	Gym	0002	B	N	N	Y	N	
3	▶ 002	Gym	0003	B	N	N	Y	N	
4	▶ 002	Gym	0004	B	N	N	Y	N	
5	▶ 002	Gym	0005	B	N	N	Y	N	
6	▶ 002	Gym	00454	B	N	N	Y	N	
7	▶ 002	Gym	00455	B	N	N	Y	N	
8	▶ 002	Gym	00456	B	N	N	Y	N	
9	▶ 002	Gym	00457	B	N	N	Y	N	
10	▶ 002	Gym	00458	B	N	N	Y	N	
11	▶ 002	Gym	00459	B	N	N	Y	N	
12	▶ 002	Gym	00460	B	N	N	Y	N	
13	▶ 002	Gym	00461	B	N	N	Y	N	
14	▶ 002	Gym	00462	B	N	N	Y	N	
15	▶ 002	Gym	00463	B	N	N	Y	N	
16	▶ 002	Gym	00464	B	N	N	Y	N	
17	▶ 002	Gym	00465	B	N	N	Y	N	
18	▶ 002	Gym	00466	B	N	N	Y	N	
19	▶ 002	Gym	00467	B	N	N	Y	N	
20	▶ 002	Gym	00468	B	N	N	Y	N	

Locker:

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

Filter Options

Building:

Locker Area:

Buttons: Apply Filter, Reset Filter, 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**.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Preview Mass Change Numeric Locker Numbers to Uniform Length

Views: **General** Filters: ***Skyward Default**

	Building	Area	Old Locker No	New Locker No	Status	Damaged	Combination	Exception Note
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		
10	002	Gym	1114	01114		N		

20 10 records displayed Old Locker No:

- Indicates Lockers that will not be processed due to Locker number conflicts. See the Exception Note column for details.

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.

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

Request Complete

[Process Mass Change Numeric Locker Numbers to Uniform Length](#) has finished processing.

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 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

Mass Create/Delete Lockers

This process allows you to mass create or mass delete Lockers within the selected Building, Locker Area, and Locker number ranges. This process will only perform mass actions on Lockers with numeric Locker numbers. A report of the changes will be printed prior to processing.

Mass change method: Create Delete

Locker:

Locker number length:

Fill Locker description with: Locker Number Blank

All Buildings and Locker Areas

Views: Filters:

Building	Description
1	002 Building (002)

Expand All Collapse All View Printable Details

Area	Description	2 per Locker	Co-ed	# of Lockers
1 FL	1st Floor Lockers			2

20 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**.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

LOCKERS GUIDE

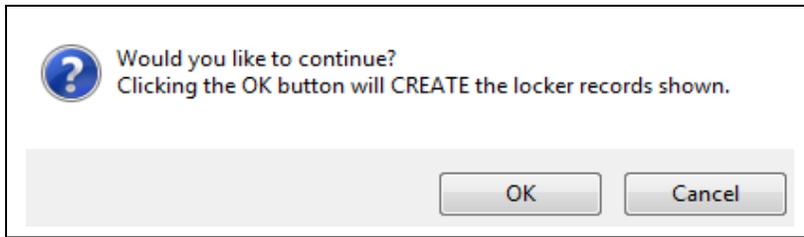
	Building ▲	Area	Locker Area Description	2 Students per Locker	Co-ed	Lock Type	Nbr Lockers	
1	<input checked="" type="checkbox"/>	002	1 FL	1st Floor Lockers	N	N	B	
2	<input type="checkbox"/>	002	Gym	Basketball Gym	N	N	B	1
3	<input type="checkbox"/>	002	Main	Main Office	Y	Y	B	1
4	<input type="checkbox"/>	002	west	west wing	N	N	E	2

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**.

	Building ▲	Area	Locker	Locker Description	Status	Damaged	Combination
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		N	
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		N	
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		N	
20	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.



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/Delete Lockers

This process allows you to mass create or mass delete Lockers within the selected Building, Locker Area, and Locker number ranges. This process will only perform mass actions on Lockers with numeric Locker numbers. A report of the changes will be printed prior to processing.

Mass change method: Create Delete

Low Locker: High Locker:

Use Locker number length: Yes No

All Buildings and Locker Areas

Views: Filters:

Building	Description
1 ▶ 002	Building (002)

20 records displayed Building:

- **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**.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

LOCKERS GUIDE

	Building ▲	Area	Locker Area Description	2 Students per Locker	Co-ed	Lock Type	Nbr Lockers	
1	<input checked="" type="checkbox"/>	002	1 FL	1st Floor Lockers	N	N	B	
2	<input type="checkbox"/>	002	Gym	Basketball Gym	N	N	B	1
3	<input type="checkbox"/>	002	Main	Main Office	Y	Y	B	1
4	<input type="checkbox"/>	002	west	west wing	N	N	E	2

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**.

	Building ▲	Area	Locker	Locker Description	Status	Damaged	Combination
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		N	
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		N	
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		N	
20	002	1 FL	100	100		N	

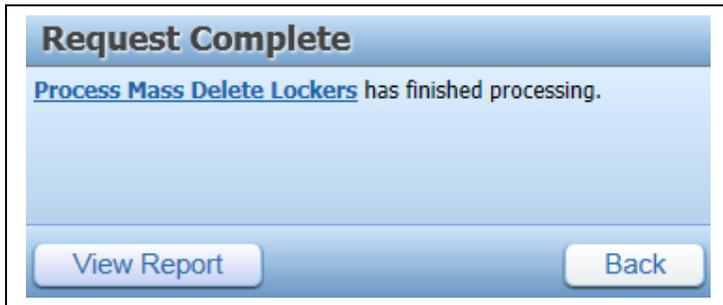
A screen displays the lockers being deleted. After verifying the lockers, you will click **Process**.

Would you like to continue?
Clicking the OK button will DELETE the locker records shown.

OK Cancel

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.

Mass Move Lockers to New Locker Area

Mass Move Lockers to New Locker Area

This process allows you to mass move Lockers from one Locker Area to another within the same Building. Both selected Locker Areas must have the same Lock type, Students per Locker restriction, and co-ed setting. A report will print prior to any changes being processed.

* **Building:** ▼ Building (002)

* **From Locker Area:** ▼ 1st Floor Lockers

* **To Locker Area:** ▼ Basketball Gym

Locker Number Selection ?

Select Locker numbers by: Range Individual

All Lockers

Processing Options

Move Lockers currently assigned to Students

If Locker number already exists in destination Locker Area:

Assign new Locker number to Locker being moved

Do not move Locker to destination Locker Area

Asterisk (*) denotes a required field

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.

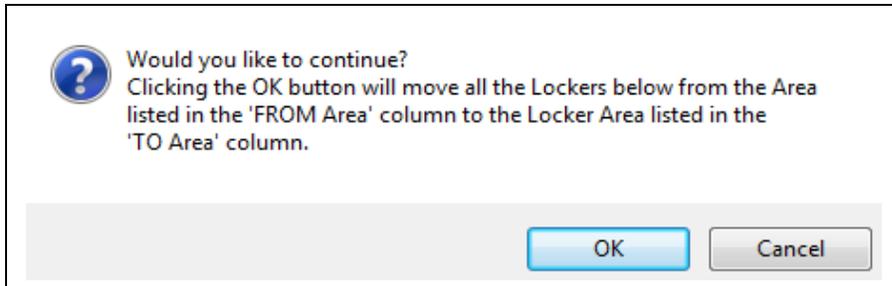
Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

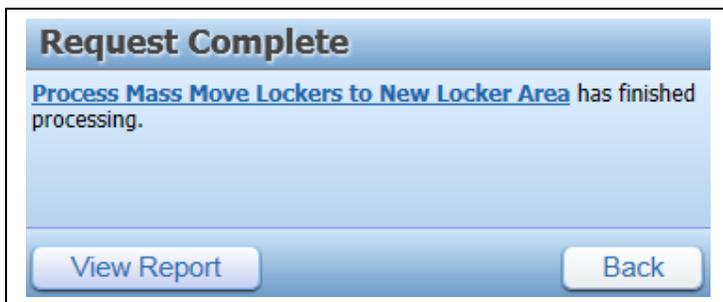
After verifying the range and processing options, you will click **Run**.



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



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



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.

Mass Unassign Lockers

This process will cycle through all Lockers within the specified ranges and only unassign Lockers from Students who fall within the specified Student ranges. Lockers with external Locks attached will not be unassigned unless the user selects to unassign the appropriate Lock type with the Locker.

* Building: 002 Building (002)

All Locker Areas Locker Areas

Processing Options

Locker: Low High
Locker: [] [ZZZZZZ]

Locker Category: Primary/Academic Secondary/Athletic Both

Spec Ed Students: Include Exclude Only

External Lock Processing ?

Unassign and delete student owned locks associated with selected lockers

Unassign school owned locks associated with selected lockers

Both

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.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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.

Student Range Selections

The screenshot shows a web form titled "Student Range Selections". It is organized into two columns: "Low" and "High".

Field	Low	High
Student:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grad Yr/Grade:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
Homeroom:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Advisor:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Race:	<input type="text"/>	<input type="text" value="ZZZ"/>
Gender:	<input type="text" value="Both"/>	<input type="text" value="Both"/>
Status:	<input type="text" value="Both"/>	<input type="text" value="Both"/>
NY Status:	<input type="text" value="Both"/>	<input type="text" value="Both"/>
Current Year Member:	<input type="text" value="Both"/>	<input type="text" value="Both"/>
Graduated:	<input type="text" value="Both"/>	<input type="text" value="Both"/>
Full Time:	<input type="text" value="Both"/>	<input type="text" value="Both"/>

At the bottom of the form, there are two checkboxes: All Schools and All Calendars. To the right of these are two buttons: "Schools" and "Calendars".

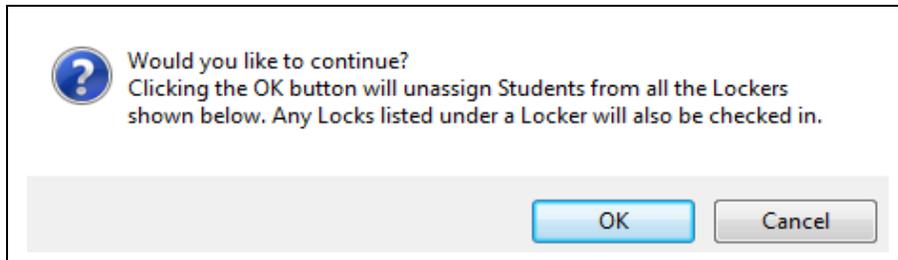
The Student Range Selections allow you to determine the students who will be affected by running the Mass Unassign Lockers utility.

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

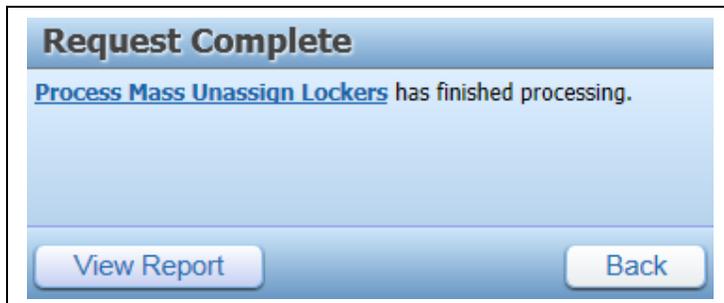
LOCKERS GUIDE

	Building ▲	Locker Area	Locker No	Students Assigned	Locks Attached
1	▶ 002	Gym	00001	1	0
2	▶ 002	Gym	00002	1	0
3	▶ 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**.



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.

Move Locks to Student's Default Entity

This process will move each student's personal locks to the first building in his or her default entity's default school. If a lock is still attached to a locker, it will be listed in an exception report of locks that could not be processed. A preview will be generated prior to processing.

WARNING: This utility should only be run after the Student Year End process has been run for all entities. This will ensure that all students' default entities are correct for the new school year.

Low High

Student:

Grad Yr/Grade:

Moved By:

[Run](#)
[Back](#)

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

Preview Move Locks to Student's Default Entity

Views: Filters:

	Last Name	First	Middle	Dflt Ent	Lock Make	Serial Number	Old Building	New Building	Exception
1	AHRENDTSCR	HUNG	O	003	LS	123456	001		* No Buildings
2	ZEGERSCR, JR	DONOVAN	Z	001	d	262888168616	002	001	

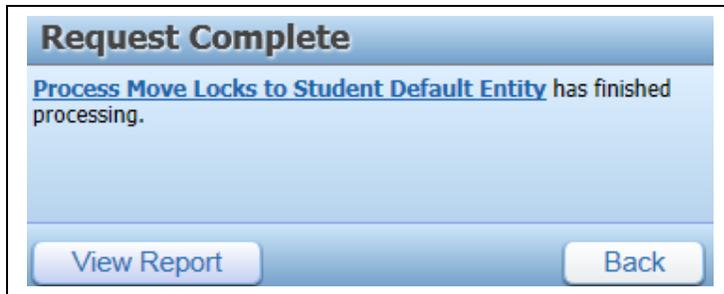
[Process](#)
[Back](#)

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 process the records shown in the browse.

[OK](#) [Cancel](#)

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



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.