

Lockers (Instruction)

Last Modified on 10/22/2022 9:29 am CDT

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PATH: *Campus Instruction > Lockers*

Standard lockers are often assigned to students by the school or district, but in some cases teachers may have access to a separate set of lockers that they can assign to students, such as lockers in a lab room.

Term 2 (10/23/21 - 12/23/21) Section 3) 3200-12 Biology II

Name ▲	Type	Locker Assignment	Lock Serial Number	Combo	Comment	Start Date	End Date
10 Student, Andy	LAB	Lab1 (Science)		16-32-42		03/23/2022	
11 Student, Bree	LAB	Lab1 (Science)		16-32-42		03/23/2022	
	Art	1084 (Art)		11-32-14		03/23/2022	
11 Student, Brooke J							
11 Student, Carissa (Car)	GYM	924 (Main Gym)	84	15-45-29		03/23/2022	
12 Student, Jordan E	LAB	Lab3 (Science)		9-16-12		03/23/2022	

Review and assign lockers to students in your sections.

Teachers who do not have the *Edit Lockers* tool right see a read-only version of this tool.

Before Assigning Lockers

Before you can assign lockers to students, the lockers need to be available in [Locker Resources](#).

Assigning New Lockers

To assign lockers to students in a section, choose the **Section** in the dropdown list and click **Assign New Lockers**. A locker search screen appears.

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Locker Search

Locker Type: LAB Locker Category: All Unassigned Location: Science Filter By Gender: Both

Name	Locker	Lock Serial Number	Combo	Comment	Start Date	End Date
Student, Brooke J	LB Lab2		42-32-12		03/23/2022	
Student, Carissa (Car)	LB Lab2		42-32-12		03/23/2022	
Student, Luke C	---Select a Locker---					

Searching for Available Lockers

1. To locate lockers to assign to students, select the search criteria as follows:
 1. **Locker Type:** The kind of locker you're searching for, such as Academic, Music, or Phy Ed.
 2. **Locker Category:** Whether the locker is assigned or not and shared or not. Options are:
 1. *All Unassigned:* all lockers that do not have students assigned.
 2. *Shared Unassigned:* all lockers designated as shared (determined in Locker Resources) that do not have students assigned.
 3. *Shared Assigned:* all lockers designated as shared (determined in Locker Resources) that are currently assigned to students. Since these lockers are shared, additional students could be assigned to them.
 3. **Location:** Where the locker is.
 4. **Filter By Gender:** Limits search results to male or female, useful for assigning gym lockers.
2. Click **Search** to load search results. Results appear as a list of students who do not have a locker assignment with available lockers in the **Lockers** dropdown list.
3. Select the **Lockers** to assign to each student.
4. If already entered in Locker Resources, the **Lock Serial Number** and **Combo** auto-populate. If these fields appear grey, they can not be modified.
 - If using a padlock, enter the **Lock Serial Number** that appears on the back of the padlock. You can only enter valid numbers for existing locks; the combo auto-populates.
5. Enter any **Comments** about this locker assignment.
6. When the locker is chosen, the **Start Date** auto-populates to the current date. Change if necessary and enter an **End Date** if desired.
7. Click **Save** to assign lockers.

Reviewing and Modifying Locker Assignments

To view an assignment, click the blue locker assignment link.

From here, you can modify the **Comments** or **Dates** for the assignment, the **Lock Serial Number** if it's a padlock, or delete the assignment.

Edit Locker: Student, Bree W

Locker Assignment

- 1234 (Math Hallway)
- 1234 (Math Hallway)
- 4567 (Math Hallway)
- 4567 (Math Hallway)
- 5678 (Math Hallway)
- 5678 (Math Hallway)
- 2345 (Math Hallway)

Locker: 1234
Location: Math Hallway
Lock Serial Number: 543210
Combo: 12-21-11
Comment:
*Start Date: 12/20/2013
End Date:

Save Delete Cancel

Viewing a Locker Assignment