

# Locker Setup And Management - Video Series

Last Modified on 10/22/2022 10:05 am CDT

This article contains all the locker videos found under School & District Settings, presented in roughly the same order in which staff would use the tools. The length of each video has been added to its corresponding section header. Staff who wish to learn about all the tools used to enter, track, manage, and report locker information may find this article particularly useful. The last video shows how to assign a locker to an individual student.

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## Lock Type and Locker Type - 1:24

Before configuring and assigning lockers and locks, districts must define the types of locks that will be tracked and the locker types that will be assigned.

## Locker Location Setup - :35

This brief video shows how to define where lockers are located in a school.

## Locker Setup - 1:54

This video demonstrates how to add information for a locker without a lock, and one with a built in lock and several possible combinations. Lockers can be assigned to students after they are defined in this tool.

## **Lock Setup - 1:10**

This video demonstrates how to manually enter lock information into Campus, specifically for combination locks or keyed locks that will be assigned to students with lockers that have been configured to allow padlocks.

## Locker Batch End Wizard - 1:56

This video shows how to use the Locker Batch End Wizard to end date or delete existing locker assignments based on selected criteria.

## **Combination Rotation Wizard - 1:20**

Campus allows districts to assign a sequence of several different combinations to individual lockers. This video shows how to use the Combination Rotation Wizard to select groups of lockers and either rotate them to the next sequence or choose a specific point in the rotation sequence.

## **Locker Schedule Wizard - 1:36**

In this scenario, the Batch End Wizard has been used to end the previous year's locker assignments, combinations have been rotated for lockers that have them, and the Locker Schedule Wizard is being used to mass-schedule lockers for students with an active enrollment on the locker assignment start date.

# Students Without Lockers Report - :47

This video describes how to use the Students Without Lockers Report to find students who don't have an active assignment to a selected locker type on a specific effective date.

## **Vacant Locker Report - :39**

This brief video shows how to find vacant, unassigned lockers of a specific type and location.



## **Locker Assignments Report - 1:00**

This brief video describes how to select criteria and generate a list of locker assignments, including combinations/padlocks if any are recorded.

## **Lockers (Student) - 2:12**

An individual student's locker assignments can be viewed and updated using the Lockers tool. This video shows how to end date an existing locker, assign a new shared locker, and assign a new locker and a school-provided padlock for the new locker.

