ProgressBook StudentInformation Student Lockers Guide

StudentInformation

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(This document is current for v14.7.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Student Lockers Guide* have been made.

Product Version	Heading	Page	Reason
14.7.0	Entire Guide	N/A	Removed/updated references to the retired *ProgressBook StudentInformation General Use Guide*.
14.1.0	*"Maintain Lockers"*	12	Rewrote procedures in active voice and using procedural steps.
			Added description of new **Save and Next** button and replaced affected images.
			Incorporated Locker Combinations topics into these topics.

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Student Lockers Guide Overview

Student Lockers Overview

Lockers are defined at the school level to be assigned to students. Multiple students may be assigned to the same locker. In addition, a student may be assigned multiple lockers. The student's locker/lockers will display on their profile for easy viewing, but locker details may be viewed by clicking a button located on the profile.

Lockers may be designated as Academic lockers. Other lockers may be used for sports or band purposes, and then would not be defined as academic, but could still be assigned to students and viewed. Lockers may also be designated as specific to a location and/or grade level for easier student assignment.

Lockers have built in locks in many instances. Typically each locker of this type will have multiple possible combinations supplied by the manufacturer. This series is referred to as the combination series and can be set individually for each locker. It is common that a school will use the same combination series for every locker simultaneously to ease maintenance and preparation for the school year.

Lockers may be assigned in multiple fashions. Lockers may be assigned manually by viewing the locker detail and assigning a student to the locker. It is possible to assign a student to multiple lockers from this view as well, while designating which locker will be used as the primary locker. The Locker Selection Wizard can also be used to assign lockers to students via the Edit Student Profile.

Understanding the Student Lockers Module

The Locker module has two distinct parts – Locker Maintenance and Assigning Student Lockers.

Locker Maintenance consists of a maintenance table where each locker is added/updated or deleted before lockers are assigned to students. There is also a code table for defining locker size, if desired.

Lockers may also be assigned to a specific grade level for assignment as well as specific locations in the building. All these items are done through a series of locker maintenance screens.

After all locker maintenance has been handled, the lockers may then be assigned to students for their use.

> **Note:** *The Locker Number field is an alpha-numeric field. The Locker Number column on the Locker Maintenance page is sorted numerically, however, Locker Location Assignment is done according to alpha characters. Recommendation: Use leading zeros on locker numbers.*

Student Lockers Outline and Flow

1. Locker Maintenance — Defines valid lockers and their combinations, condition, size, etc.
   a. Locker Size Codes
   b. Locker Location Assignment
      i. Add Locker Range
      ii. Delete Locker Range
   c. Locker Grade Level Assignments
      i. Add Locker Range
      ii. Delete Locker Range
   d. View Lockers – View list of lockers and their assignments.
   e. Add/Edit/Delete Locker – Add new lockers.
   f. Locker Combinations
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      ii. Delete Locker Combination
2. Student Locker Information
   a. View Free Lockers – Displays the lockers in the school that are available to be assigned for the current school year.
   b. Student Profile – View locker information on the student profile.
   c. Student Locker Assignment – Current view of student's locker information.
      i. Add Student Locker
      ii. Delete Student Locker
      iii. Change Primary Locker
   d. Locker Selection Wizard – Allows for quick selection of a primary locker for the selected student.
   e. Locker Bulk Assignment – Allows lockers to be assigned to multiple students at once.
      i. Students tab
      ii. Assignment Method tab
      iii. Options tab
      iv. Confirmation tab
      v. Results tab

Locker Maintenance

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration

Lockers are defined at the school level to be assigned to students. Lockers may be designated by specific location and grade level as well.

Locker Size Codes Maintenance

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Size Codes

Locker Size codes are codes used to describe the size of a locker, but are optional to the locker maintenance program.

Locker Size Maintenance Screen

This page has standard add record, edit record and delete record controls.

> *Note: Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see ProgressBook StudentInformation Getting Started Guide.*

Sorting – You may sort by any column (Code, Name, Active) in ascending or descending order by clicking on the column header

– Indicates an active locker size code. This can be used on new Student Locker Records.

– Indicates an inactive locker size code. This can not be used on new Student Locker Records.

Add/Edit Locker Size Code

Add/Edit Locker Size Maintenance Screen

Code (required) – Enter up to four alphanumeric characters to define the Locker Size. If you try to use an existing inactive Locker Size Code, you will be prompted to reactivate this inactive Locker Size Code if you wish.

Locker Size Codes must be defined at the school level only, as per the chart below.

	Visibility and Use	Editable
Global Level	School	School
District Level	School	School
School Level	School	School

Name (required) – Enter Name of Locker Size Code.

Is Active (optional) – Yes or No. The Locker Size Code must be Active to use on new Student Locker Records

Locker Location Assignment

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Location Assignment

Locker Location is a defined location in the school used to reference the locker's location and may be used for automatic assignment of lockers, or for ease in viewing and manually assigning lockers to individual students.
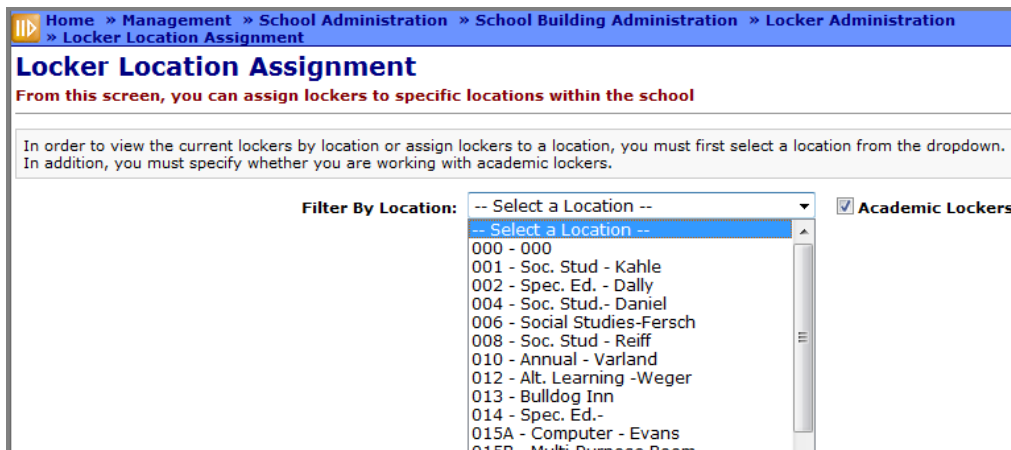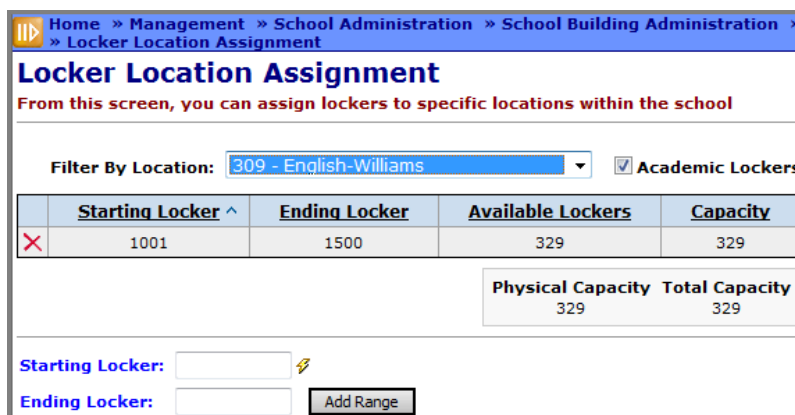
Locker Location Assignment Screen

From the Locker Location Assignment screen, you must first filter by location, from the available drop-down list.

By default, the filter will only list academic lockers, but if you wish to view all lockers (those specified as academic as well as those NOT marked as academic lockers) uncheck the box **Academic Lockers** and all lockers will be listed.

From this screen you can view the lockers already assigned to a location, assign additional lockers or ranges of lockers to the location, or delete lockers or ranges of lockers from the location. See the following example of the Locker Location Maintenance screen.

**Lockers Displayed for a Location on
the Locker Location Assignment Screen**

Sorting – You may sort by any column (Starting Locker, Ending Locker, Available Lockers, Capacity) in ascending or descending order by clicking on the column header.

Filter by Location (required) – Make a location selection form the drop-down list.

Academic Lockers – If you wish to view only academic lockers, leave this box checked. If you wish to view all lockers, then uncheck.

Delete Icon – Delete this Locker or Locker Range Location Assignment.

Physical Capacity – Total Physical Capacity (actual lockers) for this locker location.

Total Capacity – Total Capacity for this locker location (dependent on capacity of the individual lockers)

Starting Locker (required) – Enter a locker number or the starting locker number in a range of lockers, to be added to the selected location.

Ending Locker (optional) – If a range of lockers is being added, then the last locker in the range must be specified in this field.

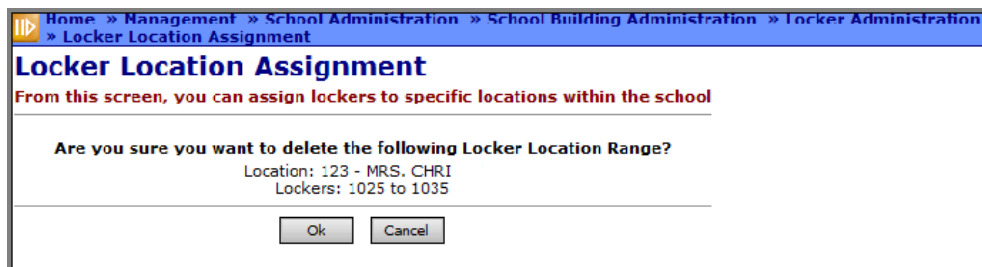**Add Range** – Add a new locker range for the specified location.

Add Locker Location Range

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Location Assignment

Adding Locker Location Range

Input a starting locker and an ending locker number to add a range of lockers to the selected location. If only one locker is to be added to this location, no ending locker number is needed.

Defining Starting Locker and Ending Locker

Click **Add Range** to add this locker range to the selected location.

Starting Locker (required) – Enter a locker number or the starting locker number in a range of lockers, to be added to the selected location.

Ending Locker (optional) – If a range of lockers is being added, then the last locker in the range must be specified in this field.

Add Range – Will add the current Locker or Locker Range to the selected location.

Locker Ranges on Locker Location Assignment Screen

Delete Locker Location Range

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Location Assignment

Deleting Locker Location Ranges

Click the **delete icon** to delete a specific Locker Location Range.

Deletion Confirmation Message

OK – Delete the Locker Location Range.

Cancel – Do Not Delete the Locker Location Range.

You will receive a confirmation that the Locker Location Range has been deleted successfully.
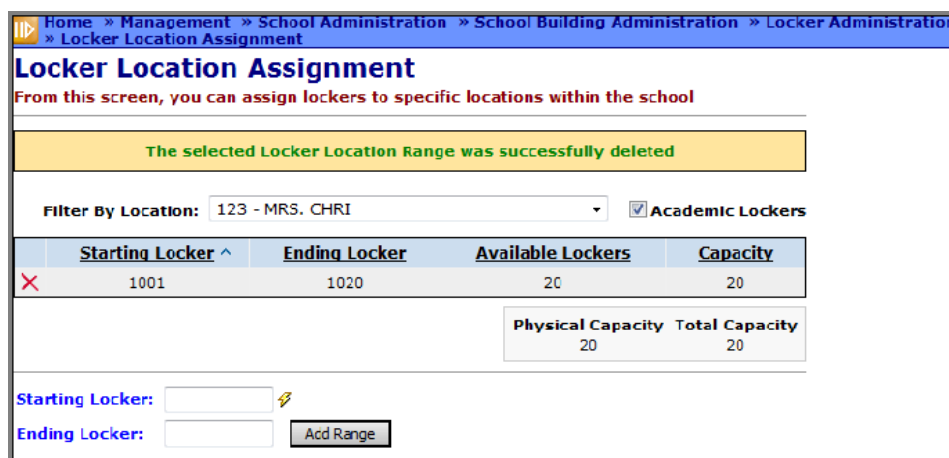

**Successful Deletion Message**

Locker Grade Level Assignment

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Grade Level Assignment

Locker Grade Level is a defined grade level in the school used to reference the locker's grade level and may be used for automatic assignment of lockers, or for ease in viewing and manually assigning lockers to individual students.
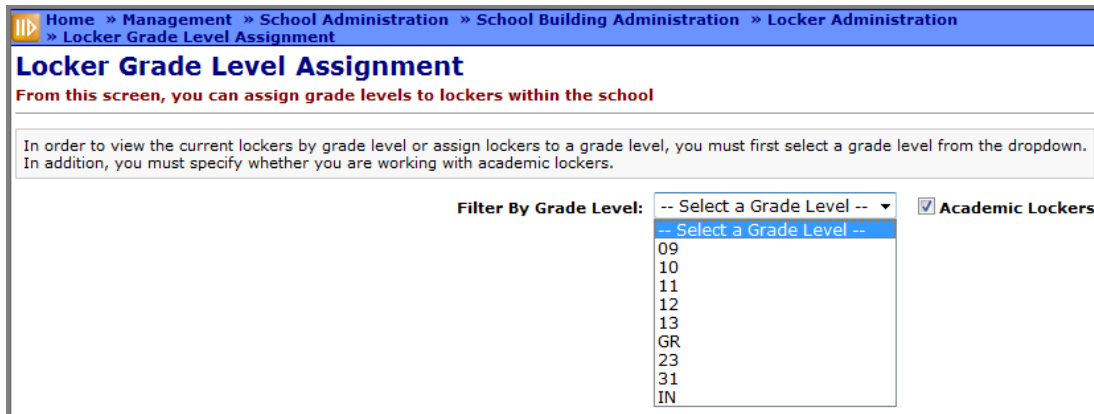
Locker Grade Level Assignment Screen

By selecting a grade level from the Filter drop-down menu you may view lockers that have been designated for assignment to a specific grade level, if applicable.
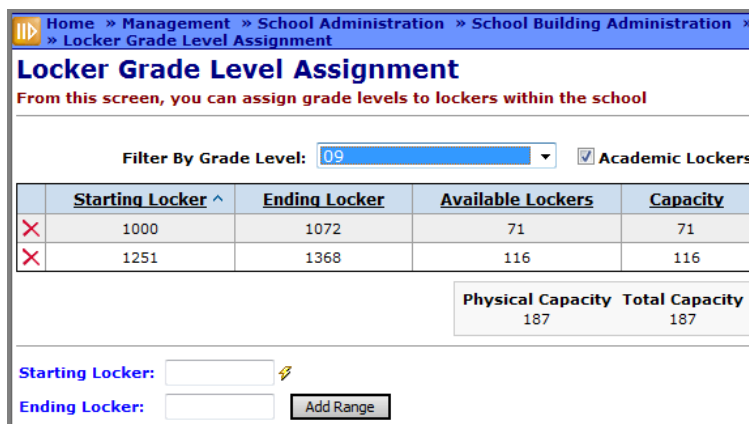
**Lockers Displayed for Grade Level on
the Locker Grade Level Assignment Screen**

By default, the filter will only list academic lockers, but if you wish to view all lockers (those specified as academic as well as those NOT marked as academic lockers) uncheck the box **Academic Lockers** and all lockers will be listed.

Sorting – You may sort by any column (Starting Locker, Ending Locker, Available Lockers, Capacity) in ascending or descending order by clicking on the column header.

Filter by Grade Level (required) – Make a grade level selection form the drop-down list.

Academic Lockers – if you wish to view only academic lockers, leave this box checked. If you wish to view all lockers, then uncheck.

Delete Icon – Delete this Locker or Locker Range Grade Level Assignment.

Physical Capacity – Total Physical Capacity (actual lockers) for this locker grade level.

Total Capacity – Total Capacity for this locker grade level (dependent on capacity of the individual lockers).

Starting Locker (required) – Enter a locker number or the starting locker number in a range of lockers, to be added to the selected grade level.

Ending Locker (optional) – If a range of lockers is being added, then the last locker in the range must be specified in this field.
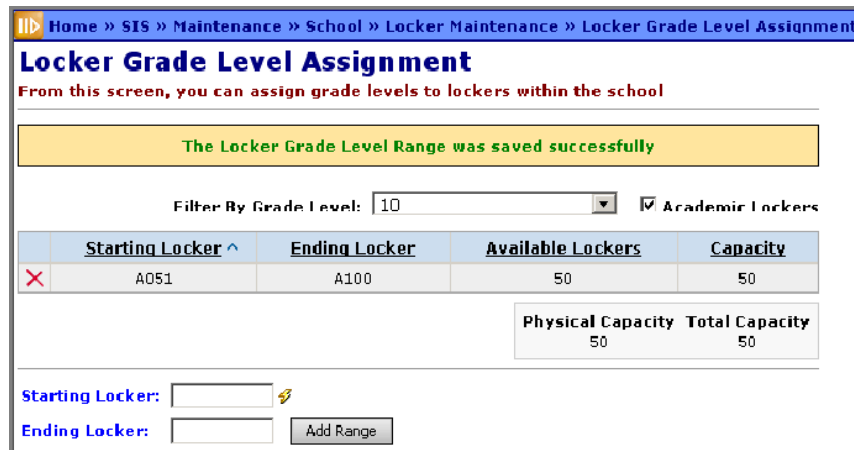
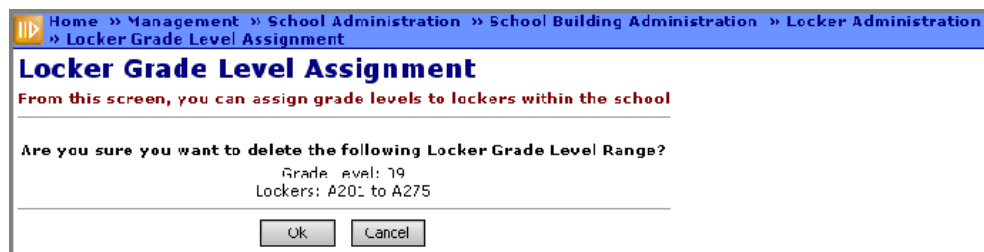**Add Range** – Add a new locker range for the specified grade level.

Add Locker Grade Level Range

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Grade Level Assignment

On the Locker Grade Level Assignment screen, make a Grade Level selection from the drop-down menu. If there are any lockers assigned to that grade level, they will then display on the Locker Grade Level Assignment page as shown below.

Click **Add Range** to add a locker or locker range to the specified Grade Level.

Adding a Locker Range for the Grade Level

Starting Locker (required) – Enter a locker number or the starting locker number in a range of lockers, to be added to the selected grade level.

Ending Locker (optional) – If a range of lockers is being added, then the last locker in the range must be specified in this field.

Available Lockers – Number of actual lockers available for this locker range.

Capacity – Total capacity of all lockers in this locker range.

Physical Capacity – Total Physical Capacity (actual lockers) for this locker location.

Total Capacity – Total Capacity for this locker location (dependent on capacity of the individual lockers).

Add Range – Will add the current Locker or Locker Range to the selected grade level.

Successfully Saved Message

Delete Locker Grade Level Range

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Grade Level Assignment
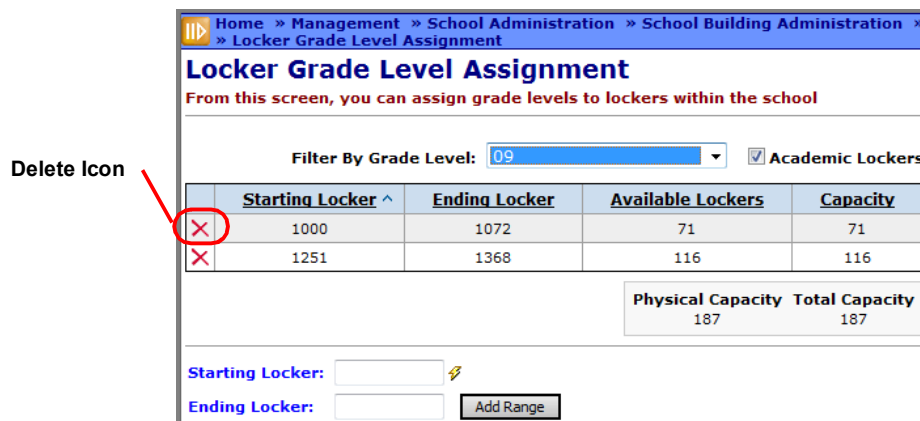
Deleting Locker Range from Grade Level

Click the **delete icon** to delete a specific locker or locker range from the grade level.

Deletion Confirmation Message

OK – Delete the locker range.

Cancel – Do Not Delete the locker range.

You will receive a confirmation message that the Grade Level Range has been successfully deleted.

Maintain Lockers

- To view locker information, see *"View Lockers."*
- To add a new locker record, see *"Add Locker."*
- To edit an existing locker record, see *"Edit Locker."*
- To delete a locker record, see *"Delete Locker."*

View Lockers

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Maintenance

1. Navigate to the **Locker Maintenance** screen.

   A list of locker records displays. By default, the list shows only academic-type lockers with an active status. Locker information is grade level-specific.

Locker Maintenance Screen

2. Optional: To sort the list on any column, click the column header.

3. Optional: To see a list of locker residents (students assigned to the locker):

   a. Click the **Locker Number**.

      The **Locker Resident** screen displays the student(s) assigned to the locker.
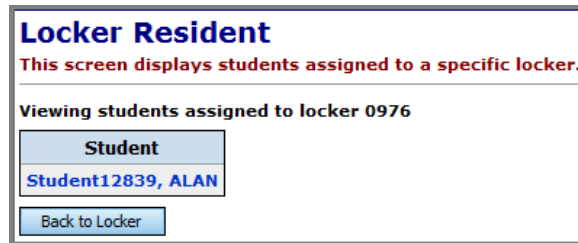
Locker Resident Screen

    b. Click **Back to Locker** to return to the **Locker Maintenance** screen.

4. Optional: Filter the list of lockers in the following ways:

- To display all lockers (including nonacademic-type lockers), deselect the **Academic Only** checkbox.
- To view only those lockers with a different status, select the status in the **Filter** drop-down list.

Add Locker

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Maintenance

> *Note: Locker information is school year-specific, so any changes you make to lockers in one school year do not affect other school years.*

1. On the **Locker Maintenance** screen, click **Add Locker**.
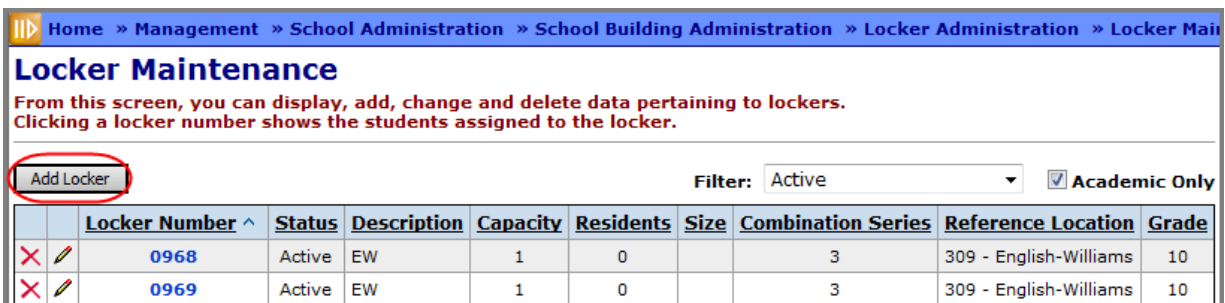
Add Locker

The **Locker Maintenance** screen displays in add mode.

Locker Maintenance Screen (Add Mode)

2. Enter the **Locker Number** (up to eight alphanumeric characters).

3. Select a **Locker Status** of "Active," "Repair" or "Unavailable."

4. Select a **Capacity** (how many students you can assign to this locker).

5. Optional: Complete any of steps as needed:

    •   If you are adding a nonacademic locker, deselect the **Academic Locker** checkbox.

    •   Enter a **Description** of the locker.

    •   Select a **Size**. Only sizes defined in the Locker Size Code table are present in the drop-down list.

    •   In the **Current Series** drop-down list, select a combination series to use with this locker. Only defined series are present in the drop-down list.

    •   In the **Reference Location** drop-down list, select the room/location of the locker. Only rooms/locations defined in the Rooms/Locations table are present in the drop-down list. If you do not select anything, the **Reference Location** is "Not Specified," which is not the same as "None."

    Note: If you want to Bulk Assign Lockers by class period, you must specify a Reference Location for those lockers.

    •   To assign this locker to a specific grade level, select the **Grade**.

    •   If you are creating a locker that you do not want to be active at this time, deselect the **Is Active** checkbox.

    •   To add a combination series, do the following:

        i.   Select the applicable **Series**.

        ii. Enter the **Combination** to use with the series.

       iii. Click **Add Combination**.

       iv. To add another series/combination, repeat these steps.

      Note: StudentInformation allows up to nine locker combination series.
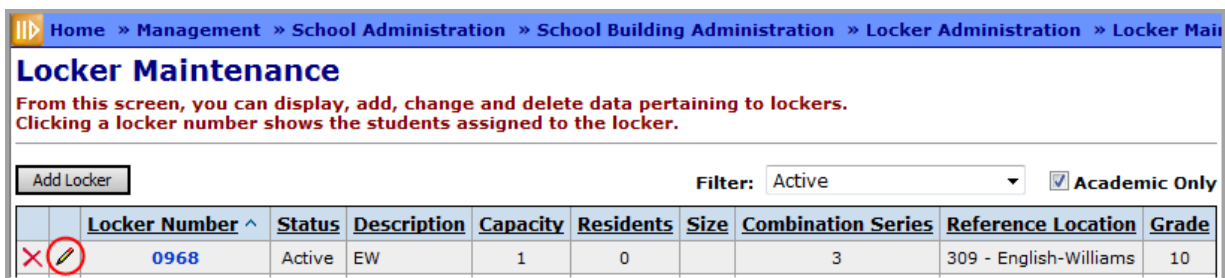
6. If this is the only locker you want to add, click **Save**. If you want to add another locker, click **Save and New**, and repeat the procedure.

Edit Locker

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Maintenance

      Note: Locker information is school year-specific, so any changes you make to lockers in one school year do not affect other school years.

1. On the **Locker Maintenance** screen, in the row of the locker you want to edit, click 🖉.

Edit Locker

    The **Locker Maintenance** screen displays in edit mode.

Locker Maintenance Screen (Edit Mode)

2. Make any needed changes. For details on this screen's fields, see *"Add Locker."*

3. If this is the only locker you want to edit, click **Save**. If you want to edit another locker, click **Save and Next**, and repeat the procedure.

Delete Locker

Navigation: StudentInformation > Management > School Administration > School Building Administration > Locker Administration > Locker Maintenance

>   *Note: Locker information is school year-specific, so any changes you make to lockers in one school year do not affect other school years.*

On the **Locker Maintenance** screen, in the row of the locker you want to delete, click ✕.

Delete Locker

A confirmation message displays indicating the locker is deleted.

Successful Deletion Message

Student Locker Information

View Free Lockers

Navigation: StudentInformation > SIS > School > Free Lockers

The Free Lockers screen displays the lockers in the school that are available to be assigned for the current school year. You must have a student in context to view Free Lockers.

Free Lockers Screen

Sorting – You may sort by any column (Locker Number, Status, Description, Available Capacity, Residents, Size, Reference Location, Grade) in ascending or descending order by clicking on the column header.

Academic Lockers – If checked, only free lockers designated as Academic will be shown. If not checked, all free lockers will be shown.

Locker Number – With a student in the context, you can click on the Locker Number to assign a free locker to a student.
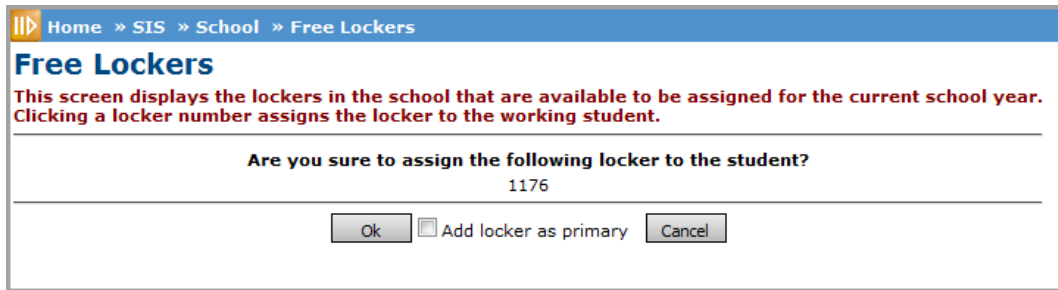
Locker Assignment Confirmation Message

Add locker as primary – Designate this locker as the student's primary locker. The primary locker will print on the student schedule.

OK – Assign the specified locker to the student in context. The Locker Information will be updated on the Student Profile – Additional tab. You will receive the message below.

Cancel – Do not assign the locker to the student.

Student Profile

Navigation: StudentInformation > SIS > Student > View Profile

Student Locker information can be viewed and assigned in a variety of ways.

Once a student has been assigned a locker it will display on the selected student's profile or home page as shown below.

View Lockers from the View Student Profile Screen

By selecting View Lockers from the I want to… menu, more locker details may be viewed. In this example, the student has two lockers and you can see from the details, as shown in the following figure, which one is the primary as well as additional information such as description and combination, if available.

Student Locker Screen

View Student Profile – Click this button to return to the student's profile page.

Student Locker Assignment

Navigation: StudentInformation > SIS > Student > Locker Assignment

– OR –

Navigation: StudentInformation > SIS > Student > Edit Profile > Additional Tab > Locker Assignment link

To assign locker or lockers for a selected student, you must do so through the Locker Assignment screen or on the Addition tab on the Edit Student Profile screen.

Student Locker Assignment Screen

If the student has already been assigned locker/lockers, they will be listed on this screen. There are several ways to assign lockers from this screen.

Sorting – You may sort by any column (Locker Number, Description, Capacity, Size, Combination, Reference Location) in ascending or descending order by clicking on the column header.

View Free Lockers – Click to go to SIS – School – Free Lockers (see *"View Free Lockers"*).

Academic Lockers – If checked, only student's academic lockers are displayed. If unchecked, all of student's lockers are displayed.

Delete Icon – Delete this Locker Assignment.

Locker Icon – If the icon is highlighted, the locker is the primary locker. The primary locker will print on the student schedule.

View Free Lockers – Allows you to view available lockers and then assign locker from that screen.

Enter a Locker: – Type in the locker number you wish to assign to the student.

OR Select a Locker – Select a locker from drop-down list (for grade appropriate or all lockers).

Show grade appropriate lockers only – If checked, only the available lockers that match the student's grade level will be shown. If unchecked, will show all available lockers (no matter what grade level).

OR Select a Location – Select a location from this drop-down and a locker will automatically be assigned by location.

Add locker as primary – Make this locker the Primary Locker. Only the primary locker will print on the student schedule. This checkbox defaults to checked.

Assign Locker – Click to assign locker selected.

Edit Student Profile – Return to Student Profile – General tab.

If the locker assignment is successful, you will receive this message.
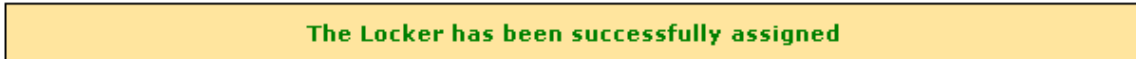
If the locker selected (through "Enter a Locker" is not available, you will receive this message.

Add Student Locker

Navigation: StudentInformation > SIS > Student > Locker Assignment

You can also reach this screen by clicking **Locker Assignments** on the student's Edit Profile – Additional tab page.

Locker Assignments Button the Edit Student Profile Screen

There are several options from the Student Locker Assignment screen for assigning the selected student a locker.

Student Locker Assignment

Click **View Free Lockers** to view lockers available for assignment.

Selecting a Locker

Click on the appropriate locker number to assign that locker number to the selected student.

Assign Locker Confirmation Screen

You will receive a message asking if you wish to assign the locker to the student.

By selecting **Add locker as primary** you may designate this locker as the primary locker. Only the primary locker will print on the student's schedule.

Another option for assigning a locker is to type the locker number in the Enter a Locker field, as shown in the following figure.

Entering a Number in the Enter a Locker Field

Then click the **Assign Locker** button to assign the locker.

If the student already has one locker assignment and you wish for this new locker to be the primary locker, make sure to select **Add locker as primary**. Only the primary locker will print on the student schedule.

You may also assign a locker by choosing one from the drop-down list in the OR Select a Locker field.

If you wish to only view Grade Appropriate lockers in this drop-down, then leave the **Show grade appropriate lockers only** checked (default). If you wish to view all available lockers in the drop-down list, deselect the box.

Student Locker Assignment Screen

After selecting a locker from the drop-down list, click **Assign Locker** to assign the locker. If you wish this new locker to be designated as the primary locker, select **Add locker as primary** before clicking **Assign Locker**. Only the primary locker will print on the student schedule.

One last way to assign a locker to the selected student is to automatically assign the locker, based on the location.

Select a Location

From the OR Select a Location field drop-down list, select a location and click **Assign Locker** and a locker will automatically be assigned based on the selected location (lockers must have been defined for locations, or no locations will be listed in the drop-down list).

Delete Student Locker

Navigation: StudentInformation > SIS > Student > Locker Assignment

Student Locker Assignment

Click the **delete icon** to delete a specific Student Locker assignment.

Deletion Confirmation Message

OK – Delete the Locker from the student's record.

Cancel – Do Not Delete the Locker from the student's record.
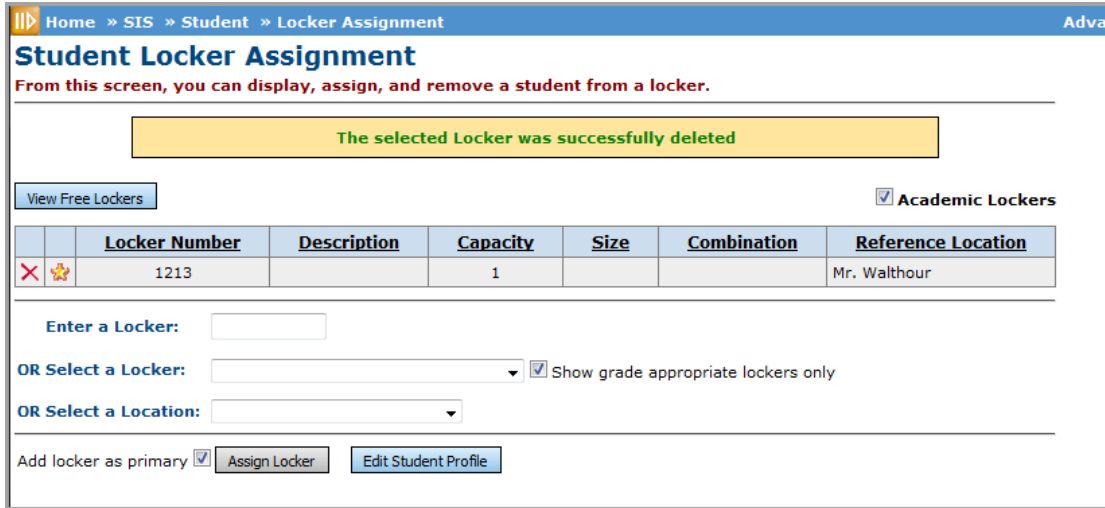
Successful Deletion Message

You will receive a confirmation message that the locker has been successfully deleted from the student's record.

Change Primary Locker

Navigation: StudentInformation > SIS > Student > Locker Assignment

> *Note: Only the primary locker will print on the student schedule.*

On the Student Locker Assignment screen, click the **locker icon** to change a locker to the primary locker.
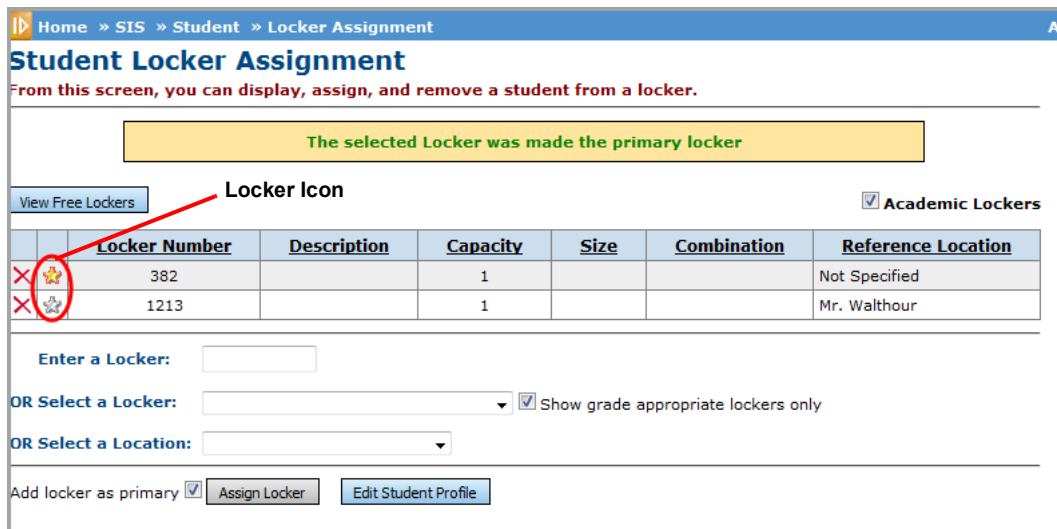
Changing Primary Locker Assignment

Locker Selection Wizard

Navigation: StudentInformation > SIS > Student > Edit Profile > Additional Tab > Assign Primary Locker Button

The Locker Selection Wizard allows for the quick selection of a primary locker for the selected student. The Assign Primary Locker button on the Edit Student Profile – Additional tab will open a popup window allowing the user to quickly find and select a locker for the student. If desired, the user can also change the combination series of the locker to be assigned as part of the assignment process.

Assign Primary Locker Button

Locker Assignments – Click this to go to the Student Locker Assignment screen (see to *"Student Locker Assignment"*).

Assign Primary Locker – Click this button to invoke the Locker Selection Wizard.

From this screen, you can search for a Locker and Assign the preferred one.

Grade Level: -- Any Grade Level --   Location: -- Any Location --
Availabilty: 1   Auto Select ☐   Filter

Locker Number	Grade Level	Location	Available	Residents	Capacity	Series	Combination	
1008		CAFE	1	0	1			Change Series
1009		CAFE	1	0	1	1		Change Series
1022	12	CAFE	1	0	1	1	56-11-28	Change Series
1023	12	CAFE	1	0	1	1		Change Series
1024	12	CAFE	1	0	1			Change Series
1025	12	CAFE	1	0	1	1		Change Series
1026	12	CAFE	1	0	1			Change Series
1027	12	CAFE	1	0	1	1		Change Series
1028	12	CAFE	1	0	1	1		Change Series
1029	12	CAFE	1	0	1	1		Change Series
1030	12	CAFE	1	0	1			Change Series
1031	12	CAFE	1	0	1	1		Change Series
1032	12	CAFE	1	0	1			Change Series
1033	12	CAFE	1	0	1			Change Series
1034	12	CAFE	1	0	1	1		Change Series
1035	12	CAFE	1	0	1	1		Change Series
1036	12	CAFE	1	0	1	1		Change Series
1037	12	CAFE	1	0	1	1		Change Series
1038	12	CAFE	1	0	1			Change Series
1039	12	CAFE	1	0	1	1		Change Series
1040	12	CAFE	1	0	1	1		Change Series
1041	12	CAFE	1	0	1	1		Change Series
1042	12	CAFE	1	0	1			Change Series
1043	12	CAFE	1	0	1			Change Series
1044	12	CAFE	1	0	1	1		Change Series

25 Records Displayed   Back To Top

Locker Selection Wizard

Grade Level – Choose the Grade Level of the open lockers you wish to filter on. The default is Any Grade Level.

Location – Choose the Location of the open lockers you wish to filter on. The default is Any Location.

Availability – Choose the Availability (greater than zero) of the open lockers you wish to filter on. The default is 1.

Auto Select – Check this box to have the system automatically select a locker number for this student. After checking the box, you must then click on the Filter button. The locker number will be assigned and you will be taken back to the Edit Student Profile – Additional tab. Be sure and click Save on the Additional tab to save this new locker information.

Filter – Show open lockers based up the criteria selected.

Locker Number link – Click on the locker number link to select this locker and assign it to the selected student. The locker number will be assigned and you will be taken back to the Edit Student Profile – Additional tab. Be sure and click Save on the Additional tab to save this new locker information.

Change Series link – Click on the change series link to select a combination series.

Changing Locker Combination Series

Click on the Series and/or Combination link to select this Combination Series. Once selected, the Combination Series will be highlighted in orange.

Selected Locker Combination Series

Select a Different Locker link – This link will take you back to the initial Locker Selection Wizard screen.

Locker Bulk Assignment

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment

The Bulk Locker Assignment allows lockers to be assigned to groups of students with a single input screen. Various selection criteria and assignment methods can be specified.

Locker Bulk Assignment Screen

Students Tab

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment > Students Tab

The Students tab of the Locker Bulk Assignment screen allows you to select students by search criteria, student IDs or ad-hoc membership.

Select Students by Search Criteria

Last Name (optional) – Filter by student last name. Check the box to use the wildcard filter. For example, entering "sm" in the Last Name field and checking the box will return "smith," "smythe," and "smalley." If the box is unchecked, the filter will perform a strict match.

First Name (optional) – Filter by student first name. Check the box to use the wildcard filter. For example, entering "sa" in the First Name field and checking the box will return "sam", "sally", and "samantha." If the box is unchecked, the filter will perform a strict match.

Homeroom Assignment (optional) – Homeroom assignment is not valid for this filter since only students without homerooms will be returned.

Gender (optional) – Filter by the selected gender from the drop-down list.

Program (optional) – Filter by the selected program from the drop-down list.

Team (optional) – Filter by the selected team from the drop-down list.

Student Status (optional) – Select one or more Student Statuses to filter. If no Student Statuses are selected, then Student Status will not be used as a filter.

Grade Level (optional) – Select one or more Grade Levels to filter. If no Grade Levels are selected, then Grade Level will not be used as a filter.

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

Next> – Process the student selection and proceed to the Assignment Method tab.

Select Students by Student IDs

Locker Bulk Assignment by Student IDs

Student ID box (required) – Enter the Student IDs separated by a comma.

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

Next> – Process the student selection and proceed to the Assignment Method tab.

Select Students by Ad-Hoc Membership

Locker Bulk Assignment by Ad-Hoc Membership

Ad-Hoc Membership (required) – Select from the pre-defined Ad-Hoc Memberships listed.

Browse Button – Find/Build an Ad-Hoc Membership. Refer to *ProgressBook StudentInformation Getting Started Guide* for more details about ad-hoc memberships.

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

Next> – Process the student selection and proceed to the Assignment Method tab.

Assignment Method Tab

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment > Assignment Method Tab

The Assignment Method tab of the Locker Bulk Assignment screen allows you to specify how you will assign lockers to the selected students.

Assignment Method Tab on the Locker Bulk Assignment Screen

Assignment Method (required) – Choose Grade Level, Homeroom, Class Period, Random or Clear.

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

<Back – Cancel out of the current tab and go back to the previous tab.

Next> – Process the current tab and proceed to the next tab.

Assignment Method – Grade Level

The Grade Level assignment method will assign lockers to students by selecting random lockers for students based on the student's grade level. StudentInformation will attempt to assign all students to lockers configured for the students' grade levels.

Assign Remaining Students at Random (optional) – In some situations, there won't be enough lockers defined for a grade level and some students won't get a locker assigned to them. If desired, these students can be assigned a locker at random by selecting the Assign Remaining Students at Random option. This option will result in more complete assignment of lockers.

> *Note: If your school does not have any lockers designated to grade levels and you try to bulk assign lockers by grade level, no lockers will be assigned. However, if you select the Assign Remaining Students at Random option, all students will be assigned lockers alphabetically by Grade Level.*

Assignment Method – Homeroom

Homeroom Assignment Method on the Locker Bulk Assignment Screen

The Homeroom assignment method will assign lockers to students by selecting random lockers for students based on the students' homeroom location. StudentInformation will attempt to assign all students to lockers configured with a reference location that matches the students' homeroom locations.

Homeroom Term (required) – In order to assign lockers based on homeroom, you must select a homeroom term to use for looking up homeroom assignments for students. Grade levels of students and lockers will be matched where possible. Students not assigned to homerooms will not get locker assignments.

Assign Remaining Students at Random (optional) – In some situations, there won't be enough lockers defined for a homeroom location and some students won't get a locker assigned to them. If desired, these students can be assigned a locker at random by selecting the Assign Remaining Students at Random option. This option will result in more complete assignment of lockers.

Assignment Method – Class Period

Class Period Assignment Method on the Locker Bulk Assignment Screen

The Class Period assignment method will assign lockers to students by selecting random lockers for students based on the students' class period assignment. StudentInformation will attempt to assign all students to lockers configured with a reference location that matches the students' classroom location during the period of the day selected.

Calendar Date (required) and **Period of the Day** (required) – In order to assign lockers based on class period, you must select a calendar date and a period of the day to use for looking up classroom assignments for students. Grade levels of students and lockers will be matched where possible. Students not assigned to a course section during the period of the day selected will not get locker assignments.

Assign Remaining Students at Random (optional) – In some situations, there won't be enough lockers defined for a classroom location and some students won't get a locker assigned to them. If desired, these students can be assigned a locker at random by selecting the Assign Remaining Students at Random option. This option will result in more complete assignment of lockers.

Assignment Method – Alphabetical

Alphabetical Assignment Method on the Locker Bulk Assignment Screen

The Alphabetical assignment method will assign lockers to students in a alphabetical fashion by student last name. Grade levels of students and all reference locations will be ignored and locker will be assigned in ascending order.

Assignment Method – Random

Random Assignment Method on the Locker Bulk Assignment Screen

The Random assignment method will assign lockers to students in a random fashion. Grade levels of students and lockers will be ignored, as will all reference locations.

Assignment Method – Clear

Clear Assignment Method on the Locker Bulk Assignment Screen

The Clear process will clear locker assignments. No new locker assignments will be made, although the student lockers to be cleared are filtered by the student search options already selected as well as additional options selected on the next tab.

Options Tab

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment > Options Tab

The Options tab of the Locker Bulk Assignment screen provides various options on how the locker bulk assignment will function.

Grade Level, Homeroom, Class Period or Random Assignment Method

Options Tab on the Locker Bulk Assignment Screen

Clear Assignment Method

Options Tab When Clear Assignment Method Selected

Students to Include (required) – Choose one from the following:

- Students without a primary locker assignment (default) – Only include students that have no primary locker assignment.
- Students without an locker assignments – Only include students that have no locker assignment at all

- Students with number of assignments fewer than x – Only include students that have a total number of locker assignments fewer than the selected number
- All Students (no limit on number of locker assignments) – Include all students

Lockers to Include (required) – Choose one from the following:

- Academic lockers only (default)
- Non-Academic lockers only
- Both Academic and non-academic lockers

Create Assignments as (required) – Choose one from the following:

- Primary locker assignments (default)
- Secondary locker assignments

Existing Locker Assignments (required) – Choose one from the following:

- Remove primary assignments only (default)
- Remove all assignments
- Keep assignments (update as secondary assignments if new assignments are primary)

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

<Back – Cancel out of the Options tab and go back to the Assignment Method tab.

Next> – Process the options and proceed to the Confirmation tab.

Confirmation Tab

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment > Confirmation Tab

The Confirmation tab of the Locker Bulk Assignment screen allows you to view your locker bulk assignment selections before actually processing the results.

Grade Level Assignment Method

Home » Management » Ad-Hoc Updates » Locker Bulk Assignment

Locker Bulk Assignment
Here you can assign a bulk group of students to lockers

| Students | Assignment Method | Options | Confirmation | Results |

Lockers Defined by Grade Level	Physical Lockers	Total Capacity	Existing Assignments	Remaining Capacity	Matching Students	Insufficiency
09 - 09	66	66	0	66	6	
No Grade Level	276	276	4	272		
All Students/Lockers	342	342	4	338	6	

| Cancel | | < Back | Finish |

09 - 09 – You can click on the linked Grade Level to go to the Locker Grade Level Assignment screen.

Homeroom or Class Period Assignment Method

Locker Assignment Confirmation - Homeroom or Class Period Method

Include statistics for locations with insufficient capacity only – If this checkbox is checked, only those locations which do not have enough lockers for the students assigned to them will be displayed (column totals will still be displayed).

Random Assignment Method

Locker Bulk Assignment Confirmation - Random Method

Physical Lockers – Number of physical lockers defined for this building.

Total Capacity – Total student capacity of these physical lockers. Please note that lockers can be defined to have capacity greater than 1.

Existing Assignments – Number of existing locker assignments.

Remaining Capacity – Total Capacity minus Existing Assignments.

Matching Students – For those Assignment Methods that have varying locations, number of students matching each location or grade level.

Students to be Assigned – Number of students to be assigned to free lockers.

Insufficiency – Listing of students that cannot be assigned to lockers.

Cancel – Cancel Locker Bulk Assignment and return to Ad-Hoc Updates menu.

<Back – Cancel out of the Confirmation tab and go back to the Options tab.

Finish – Process locker bulk assignments and proceed to the Results tab.

Results Tab

Navigation: StudentInformation > Management > Ad-Hoc Updates > Locker Bulk Assignment > Results Tab

The Results tab of the Locker Bulk Assignment screen allows you to view your locker bulk assignments by student and locker number.

Student	Locker	Action Taken
ALFORD, MYRTLE	B060	Added assignment as primary locker
apple, jane	1194	Added assignment as primary locker
apple, john	1274	Added assignment as primary locker
AVERY, FRANCIS	D100	Added assignment as primary locker
AVERY, VERONICA	1486	Added assignment as primary locker
BARLOW, DANNY	A074	Added assignment as primary locker
BARNES, MEGAN	1445	Added assignment as primary locker
BARTON, GARY	A013	Added assignment as primary locker
BECKER, BRIAN	B041	Added assignment as primary locker
BENDER, ESTHER	D067	Added assignment as primary locker
BENSON, MIGUEL	1216	Added assignment as primary locker
BENSON, RONALD	B097	Added assignment as primary locker
BERNARD, DOUGLAS	1141	Added assignment as primary locker
BIRD, LOUISE	1075	Added assignment as primary locker

Results Tab on the Locker Bulk Assignment Screen

Student – Name of student assigned to locker.

Locker – Locker number assigned to student.

Action Taken – Description of bulk locker assignment. Options include:

- Added assignment as primary locker
- Added assignment as secondary locker

Start Over – Create and assign additional Locker Bulk Assignments.

Reports

Locker Combinations Report (Report Builder)

Navigation: StudentInformation > Local > Report Builder Links > Report Builder Reports

The Locker Combinations report lists the locker combinations for which one or more combination series are assigned.

Locker Combinations Report on the Report Builder Reports Screen

1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, click the run icon in the **View Report** column for the Locker Combinations report.

   The StudentInformation **Report Viewer** screen displays.

Locker Combination Report on the Report Viewer Screen

2. In the **Report Header** field, modify the heading as you want it to display at the top of the report, if desired.

3. In the **Select Required Parameters** area, select one of the **Show Active Lockers Only** options:

   • **Yes** – Displays only lockers with a status of active on the generated report.

   • **No** – Displays all lockers regardless of status on the generated report.

4. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** area, perform the following steps:

   a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

   b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the Field Name drop-down list. For more information about the filter operations, refer to *ProgressBook StudentInformation Report Builder User Guide*.

   c. In the **Value** field, enter or select the appropriate value, if applicable.

   *Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. If you selected an option that requires a date, a calendar is available in the **Value** field. If you selected Has a Value or Does Not Have a Value in the **Operation** drop-down list, then the **Value** field is unavailable.*

   d. To add an additional filter, repeat *step 4(a)* through *step 4(c)* in the line below the previous filter.

5. Click **View Report**.

   The report displays at the bottom of the window.

Locker Combinations

Locker Number	Locker Status	Series 1	Series 2	Series 3
1010	Active	10-23-02	17-03-55	86-14-23
1011	Active	44-77-16	19-36-88	03-78-07
1012	Active	33-78-09		
1013	Active	11-22-39	98-23-44	
1014	Active	12-07-55	66-34-18	55-03-25
1015	Active	06-99-24	70-11-03	
1016	Active	87-22-56		
1017	Active	76-21-15	18-20-20	72-13-20
1018	Active	45-90-21	06-72-34	
1019	Active	11-94-02	19-22-30	
1021	Repair	24-68-90		
1022	Active	56-11-28		
1360	Unavailable	25-67-84	74-24-02	
1371	Unavailable	67-90-30		
1438	Unavailable	44-58-03	34-13-92	

Locker Combinations Report

6. To save the report with your selected parameters and filters, perform the following steps:

   a. Click **Save Setup As**.

   b. In the **New report name** field, enter a unique report name.

   c. In the **New description** field, enter a description of the report.

   d. Click **Save**.

      The following message displays at the bottom of the screen: "Report setup saved successfully."

      The report is saved. You can now run it directly from the **User Reports** area on the **Report Builder Reports** screen.

7. To close the **Report Viewer** screen and return to the **Report Builder Reports** screen, click the close button.