

Locker Number Assignment

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Locker Number Assignment

Registration > Utilities > Locker Number Assignment

This utility assigns numeric locker numbers to students according to your selections. The utility should be performed at the start of school after Move to Grade Reporting. Locker information includes locker numbers and combination numbers. This data is displayed on Maintenance > Student Enrollment > Demo2.

NOTE: Locker data can be cleared during Move to Grade Reporting, by running this utility, or by running the Reset Values utility.

Update data:

❑ Specify criteria:

Student Locker Nbr	Select one: **Blank** Select to assign numbers only to students with blank locker numbers. **All** Select to assign numbers to all students.
Grade Level	Select the grade levels for which to assign locker numbers.
Team Code	(Optional) Type a one-character team code if you want to assign locker numbers by team. If you enter a team code, only students who have this code entered in their **CY Team Code** field on Maintenance > Student Enrollment > Demo1 are retrieved.
Include Wd Students	Select to include withdrawn students when assigning lockers.

❑ Click «**Retrieve**.

Under **Students Available for Locker Assignments** (left grid):

The students who meet the specified criteria are listed.

- If there are multiple pages, page through the list.

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- You can re-sort the grid by clicking an underlined column heading.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently

sorted and whether it is sorted in ascending or descending order.

Locker Nbr	If the student has an assigned locker, the locker number is displayed. Lockers are zero-filled to six digits. **NOTE:** If you select a student who has a **Locker Nbr** in the left grid, the student will be assigned a different locker number when you move the student to the right grid.
Total Students	The total number of students listed in the left grid is displayed at the bottom of the grid.

❑ Select the students to whom you want to assign lockers:

Select	Select the check box for one or more students. Clear the checkbox to unselect a student. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. • To select/unselect all students in the left grid, select the check box in the heading row.
Unselect All	Click the button to unselect all selected students in the left grid. If there are multiple pages of students, the students are selected across all pages.
Clear Locker Nbr	Clear the **Locker Nbr** column for all students selected in the left grid.
Print	Print the list of all students in the left grid.

❑ Click **Set Locker Nbr⇒**.

The selected students are moved to the right grid and are assigned locker numbers.

IMPORTANT: Lockers are assigned, but the assignments are not saved until you click **Save**.

Under **Students with Assigned Locker** (right grid):

The students with assigned lockers are listed.

- If there are multiple pages, page through the list.

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- You can re-sort the grid by clicking an underlined column heading.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

Locker Type	Select one: **Odd** — Select to assign only odd number lockers. **Even** — Select to assign only even number lockers. **All** — Select to assign all locker numbers.
Locker Range	Type the range of locker numbers to be assigned in the **From** and **To** fields. Leave **From** blank to assign numbers beginning with the next available number. Leave **To** blank to assign lockers to all students. If the entered **From** number is already assigned, the next available number in the range is assigned. When a range is specified, the **Locker Type** *is* considered (e.g., only even numbers lockers are assigned if **Locker Type** is *Even*).

Locker Nbr	The student's assigned locker number is displayed. Lockers are zero-filled to six digits.
Total Students	The total number of students listed in the right grid is displayed at the bottom of the grid.
Print	Print the list of students in the right grid.

❑ Remove any students from the list if needed:

Select	Select the check box for one or more students. Clear the checkbox to unselect a student. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. • To select/unselect all students in the left grid, select the check box in the heading row.
Unselect All	Click the button to unselect all selected students in the right grid. If there are multiple pages of students, the students are selected across all pages.

❑ Click **«Unselect** move any selected students from the right grid to the left grid.

No updates occur.

❑ Click **Save** to save the assigned locker numbers.

- A message displays the number of students whose locker numbers will be assigned. You are prompted to confirm that you want to save the change. Click **Yes**.
- You are prompted to print a report of the students whose locker numbers were assigned. Click **Yes** to print the report. Review, save, and/or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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