



# 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](#).

Student Locker Nbr: Blank  All

Grade Level: 09  10  11  12

Team Code:

Include Wd Students:

Students Available for Locker Assignments

| Select                   | Stu ID | Name                           | Grd | Locker Nbr |
|--------------------------|--------|--------------------------------|-----|------------|
| <input type="checkbox"/> | 075933 | Alatorre, Kevin D.             | 09  |            |
| <input type="checkbox"/> | 082625 | Alvarez, Anisa V.              | 09  |            |
| <input type="checkbox"/> | 082960 | Alvarez, Derrick D.            | 09  |            |
| <input type="checkbox"/> | 110146 | Alvarez, Jordyn A.             | 09  |            |
| <input type="checkbox"/> | 410074 | Alvarez, Jose O.               | 09  |            |
| <input type="checkbox"/> | 082858 | Amesquita, Daniel              | 09  |            |
| <input type="checkbox"/> | 077008 | Anaya, James                   | 09  |            |
| <input type="checkbox"/> | 390205 | Anderson, Allison F.           | 09  |            |
| <input type="checkbox"/> | 019004 | Andrade Garcia, Claudia M.     | 09  |            |
| <input type="checkbox"/> | 056335 | Angel, Evelyn S.               | 09  |            |
| <input type="checkbox"/> | 392162 | Angel Rodriguez, Simarra A.    | 09  |            |
| <input type="checkbox"/> | 019585 | Aranda, John M.                | 09  |            |
| <input type="checkbox"/> | 110619 | Arena, Emiliano                | 09  |            |
| <input type="checkbox"/> | 082759 | Arguello, Alejandra I.         | 09  |            |
| <input type="checkbox"/> | 390175 | Arguello, Jacquelynn M.        | 09  |            |
| <input type="checkbox"/> | 390173 | Arguello, Jerjuan L.           | 09  |            |
| <input type="checkbox"/> | 081644 | Arias, Christina N.            | 09  |            |
| <input type="checkbox"/> | 018700 | Arredondo, Jose R.             | 09  |            |
| <input type="checkbox"/> | 019381 | Arroyo, Yoan                   | 09  |            |
| <input type="checkbox"/> | 025524 | Avery, Sarah L.                | 09  |            |
| <input type="checkbox"/> | 076582 | Baez, Jeremiah E.              | 09  |            |
| <input type="checkbox"/> | 390210 | Banda, Arturo                  | 09  |            |
| <input type="checkbox"/> | 312205 | Barclay, Gianni                | 09  |            |
| <input type="checkbox"/> | 410107 | Barkley, Ashlyn G.             | 09  |            |
| <input type="checkbox"/> | 024697 | Barraza, Jonathan J.           | 09  |            |
| <input type="checkbox"/> | 440038 | Barrera, Gisselle              | 09  |            |
| <input type="checkbox"/> | 410021 | Bautista Elizarraras, Lydia I. | 09  |            |
| <input type="checkbox"/> | 440171 | Beebe, Anissa D.               | 09  |            |

1: Alatorre - Campos / 11 Total students = 519

Print Unselect All Clear Locker Nbr

Locker Type: Odd  Even  All

Locker Range: From  To

Students with Assigned Locker

| Select                   | Stu ID | Name                  |
|--------------------------|--------|-----------------------|
| <input type="checkbox"/> | 392153 | Adame, Nathalia       |
| <input type="checkbox"/> | 312281 | Aguilar, Cheyenne N.  |
| <input type="checkbox"/> | 092009 | Aguilar, Emberlynn K. |

Total students = 3

Print

<< Retrieve

>> Set Locker Nbr >>

<< Unselect <<

Save

## Update data:

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

**Specify criteria:**

|                           |                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------|
| <b>Grade Level</b>        | Select the grade levels for which to assign locker numbers.                       |
| <b>Student Locker Nbr</b> | Select one:                                                                       |
|                           | <b>Blank</b> Select to assign numbers only to students with blank locker numbers. |
|                           | <b>All</b> Select to assign numbers to all students.                              |

Click «**Retrieve**.

The students who meet the specified criteria are listed.

- If there are multiple pages, [page through the list](#).

- [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.

|                       |                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Locker Nbr</b>     | If the student has an assigned locker, the locker number is displayed. Lockers are zero-filled to six digits. |
| <b>Total Students</b> | The total number of students without lockers is displayed at the bottom of the left grid.                     |

Select the students to whom you want to assign lockers:

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Select</b>           | <p>Select the check box for one or more students. Clear the checkbox to unselect a student.</p> <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• 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.</li> <li>• To select/unselect all students in the left grid, select the check box in the heading row.</li> </ul> |
| <b>Unselect All</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Clear Locker Nbr</b> | Clear the <b>Locker Nbr</b> 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](#).
- [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.

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

|                            |                                                                                                                                                                                                                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Team Code</b>           | (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 <b>CY Team Code</b> field on <a href="#">Maintenance &gt; Student Enrollment &gt; Demo1</a> are retrieved. |
| <b>Include Wd students</b> | Select to include withdrawn students when assigning lockers.                                                                                                                                                                                                                   |

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

Remove any students from the list if needed:


|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Select</b>       | <p>Select the check box for one or more students. Clear the checkbox to unselect a student.</p> <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• 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.</li> <li>• To select/unselect all students in the left grid, select the check box in the heading row.</li> </ul> |
| <b>Unselect All</b> | 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  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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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