

LOCKERS (MIDDLE SCHOOLS)

At the end of each school year, the Lockers Assignments will be “deleted” from all student records. This will be done by “support office” after they receive the OK from each building they are ready for the data to be removed.

The “support office” will “ROLL” the combinations forward for each locker in the Campus Data after the end of each school year.

((the above action will need to be completed as soon as school is over))

In the buildings, the combinations are “ROLLED” for each locker. (each building has someone assigned for this task). This person marks on the “Master Combination List” what combination is set to be used for the school year for each individual locker.

The “Master Combination List” is compared to the “Active Combination in Campus” (each building has someone assigned to do this task). To get the current list of combinations in Campus, do the following:

The screenshot shows the 'Vacant Locker Report' generation screen. The left sidebar has a tree view with 'Vacant Locker' selected. The main area contains the following fields and options:

- Year: 10-11, School: Thomas Jefferson Middle School
- Buttons: Index, Search, Help
- Section: Vacant Locker Report
- Text: This report will print vacant lockers.
- Filter: Would you like to filter by locker type? Type: Academic
- Filter: Would you like to filter by locker location? Location: (blank)
- Filter: What effective date would you like to use? Effective Date: 07/27/2011
- Button: Print Report

Red callout boxes provide additional instructions:

- For the Location field: "leave location blank so you get all lockers."
- For the Effective Date field: "This date automatically fills. you do not need to change it."

Your report will print in a pdf document. You can compare the “master” list to what is showing in this document.

Vacant Locker Report Generate

| Number | Location | Reserved Grade | Reserved | Seq | Combo |
|--------|----------------|----------------|----------|-----|----------|
| 602 | 702 | 07 | false | 4 | 31-21-19 |
| 603 | 702 | 07 | false | 4 | 10-14-38 |
| 604 | 702 | 07 | false | 4 | 11-15-09 |
| 605 | 702 | 07 | false | 4 | 31-39-9 |
| 606 | 702 | 07 | false | 5 | 6-14-04 |
| 607 | 702 | 07 | false | 4 | 27-47-13 |
| 608 | 702 | 07 | false | 4 | 49-19-5 |
| 609 | 702 | 07 | false | 4 | 5-33-3 |
| 610 | 702 | 07 | false | 5 | 46-32-14 |
| 611 | 702 | 07 | false | 4 | 45-19-35 |
| 612 | 702 | 07 | false | 4 | 9-21-49 |
| 613 | 702 | 07 | false | 3 | 20-36-48 |
| 614 | 702 | 07 | false | 4 | 21-49-23 |
| 615 | broken lockers | 07 | false | 3 | 44-26-24 |
| 616 | broken lockers | 07 | false | 3 | 20-44-14 |
| 617 | broken lockers | 07 | false | 3 | 24-14-8 |
| 618 | broken lockers | 07 | false | 3 | 10-26-42 |
| 619 | 702 | 07 | false | 5 | 23-27-17 |
| 620 | 702 | 07 | false | 5 | 2-34-46 |
| 621 | 702 | 07 | false | 1 | 10-18-04 |
| 622 | 702 | 07 | false | 5 | 43-33-31 |
| 623 | 702 | 07 | false | 4 | 38-8-40 |

If the active combination is not what is marked on the master list, you need to update Campus to match. You will also update if the locker is marked "Broken"; was broken in the past but is now fixed and assigned to a room.

Thomas Jefferson Middle School
 School Number: 3020 Ms: Roberta Hubbs

Departments | Rooms | Portal Options | School Standards | Locker Location | **Lockers** | Locks

Filter On: Locker Type: [] Location: [] Number: 222

| Number | Type | Location | Lock Type | Grade | Reserved | Shared |
|--------|----------|----------|-----------|-------|----------|--------|
| 222 | Academic | 809 | BL | 08 | No | No |

Locker Detail

*Number: 222
 *Locker Type: Academic
 *Location: 809
 *Lock Type: Built-in Lock

| Active | Seq | Combo |
|----------------------------------|-----|----------|
| <input type="radio"/> | 1 | 49-19-17 |
| <input type="radio"/> | 2 | 25-45-43 |
| <input type="radio"/> | 3 | 18-38-36 |
| <input type="radio"/> | 4 | 13-33-31 |
| <input checked="" type="radio"/> | 5 | 7-27-25 |
| <input type="radio"/> | 6 | |
| <input type="radio"/> | 7 | |

Grade: 08
 Locker Serial Number: 222
 Reserved:
 Shared:

to update a locker combination or move a locker from "broken" or to "broken" you go to: Resources, Resources. You then select the "Lockers" Tab.

You put in the locker number. This bring up the locker detail.

You can assign it to the correct location.

You can change the "Active" Combination or change all combinations if a new lock is installed.

Hit SAVE.

The "Combination Roll" at each locker and the "Updates in Campus" MUST be done prior to the return of the counseling secretary at the end of July so the lockers can be "Assigned" to the new students before printing of schedules for registration.

ASSIGNING LOCKERS BY BATCH FOR ALL RETURNING STUDENTS:

Once all "Schedules" are complete in Campus, Lockers are assigned to the students by homeroom or 1st hour. (if a student is moved from a homeroom/1st hour, the locker must be changed to correspond))

See below:

The screenshot shows the 'Locker Schedule Wizard' interface. On the left is a navigation tree with 'Locker Schedule Wizard' highlighted. The main window contains several sections:

- What locker type would you like to schedule?**: A dropdown menu set to 'Academic'. A red box and arrow point to it with the text 'all lockers are "Academic"'. Below this is a section for 'What students would you like to schedule?' with a dropdown menu set to 'MS Counseling Secretary:Class list - Zero hour'. A red box and arrow point to it with the text 'you will assign by using a filter. This is will changed for each class assignment. See filter example below. You select the corresponding "room" that matches the number in the filter.'
- Would you like to assign lockers designated for a particular grade level or choose individual locker locations?**: The 'No, assign students locker in the groups I choose. (CAUTION: Will ignore grade setting.)' option is selected. A grid of locker numbers is shown, with '602' checked. A red box and arrow point to it with the text 'to schedule lockers in a batch: Locker Schedule Wizard'.
- How would you like to assign lockers to students?**: A dropdown menu set to 'Assign in random order'. A red box and arrow point to it with the text 'assign in Random Order'.
- Should lockers be sorted in alphabetical or numerical order?**: The 'Alpha' radio button is selected.
- Would you like to double assign lockers if needed?**: The 'No, double assign lockers if needed. (Requires a locker to be flagged as "Share".)' option is selected. A red box and arrow point to it with the text 'lockers are NOT shared'.
- What date would you like the locker assignment to begin?**: A date field set to '08/18/2011'. A red box and arrow point to it with the text 'begin date is the 1st day of school for the batch'.
- What date would you like the locker assignment to end?**: An empty date field. A red box and arrow point to it with the text 'do NOT put an end date'.

At the bottom, there are 'Schedule Lockers' and 'SCHEDULE' buttons. A red box and arrow point to the 'SCHEDULE' button.

FILTER FOR LOCKER ASSIGNMENTS

The screenshot shows the 'Ad-Hoc Query Wizard' interface. The 'Query Name' is 'Class list - Zero hour'. The main window contains a table with the following columns: Field, Operator, Value, and Data Export Options (Output, Seq, Sort, Direction).

| Field | Operator | Value | Output | Seq | Sort | Direction |
|-----------------------------|-------------|----------|-------------------------------------|-----|------|-----------|
| student.lastName | | | <input checked="" type="checkbox"/> | | | |
| student.firstName | | | <input checked="" type="checkbox"/> | | | |
| student.grade | | | <input checked="" type="checkbox"/> | | | |
| courseSection.courseName | SOUNDS LIKE | homeroom | <input checked="" type="checkbox"/> | | | |
| courseSection.sectionNumber | | | <input checked="" type="checkbox"/> | | | |
| courseSection.roomName | = | 602 | <input checked="" type="checkbox"/> | | | |
| student.activeToday | | | <input checked="" type="checkbox"/> | | | |
| courseSection.teamName | | | <input checked="" type="checkbox"/> | | | |
| student.studentNumber | | | <input checked="" type="checkbox"/> | | | |

At the bottom, there are 'Organized To: MS Counseling Secretary', 'Save', 'Test', '< Back', and 'Next >' buttons.

*you can spot check the locker assignments: go to a student, Locker Tab, and that locker and location should match the homeroom/1st hour of the students schedule.

ASSIGNING LOCKERS INDIVIDUALLY FOR A NEW STUDENT (or a changed locker for a current student)

You will need to find an available locker for students homeroom/1st hour.

While in the students record, you will go to the Locker Tab, select New and do the following:

Locker Assignment List

| Locker # | Type | Location | Combo | Start Date | End Date | Is Shared |
|----------|------|----------|-------|------------|----------|-----------|
|----------|------|----------|-------|------------|----------|-----------|

New Locker Assignment

*Start Date: 07/27/2011 | End Date: []

Find a Locker

Locker Type: Academic | Locker Location: 805 | Locker Number: [] | Locker Availability: All unassigned lockers

Find

this will be the date you are assigning. If it is before the beginning of school, change to 1st date of school

homeroom or 1st hour class

Once you hit find, the “available” lockers list will come up. Select one.

Locker Assignment List

| Locker # | Type | Location | Combo | Start Date | End Date | Is Shared |
|----------|--------------|----------|-------|------------|----------|-----------|
| 67 | Active Combo | 27-35-23 | | | | |

New Locker Assignment

*Start Date: 07/27/2011 | End Date: []

Number: 67 | Active Combo: 27-35-23

Find another locker

make sure you hit SAVE

make sure this is the current date, or if it is before the beginning of school that it is the 1st date of school

this automatically come up. You can change if needed.

Once you save, this will assign the locker to the student.