Utah STATE OFFICE of Education

Aspire

Lockers Application

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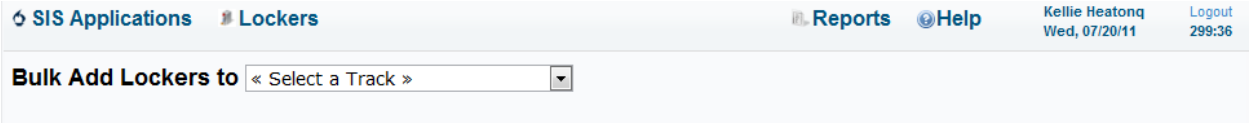
Bulk Add Lockers

This feature allows the user to add a new set of lockers and locks to a school.

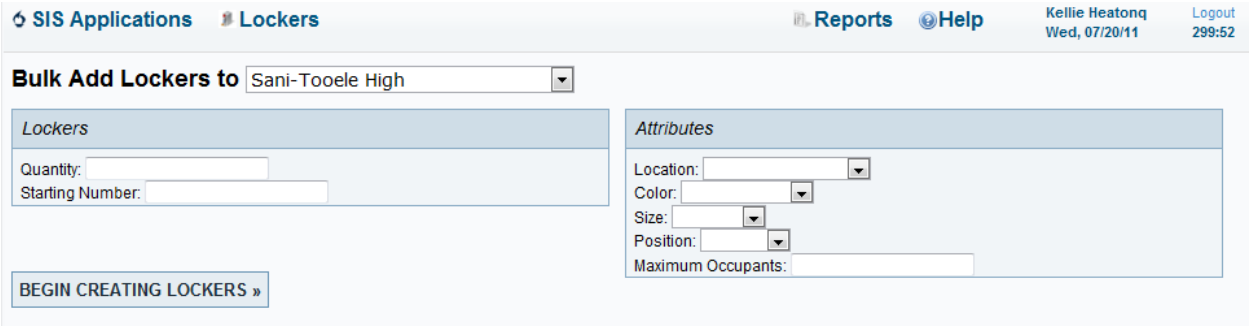
To access the Bulk Add lockers application, log in to Web SIS and click on **Lockers**. The following screen will display.

Click on **Bulk Add Lockers** to see the following:

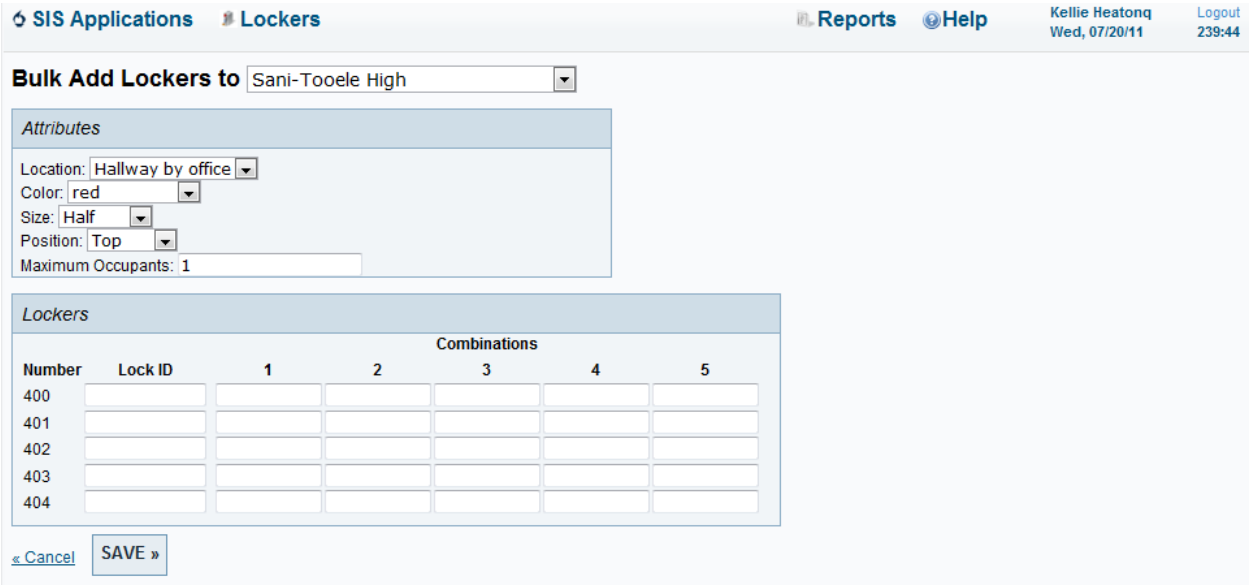


From the drop-down, select a track. The following will appear:

When adding lockers you will want to work with small quantities, it is recommended no more than 25 at a time.



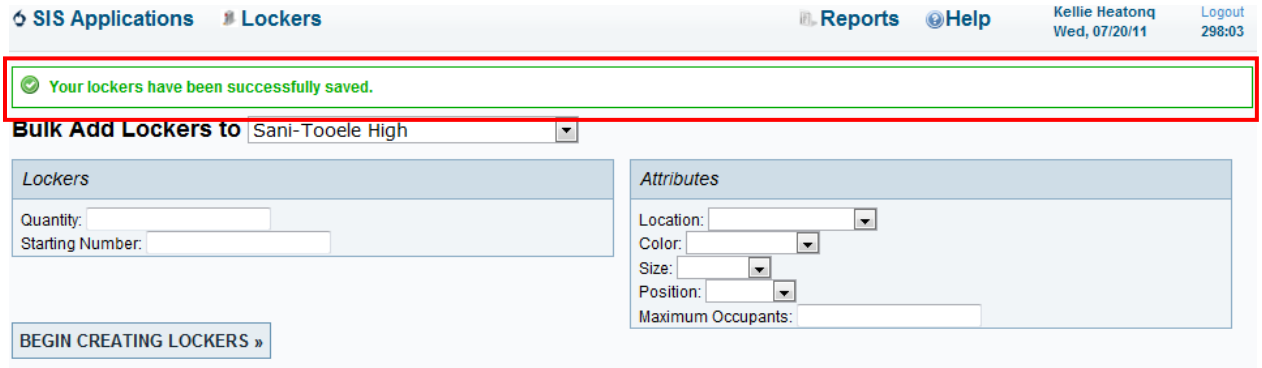
Fill in Quantity and Starting Number, and then assign attributes to the lockers you are adding, click on BEGIN CREATING LOCKERS. The following screen will appear:



Lock ID – This is normally provided by the lock manufacturer. If a lock ID is not entered, the system will provide a generic code – example "(101)". Some lockers use separate, external locks. Enter the ID number (serial number) of the external lock, if applicable.

Combination – There may be more than one possible locker combination provided by the locker manufacturer or the external lock manufacturer. Enter up to five combinations.

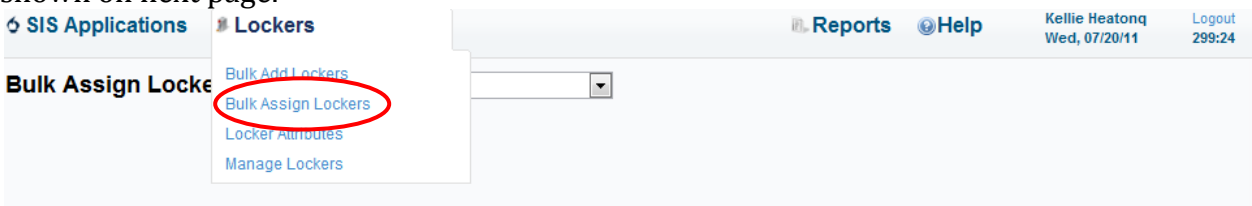
Click SAVE, the following screen will appear:



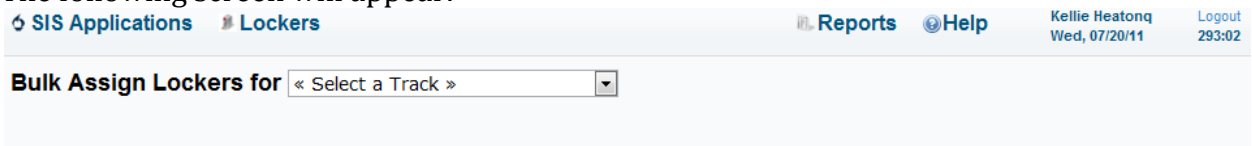
Bulk Assign Lockers

This feature allows the user to assign/unassign a set of students to a set of lockers.

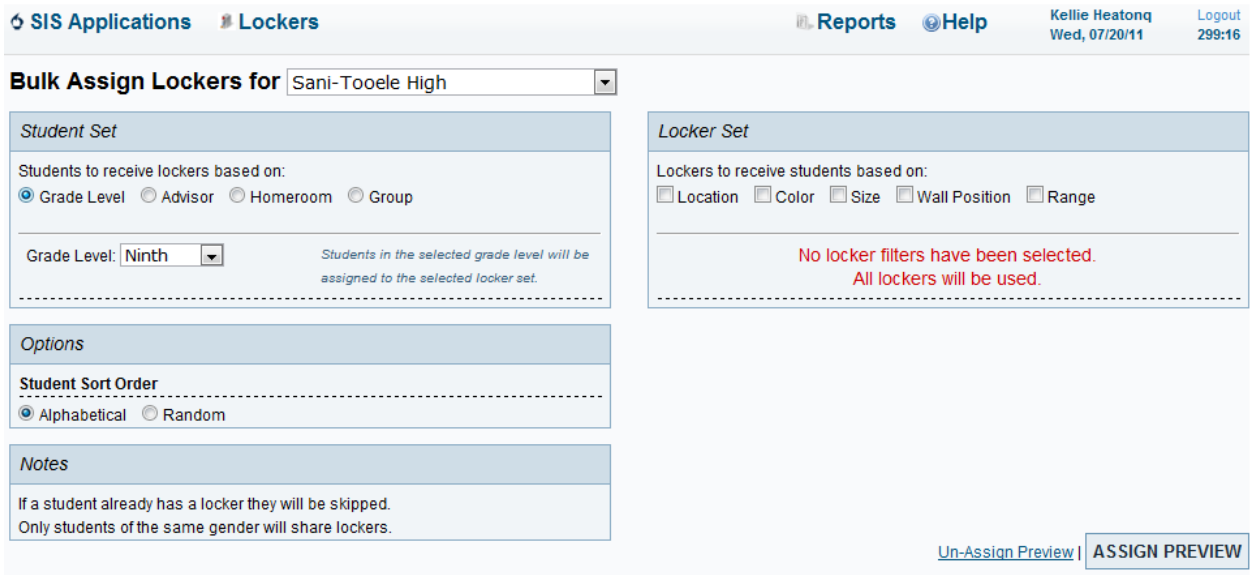
Select **Bulk Assign Lockers** from the main Lockers screen or by hovering over **Lockers**, as shown on next page.



The following screen will appear:



Select a **Track** from the drop-down menu, the following screen will appear:



Student Set – You can assign by Grade Level, Advisor, Homeroom or Group

Options – You can assign by Alphabetical or Random

Locker Set – You do not have to select any within this area or you may want to select 1 or all, that is your decision to make.

Click on ASSIGN PREVIEW and the following screen will appear:

This screen is just a preview of the selections you made on the previous screen, if you do not want to assign this set of lockers click on Cancel, if you want to assign lockers click on Assign, the following screen will appear:

To see the student names associated with the options above, click on the plus sign and it will look like the image below.

Not Assigned: Student already assigned to a locker (13)

Student ID	Name	Assigned Locker Number
23885	Baldenegro, Dmitri	
8539	Bridgerland, Rozalyn	
9627	Daboin, Kamrynn	
24055	Elamri, Risha	
30257	Flippo, Carol Jean	
31925	Gray, Radison	
9873	Hurlbet, Audrianna	
16219	Kaiserman, Helaman	
24506	Reams, Kinzy	
9292	Seamon, Statton	
12519	Steinfeld, Korrine	
14999	Strickland, Belle	
21242	Vise, Lucero	

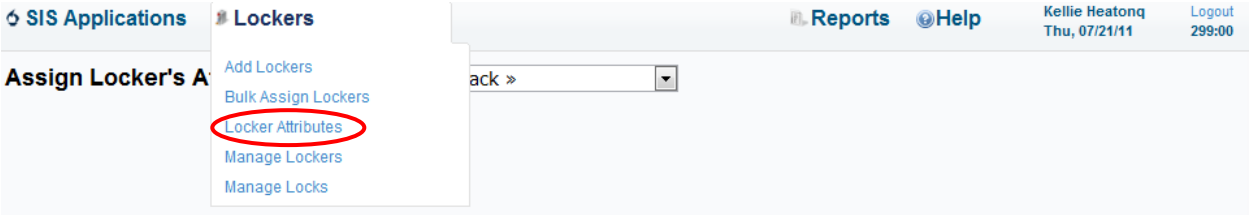
Assigned (338)

Student ID	Name	Assigned Locker Number
4748	Aboite, Salomon	1
13673	Adakai, Rafael	2
9327	Adamy, Keillor	3
20468	Afshar, Choy	4
8890	Aguair, Vista	5
8212	Aguila, Kaston	6
6022	Aguston, Dannika	7
29845	Alonso, Temina	8
5211	Altamirano, Kelvan	9
10988	Anopol, G-Drew	10
6152	Anzar, Elam	11
8178	Arciga, Karl	12
6435	Arenda, Indy	13
11125	Ashbridge, Brystal	14

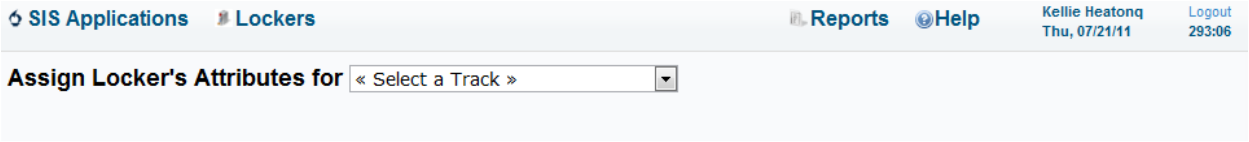
Locker Attributes

This feature allows the user to assign multiple attributes to any locker.

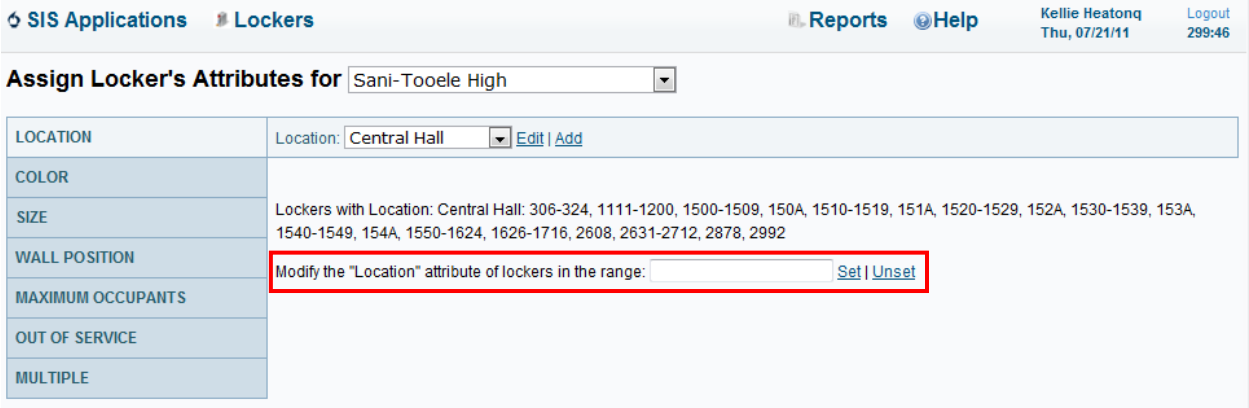
Select **Locker Attributes** from the main Lockers screen or by hovering over **Lockers**, as shown below:



The following screen will appear:



When you select a **Track** from the drop-down menu, the screen that appears will have location selected as the attribute.



Select a location from the drop-down menu > all lockers associated with that location will be shown.

To modify lockers - type a range that already exists > Unset

To add lockers type a range > Set

To add a location not listed in the drop down menu > click add > type in the location name > click save

To edit a location in the drop down menu > click edit > change location name > click save

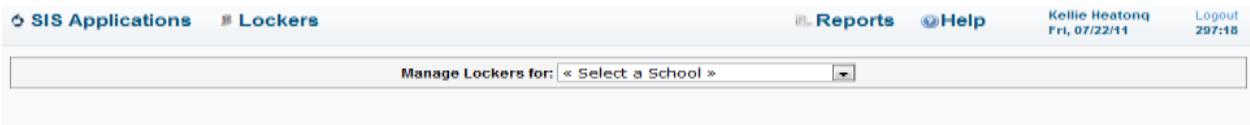
Working with the other attributes will be done in the same manner as described above with the location attribute.

Manage Lockers

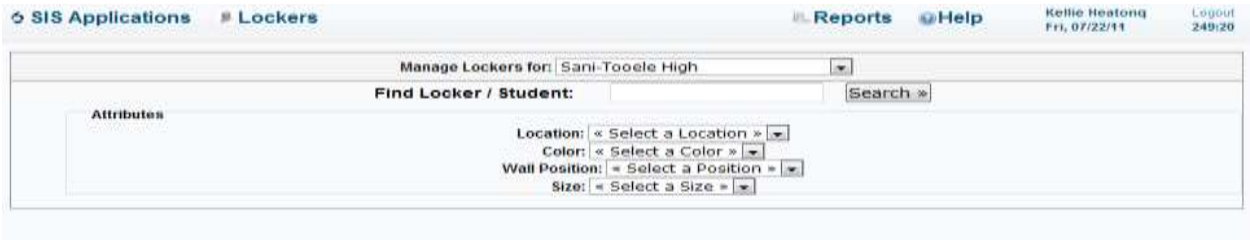
This feature allows the user to lookup information for a student or locker, assign/unassign a student, add lock ID/combination, change lock, change combination or change any attributes for a specific locker.

Select **Manage Lockers** from the main Lockers screen or by hovering over **Lockers**, as shown below:

The following screen will appear:



Select a school

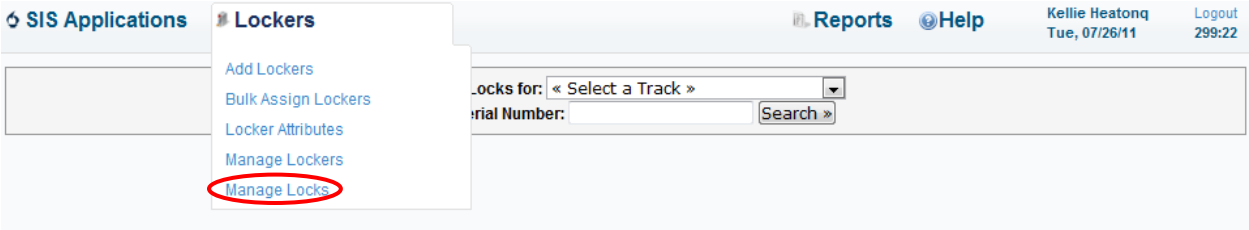


You may search by locker # or by student, in the screen below the locker # was used for the search.

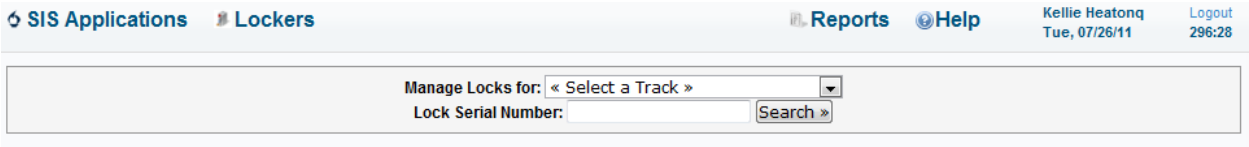
The search results that come back will correspond with anything that was entered for the search criteria. You may also filter the search by using the attributes as well.

Manage Locks

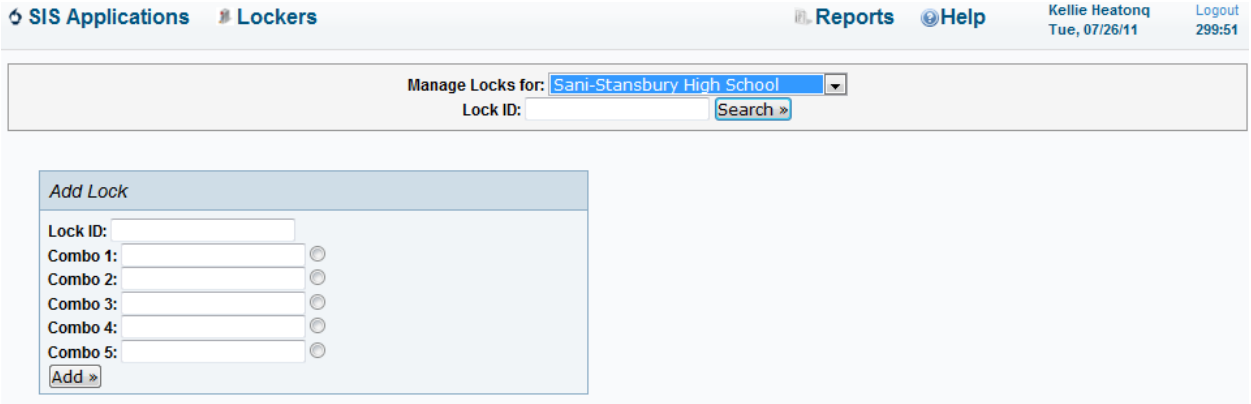
Select **Manage Locks** from the main Lockers screen or by hovering over **Lockers**, as shown below:



The following screen will appear:



Select a track and the following screen will appear:



You can now search or add new locks.