

Description:

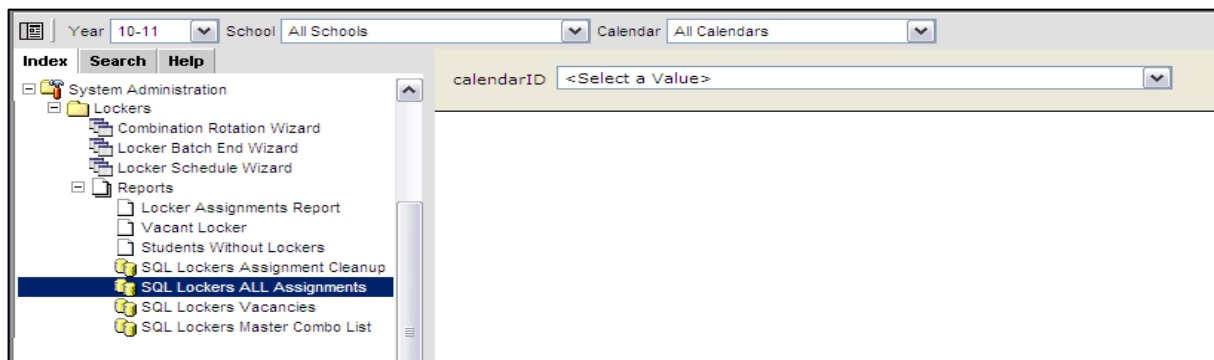
This report lists ALL locker assignments (undeleted and new). It's ordered by locker location, then alphabetically by grade level.

Please Note: Access to this report needs to be granted in Infinite Campus Tool Rights. This is typically done by your district contact for Infinite Campus.

Instructions:

Navigate To The Report: This report is found in the Campus Outline at:

System Administration>Lockers>Reports>SQL Lockers ALL Assignments

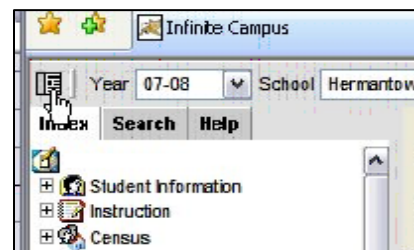


User Login: rs2005\stu#### (where #### is your 4-digit district number)

Password: use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.

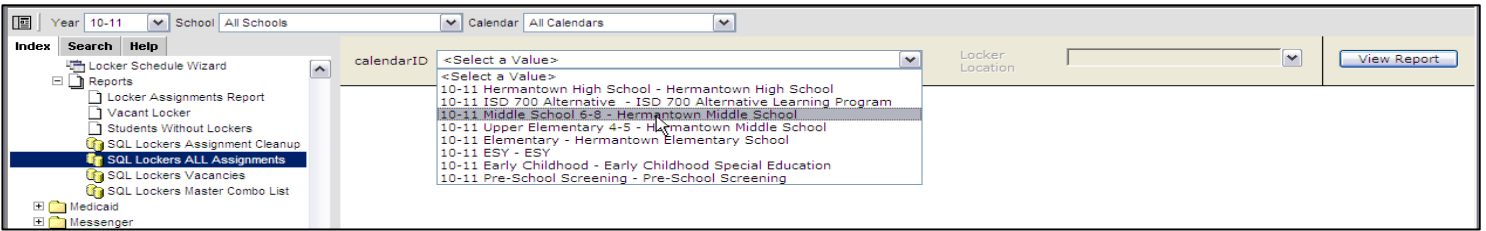


Expanding The Report Window: (Optional) Click the 'outline' icon on your Campus toolbar to collapse the Campus outline. This will allow the report to utilize the whole browser window.

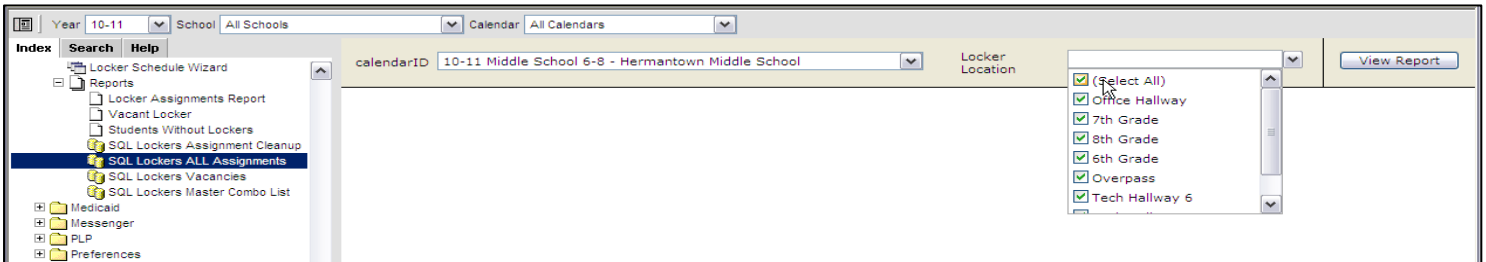


Infinite Campus / SQL Reporting Services: **SQL Lockers ALL Assignments**

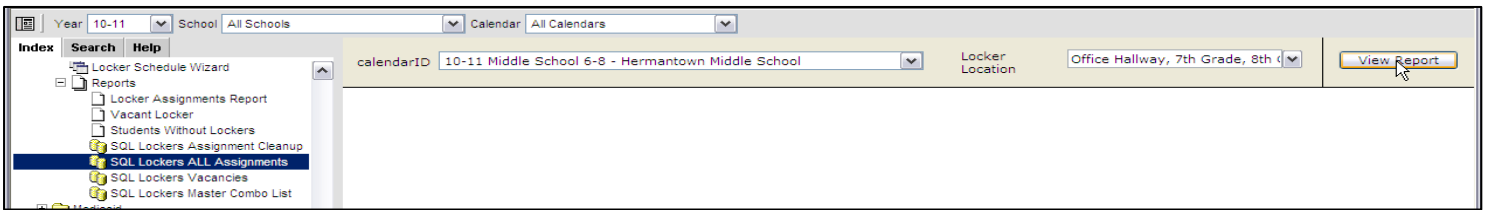
Run The Report: Select a building.



Locker Location: Select desired locker locations from the list. If multiple locations are selected, the report will group by them and start a new page for each new location chosen.



View Report: Click the 'View Report' button to generate the report.



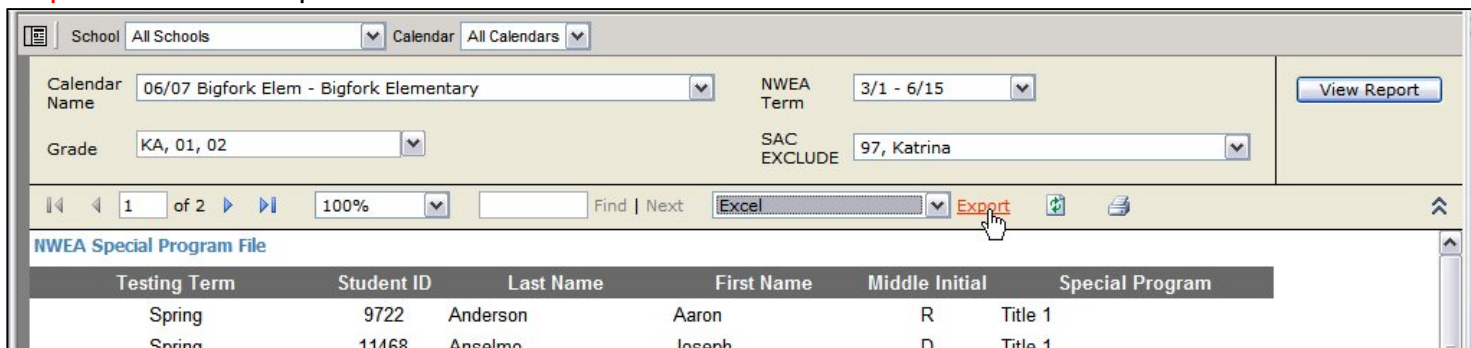
Your report should look similar to the illustration, below.

School / Location	Student Name	Grade	Number	Start Date	End Date	Reserved	Share	Combo	Seq
Hermantown Middle School									
8th Grade									
	A	a	09	312	08/27/2009	06/04/2010	False	False	
	E		09	277	08/27/2009	06/04/2010	False	False	
	C		09	365	08/27/2009	06/04/2010	False	False	
	§	ierra	08	237	09/07/2010	06/03/2011	False	False	
	§	s	08	234	09/07/2010	06/03/2011	False	False	
	§	th	09	328	08/27/2009	06/04/2010	False	False	

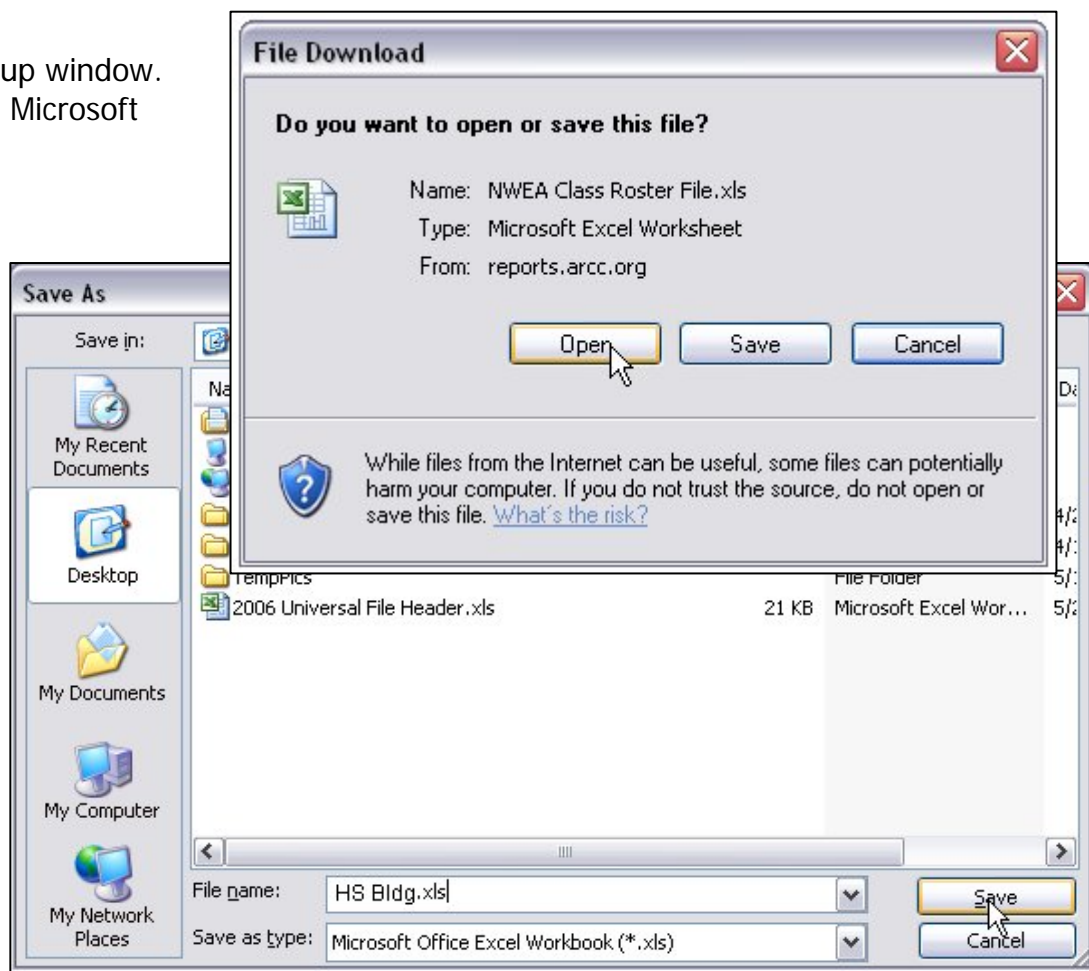
*****Note:** Export instructions below are the same for ALL SQL Reports.

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so we advise to **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

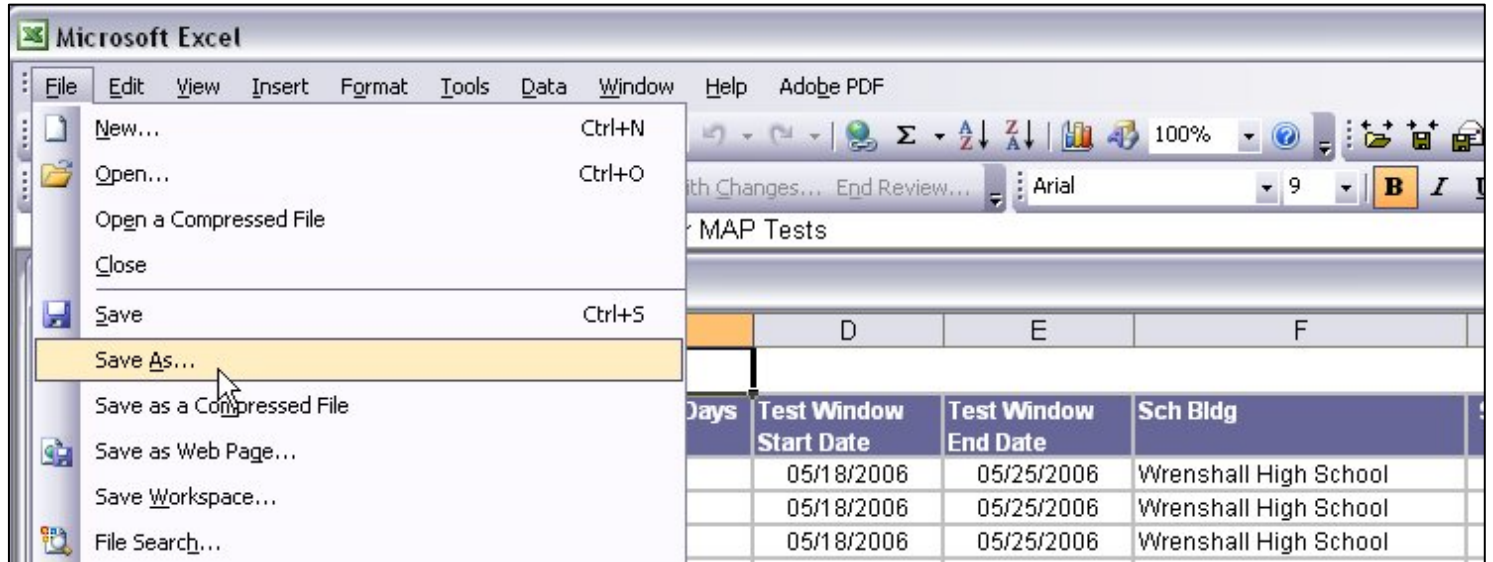
Export: Click on 'Export'



Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



Click on 'File', Select 'Save As': enter a unique filename for each report exported.



Repeat the report process for each building as needed.