

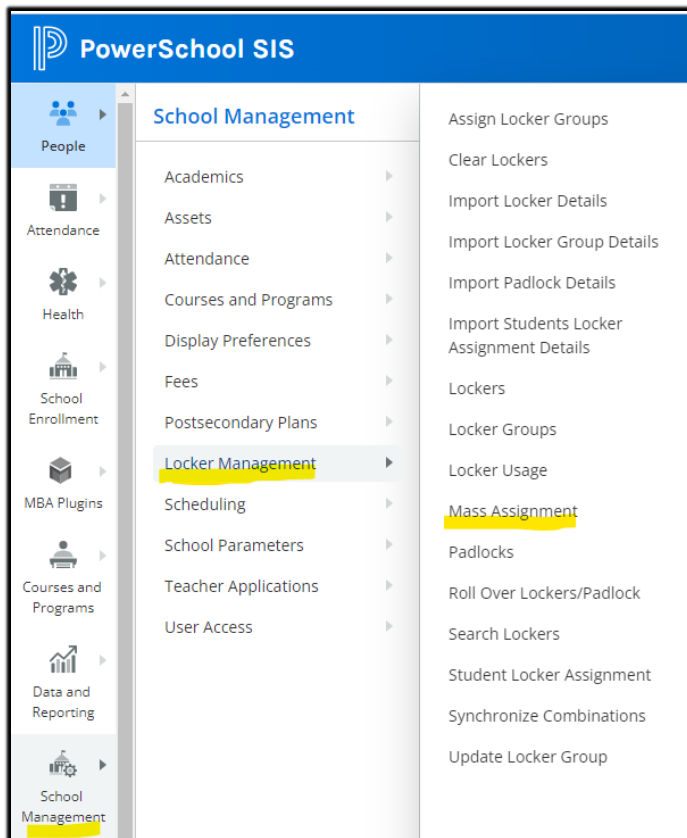
PowerSchool Mass Assign Lockers

This document will walk you through how to use PowerSchool Mass Assign Locker feature.

Mass Assign Lockers:

1. Navigate to the desire school

- Select School Management
- Under School Management select Locker Management
- Under Locker Management select Mass Assignment



2. In the Students box

- Select all currently enrolled students if you just want lockers assigned randomly
- Or select the grade level you wish to assign lockers
- And/or select the gender to assign lockers

In this example I would be assigning lockers in Hallway 300 to 9th grade males.

Mass Assign Lockers ★

Filter

Students

Select ("Grade Level AND/OR "Gender") OR (Current Student Selection)

Grade Level:

Gender:

All 1,206 currently enrolled students

Locker groups

Select "Include Group" AND/OR "Exclude Group" to restrict locker selection.

Please do not select same group under "Include" and "Exclude" option.

Include Group:

Exclude Group:

Submit (Filter By Selection)

- Locker Groups **Include** is used when you want to select the group/location to be assigned
 - Example 9th grade male in locker group/location 300
- Locker Groups **Exclude** is used when you don't want assignments done in a desired group/location
 - Example 9th grade, males can be mass assigned to any locker group except Locker group/location 200
- Once you have made your selection click on the **Submit** button
- Scroll down the screen to Assign. There you will see the **Students** selected listed on the left and on the right side you will see available **Lockers**

Assign Lockers **Save Locker Assignment**

Assign

Based on your selected filter options for lockers groups, available lockers would be listed under "Lockers" section.
 Similarly based on your selected filter options for students, student list would be displayed under "Student" Section.
 If no filters are selected then, all enrolled students would be listed under "Student" section and all available lockers would be listed under "Locker" sections below.
 Please use "Assign Lockers" and "Save Locker Assignment" feature to assign available lockers to selected students and save the assignment details in PowerSchool System.

Students

List of students to whom lockers would be assigned.

Student's existing lockers would be overwritten with new lockers after mass assignment.

STUDENT NAME	LOCKER NUMBER	COMBINATION
Jessop, Ashley T		
Lock, Jacob M		

Lockers

List of lockers which can be assigned to students.

LOCKER NUMBER	LOCKER COMBINATION
3	52-76-33
5	4-4-6

- Click on **Assign Lockers**, student will now display with locker number and combination.
- Then click on **Save Locker Assignment**