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

Pow	erSchool SIS		
People	School Management		Assign Locker Groups
Attendance	Academics Assets Attendance	* * *	Import Locker Details Import Locker Group Details Import Padlock Details
Health Friend School	Courses and Programs Display Preferences Fees Postserondary Plans	* * * *	Import Students Locker Assignment Details Lockers
MBA Plugins	Locker Management Scheduling	•	Locker Groups Locker Usage Mass Assignment
Courses and Programs	School Parameters Teacher Applications User Access	* * *	Padlocks Roll Over Lockers/Padlock Search Lockers
Data and Reporting School Management			Synchronize Combinations

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.

		Filter	
Stu	Idents		Locker groups
Select ("Grade Level AND/O Se	R "Gender") OR (Current Student lection)	Select "Include Group'	AND/OR "Exclude Group" to restrict loc selection.
Grade Level:	Grade 9 🗸	Please do not select	same group under "Include" and "Exclud option.
Gender: All 1,206 currently enrolled stud	ents	Include Group:	300 🗸
		Exclude Group:	Please Select V

- 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 **Exculde** is used when you don't want assignments done in a desire 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**

		As	sign		
	Based on your select Similarly based on yo	ted filter options for lockers groups, ur selected filter options for student	available lockers would be listed under s, student list would be displayed under	r "Lockers" section. r "Student" Section.	
If no fil Please use ".	Assign Lockers" and "Save Locker Ass	signment" feature to assign availabl	to section and all available lockers would be lockers to selected students and save	and be listed under "Locker" sections below. e the assignment details in PowerSchool System.	
If no fil Please use "	Rers are selected then, all enrolled stur Assign Lockers" and "Save Locker Ass Students	signment" feature to assign availabl	T section and all available lockers would be lockers to selected students and save	and be listed under "Locker" sections below. e the assignment details in PowerSchool System. Lockers	
If no fil Please use "	Assign Lockers" and "Save Locker Ass Students of students to whom lockers would be	Jents would be listed under "Studer signment" feature to assign availabl	section and all available lockers woo elockers to selected students and save List of lock	and be listed under "Locker" sections below. e the assignment details in PowerSchool System. Lockers kers which can be assigned to students.	
If no fil Please use ", List Student's existing lock	Assign Lockers" and "Save Locker Ass Students of students to whom lockers would be kers would be overwritten with new lock	Jents would be listed under "Studer lignment" feature to assign availabl	Section and all available lockers woo elockers to selected students and save List of lock LOCKER NUMBER	the assignment details in PowerSchool System. Lockers kers which can be assigned to students. LOCKER COMBINATION	
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Click on Assign Lockers, student will now display with locker number and combination.

Then click on Save Locker Assignment