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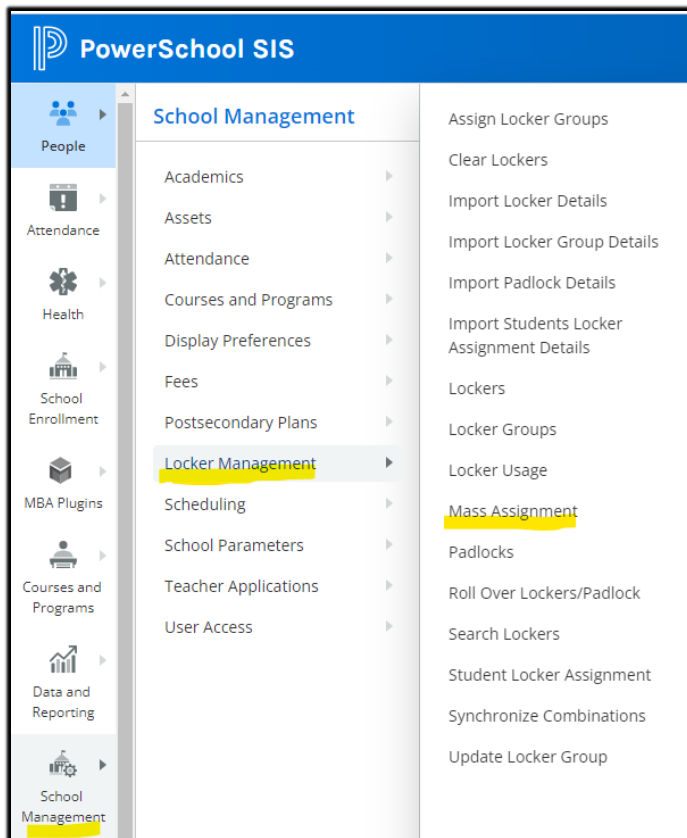
This document will walk you through how to use PowerSchool Mass Assign Locker feature.

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.

☐ 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**

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