

# Counselors User Group

Last Modified on 12/14/2025 8:45 pm CST

The following are suggested tool rights for counselors. Your staff may require more or fewer tool rights, depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

## Student Information

[General](#) | [General Student Administration](#) | [Academic Planning](#) | [Counseling](#) | [PLP](#) | [PLP Administration](#) | [Program Administration](#) | [Program Participation](#)

*Student Information Access for Counselors*

## General

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Forms</b>		X		
Behavior	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			

Tool	Read	Write	Add	Delete
Counseling	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X			
Copy	X			
Blank Forms	X			
Override	X			
<b>Grades</b>	X			
Grade Book	X			
Additional Enrollment Grades	X			
<b>Graduation</b>	X	X		
Modify Cohort	X			
Modify 9th Grade Start Date	X			
<b>Lockers</b>	X			
<b>Profile</b>	X			
Attendance	X			
Behavior	X			
In-Progress Grades	X			
Todo	X			
<b>Schedule</b>	X	X	X	X
Can Overload Sections	X			
Grade Book	X			
View Attendance	X			
Can Override Strict Student Constraints	X			
Scheduling Messenger	X			
User Group Formats	X			
Additional Enrollment Schedules	X			
<b>Summary</b>	X			
GUID	X			

Tool	Read	Write	Add	Delete
Print Picture	X			
State ID	X			
Ed-Fi ID	X			
<b>Transcript</b>	X	X	X	X
Free Form Entry	X			
<b>Transportation</b>	X			
<b>Waiver</b>	X			

## General Student Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Transcript Post Wizard</b>	X	X	X	X

## Academic Planning

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Programs</b>	X	X	X	X
Academic Programs	X	X	X	X
Graduation Programs	X	X	X	X
<b>Progress</b>	X			
<b>Course Plan</b>	X	X		

## Counseling

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Contact Log</b>	X	X	X	X
Access to Records Created by Other Users	X			
<b>Counseling Documents</b>	X	X	X	X

Tool	Read	Write	Add	Delete
Custom Forms	X	X	X	X
Lock	X			
Copy	X			
<b>Document Upload</b>	X	X	X	X
Lock	X			
Unlock	X			
<b>Counseling Team Members</b>	X	X	X	X
<b>Meetings</b>	X	X	X	X

## PLP

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>PLP Caseload</b>	X	X	X	X
<b>PLP Contact Log</b>	X	X	X	X
Access to Records Created by Other Users	X			
<b>PLP Documents</b>	X	X	X	X
Plan	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			
DocSections	X	X		X
<b>Progress Report</b>	X	X	X	X
Lock	X			
Unlock	X			
<b>Custom Forms</b>	X	X	X	X
Lock	X			
Unlock	X			
Copy	X			

Tool	Read	Write	Add	Delete
<b>Document Upload</b>	X	X	X	X
Lock	X			
Unlock	X			
<b>PLP Team Members</b>	X	X	X	X

## PLP Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>PLP Plan Type Setup</b>	X	X	X	X
<b>PLP Progress Option Setup</b>	X	X	X	X
<b>PLP Service Position Setup</b>	X	X	X	X
<b>PLP Service Provider Setup</b>	X	X	X	X
<b>PLP Services Setup</b>	X	X	X	X
<b>PLP Template Bank Setup</b>	X	X	X	X

## Program Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Academic Plan Progress Batch Report</b>	X	X	X	X
<b>Academic Plan Status Report</b>	X	X	X	X
<b>Academic Program Setup</b>	X	X	X	X
<b>Batch Program Assignment Wizard</b>	X	X	X	X
<b>Course Plan Administration</b>	X	X	X	X
<b>English Learners (EL) Accommodation Type Setup</b>	X	X	X	X
<b>English Learners (EL) Batch Update Wizard</b>	X	X	X	X
<b>English Learners (EL) Service Type Setup</b>	X	X	X	X
<b>Federal/State Program Update Wizard</b>	X	X	X	X
<b>Flags Setup</b>	X	X	X	X

Tool	Read	Write	Add	Delete
<b>Graduation Program Setup</b>	X	X	X	X
<b>Program Sessions Setup</b>	X	X	X	X
Print Session Report	X			
<b>Program Setup</b>	X	X	X	X
Program Detail Report	X			

## Program Participation

Program Participation tools vary by state. This table captures the most common programs.

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Early Childhood</b>	X	X	X	X
<b>FERPA</b>	X	X	X	X
<b>Foster Care</b>	X	X	X	X
<b>Gifted</b>	X	X	X	X
<b>Homeless</b>	X	X	X	X
Add & Auto-end Records	X			
<b>Program Services</b>	X	X	X	X
Homeless Services	X	X	X	X
<b>Section 504</b>	X	X	X	X
<b>Title 1</b>	X	X	X	X

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## Attendance Office

The screenshot shows the Infinite Campus software interface. On the left is a vertical **Main Menu** with the following items: Student Information, Attendance Office (which is selected and highlighted in green), Behavior Office, Census, Communication, Grading & Standards, My Account, and Reporting. To the right of the menu is a sub-menu for **Attendance Office**, which includes **Student Attendance** (selected) and **Attendance Contact Log**. A small "TEST SITE" watermark is visible in the bottom right corner of the main window.

Attendance Office Access for Counselors

## Student Attendance

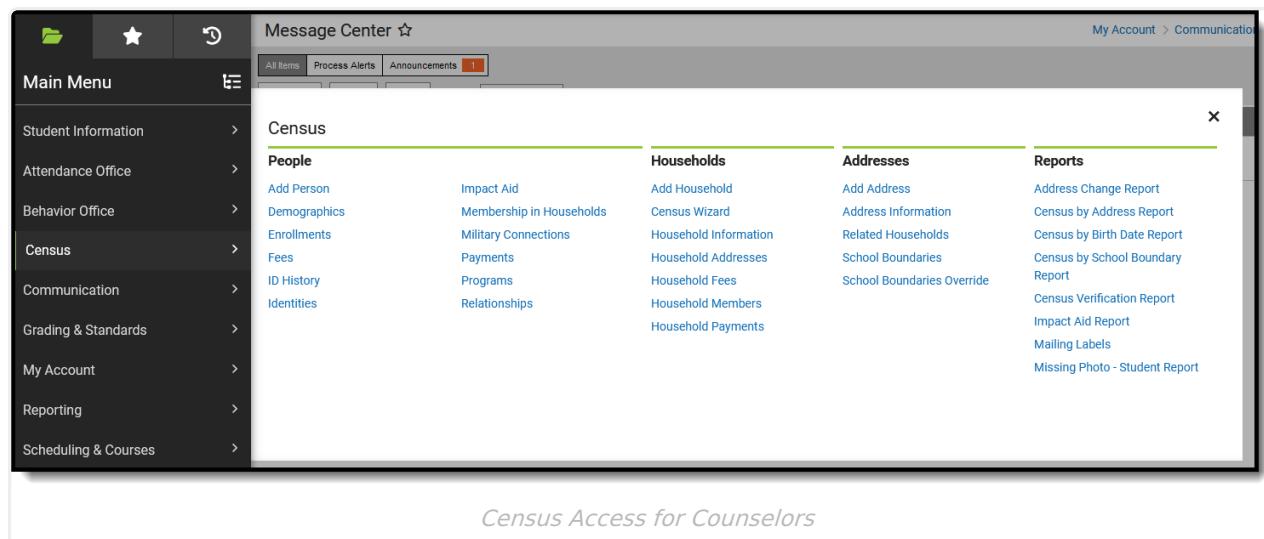
► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Attendance Contact Log	X	X	X	X
Access to Records Created by Other Users	X			

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## Census

[People](#) | [Households](#) | [Addresses](#) | [Census Reports](#)



The screenshot shows the Infinite Campus software interface. The main menu on the left includes options like Student Information, Attendance Office, Behavior Office, Census, Communication, Grading & Standards, My Account, Reporting, and Scheduling & Courses. The 'Census' option is selected. A sub-menu for 'Census' is open, showing categories: People, Households, Addresses, and Reports. Under 'People', there are links for Add Person, Impact Aid, Demographics, Membership in Households, Enrollments, Military Connections, Fees, Payments, ID History, Programs, and Identities. Under 'Households', there are links for Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Members, and Household Payments. Under 'Addresses', there are links for Add Address, Address Information, Related Households, School Boundaries, School Boundaries Override, and Household Payments. Under 'Reports', there are links for Address Change Report, Census by Address Report, Census by Birth Date Report, Census by School Boundary Report, Census Verification Report, Impact Aid Report, Mailing Labels, and Missing Photo - Student Report.

*Census Access for Counselors*

## People

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Demographics</b>	X	X	X	X
Staff State ID	X	X	X	
GUID	X			
Student State ID	X	X	X	
Modify Local Staff Number	X			
Modify Local Student Number	X			
Ed-Fi ID	X	X	X	
View Staff Birth Date & Age	X	X	X	
Reset Portal Password	ALL			
<b>Enrollments</b>	X	X	X	X
General Enrollment Information	X	X		
School of Accountability	X			
State Reporting	X	X		
Homeless	X	X		
Meal Status	X	X		
Migrant	X	X		
Ward of State	X	X		

Tool	Read	Write	Add	Delete
Special Ed	X	X		
Service Hours	X	X		
Service Hrs Percent Reported	X	X		
Enrollment History	X	X	X	X
FutureEnrollment	X	X		
<b>Fees</b>	X	X	X	X
<b>ID History</b>	X			
<b>Identities</b>	X	X	X	X
Legal Name & Gender	X	X	X	X
<b>Impact Aid</b>	X	X	X	X
<b>Membership in Households</b>	X	X	X	X
<b>Military Connections</b>	X	X	X	X
<b>Payments</b>	X	X	X	X
<b>Programs</b>	X	X	X	X
<b>Relationships</b>	X	X	X	X

## Households

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Household</b>	X	X		
<b>Census Wizard</b>	X	X		
Add Address	X	X		
Add Household	X	X		
Add Person	X	X		
<b>Household Information</b>	X	X	X	X
<b>Household Addresses</b>	X	X	X	X
<b>Household Fees</b>	X	X	X	X
<b>Household Members</b>	X	X	X	X

Tool	Read	Write	Add	Delete
<b>Household Payments</b>	X	X		

## Addresses

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Address</b>	X	X		
<b>Address Information</b>	X	X	X	X
<b>Related Households</b>	X	X	X	X
<b>School Boundaries</b>	X	X	X	X
<b>School Boundaries Override</b>	X	X	X	X

## Census Reports

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Address Change Report</b>	X			
<b>Census by Address Report</b>	X			
<b>Census by Birthdate Report</b>	X			
<b>Census by School Boundary Report</b>	X			
<b>Census Verification Report</b>	X			
<b>Impact Aid Report</b>	X			
<b>Mailing Labels</b>	X			
<b>Missing Photo - Student report</b>	X			
<b>Staff Report</b>	X			

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## Communication

The screenshot shows the Infinite Campus software interface. The main menu on the left includes options like Student Information, Attendance Office, Behavior Office, Census, Communication, Grading & Standards, My Account, and Reporting. The 'Communication' option is selected. The right side shows the 'Message Center' with a sub-menu for 'Communication'. Under 'Communication', there are two main sections: 'My Account' and 'Messenger'. The 'Messenger' section is expanded, showing 'Messenger 2.0', 'Recipient Log', and 'Sent Message Log'. A green box highlights the 'Message Center' link in the 'Communication' menu. The top navigation bar includes 'All Items', 'Process Alerts', 'Announcements (1)', 'Select All', 'Remove', 'Search', and 'Sort by: Sticky'. A footer at the bottom of the window reads 'Communication Access for Counselors'.

## Messenger

► [Click here to expand...](#)

For the following tool rights, ALL is the only selection available.

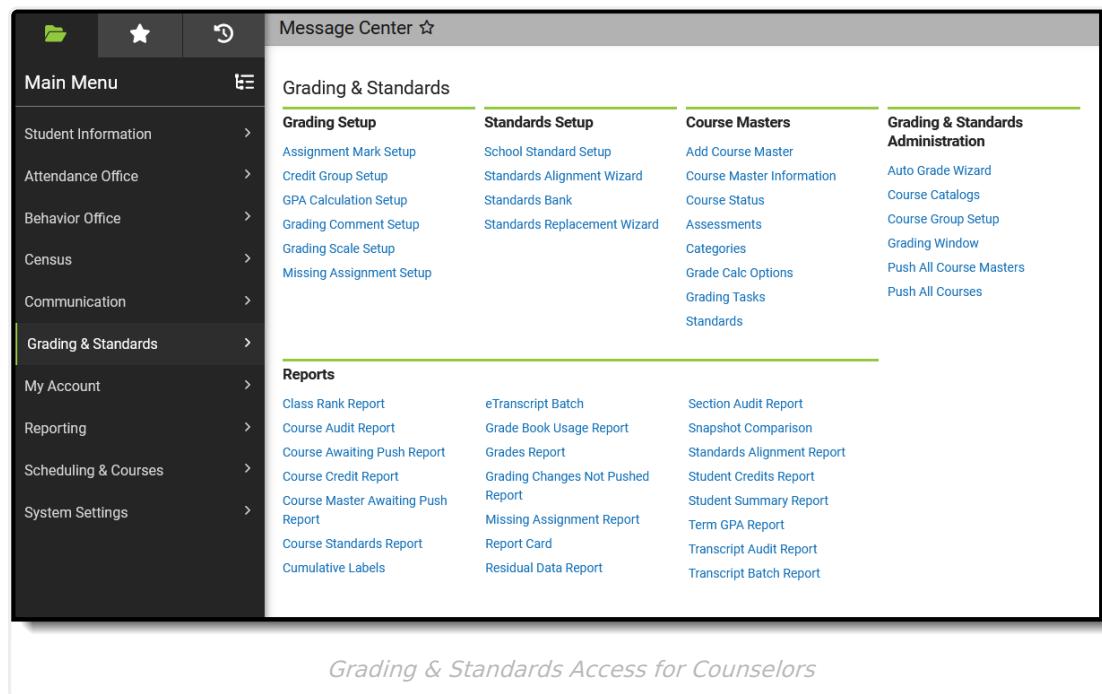
Tool	All	Read	Write	Add	Delete
<b>Messenger 2.0</b>	X				
Message Types	X				
General	X				
Priority	X				
<b>Recipient Log</b>		X			
Recipient Campus Fields		X			
<b>Sent Message Log</b>			X		

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## Grading & Standards

[Grading Setup](#) | [Standards Setup](#) | [Course Masters](#) | [Grading & Standards Administration](#) | [Grading](#)

## & Standards Reports



Grading & Standards Access for Counselors

## Grading Setup

- ▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Assignment Mark Setup</b>	X	X	X	X
<b>Credit Group Setup</b>	X	X	X	X
<b>GPA Calculation Setup</b>	X	X	X	X
<b>Grading Comment Setup</b>	X	X	X	X
<b>Grading Scale Setup</b>	X	X	X	X
<b>Grading Task Setup</b>	X	X	X	X
<b>Missing Assignment Setup</b>	X	X	X	X
<b>Score Group &amp; Rubric Setup</b>	X	X	X	X

## Standards Setup

- ▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>School Standard Setup</b>	X	X	X	X

Tool	Read	Write	Add	Delete
<b>Standards Alignment Wizard</b>	X	X	X	X
<b>Standards Bank</b>	X	X	X	X
Standards Import Wizard	X	X	X	X
<b>Standards Replacement Wizard</b>	X	X	X	X

## Course Masters

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Course Master</b>	X	X	X	X
<b>Course Master Information</b>	X			
<b>Course Status</b>	ALL			
<b>Assessments</b>	X	X	X	X
<b>Categories</b>	X	X	X	X
<b>Grade Calc Options</b>	X	X	X	X
<b>Grading Tasks</b>	X	X	X	X
<b>Standards</b>	X	X	X	X

## Grading & Standards Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Auto Grade Wizard</b>	X	X		
<b>Course Catalogs</b>	X	X	X	X
<b>Course Group Setup</b>	X	X	X	X
<b>Grading Window</b>	X	X	X	X
Grading Window Notifications	X			
<b>Push All Course Masters</b>	X			
<b>Push All Courses</b>	X			

## Grading & Standards Reports

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>Class Rank Report</b>	X			
<b>Course Audit Report</b>	X			
<b>Course Awaiting Push Report</b>	X			
<b>Course Credit Report</b>	X			
<b>Course Master Awaiting Push Report</b>	X			
<b>Course Standards Report</b>	X			
<b>Cumulative Labels</b>	X			
<b>eTranscript Batch</b>	X			
Electronic Release	X			
<b>Grade Book Usage Report</b>	X			
<b>Grades Report</b>	X			
<b>Grading Changes Not Pushed Report</b>	X			
<b>Missing Assignment Report</b>	X			
<b>Report Card</b>	X			
<b>Residual Data Report</b>	X			
<b>Section Audit Report</b>	X			
<b>Snapshot Comparison</b>	X			
<b>Standards Alignment Report</b>	X			
<b>Student Credits Report</b>	X			
<b>Term GPA Report</b>	X			
<b>Transcript Audit Report</b>	X			
<b>Transcript Batch Report</b>	X			

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## Reporting

The screenshot shows the Infinite Campus software interface. On the left is the 'Main Menu' sidebar with the following items:

- Student Information
- Attendance Office
- Behavior Office
- Census
- Communication
- Grading & Standards
- My Account
- Reporting** (selected)
- Scheduling & Courses
- System Settings

The 'Reporting' menu is expanded, showing sub-options: Ad Hoc Reporting, Batch Queue, Data Export, Data Viewer, Filter Designer, Letter Builder, Letter Designer, and Pivot Designer. A close button 'X' is located in the top right corner of this expanded menu area.

The main content area is titled 'Message Center' with a star icon. It shows a list of items:

- All Items
- Process Alerts
- Announcements (1)

Buttons for 'Select All', 'Remove', 'Search', and 'Sort by: Sticky' are present. The 'Announcements' section shows a single item:

- District Announcement
- New** YOU ARE IN THE robbinsdale-20241003\_2100\_dev TEST
- ... More

At the bottom of the main content area, the text 'Reporting Access for Counselors' is displayed.

## Ad hoc Reporting

▶ Click here to expand...

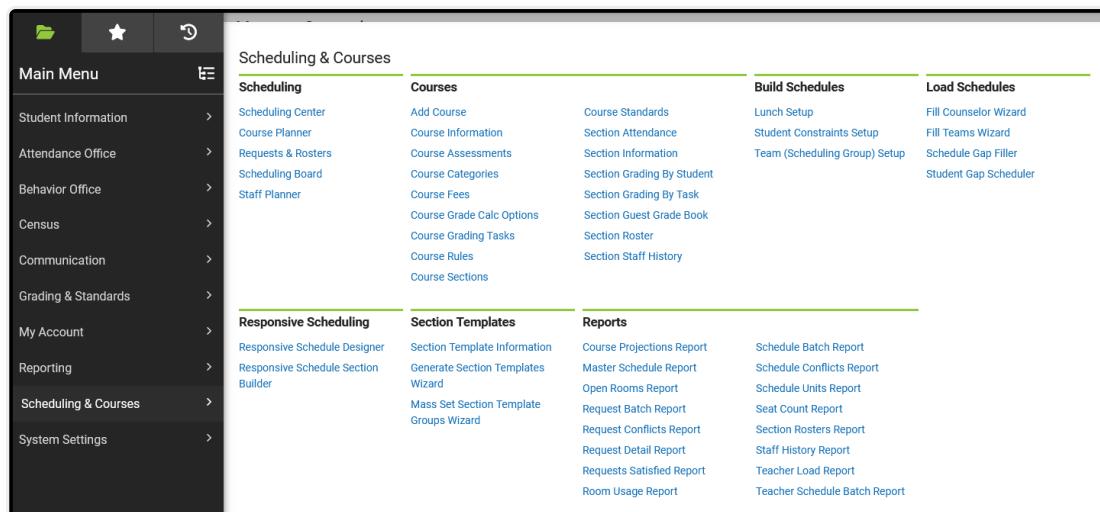
Tool	Read	Write	Add	Delete
<b>Batch Queue</b>	X	X	X	X
Set Task Expiration	X	X	X	X
Set Task Priority	X	X	X	X
<b>Data Export</b>	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
<b>Data Viewer</b>	X	X	X	X
<b>Filter Designer</b>	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Pass-through SQL Filters	X	X	X	X
Query Wizard Filters	X	X	X	X
Selection Editor Filters	X	X	X	X

Tool	Read	Write	Add	Delete
User Group Filters	X	X	X	X
State Owned Filters	X	X	X	X
Export Filters	X	X	X	X
<b>Letter Builder</b>	X	X	X	X
Data Warehouse: Allow live data as source	X			
<b>Letter Designer</b>	X	X	X	X
User Group Formats	X			
<b>Pivot Designer</b>	X	X	X	X
Group Rights	X			
Data Warehouse: Allow live data as source	X			

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## Scheduling & Courses

[Scheduling](#) | [Courses](#) | [Build Schedules](#) | [Load Schedules](#) | [Responsive Scheduling](#) | [Section Templates](#) | [Scheduling & Courses Reports](#)



*Scheduling & Courses Access for Counselors*

## Scheduling

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Scheduling Center</b>	ALL			
<b>Course Planner</b>	X	X		
<b>Requests &amp; Rosters</b>	X	X		
Modify Rosters	X			
Can Overload Sections	X			
Can Override Strict Student Constraints	X			
Delete Rosters	X			
<b>Scheduling Board</b>	X	X	X	X
<b>Staff Planner</b>	X	X		

## Courses

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Course</b>	X			
<b>Course Information</b>	X	X	X	X
Push to Section	X	X		
<b>Course Assessments</b>	X	X	X	X
<b>Course Categories</b>	X	X	X	X
<b>Course Fees</b>	X	X	X	X
<b>Course Grade Calc Options</b>	X	X	X	X
<b>Course Grading Tasks</b>	X	X	X	X
<b>Course Rules</b>	X	X	X	X
<b>Course Sections</b>	X	X	X	X
<b>Course Standards</b>	X	X	X	X
<b>Section Attendance</b>	X	x		
<b>Section Information</b>	X	X	X	X
<b>Section Grading by Student</b>	X	X	X	X

Tool	Read	Write	Add	Delete
<b>Section Grading by Task</b>	X	X	X	X
<b>Section Guest Grade Book</b>	X	X	X	X
Grade Calc Options	X			
Composite Grades	X			
Categories	X			
<b>Section Roster</b>	X	X	X	X
View IEP/Plan Icons	X			
<b>Section Staff History</b>	X	X	X	X
<b>Section Student Detail</b>	X	X	X	X

## Build Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Lunch Setup</b>	X	X	X	X
<b>Student Constraints Setup</b>	X	X	X	X
<b>Team (Scheduling Group) Setup</b>	X	X	X	X

## Load Schedules

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Fill Counselor Wizard</b>	X			
<b>Fill Teams Wizard</b>	X			
<b>Schedule Gap Filler</b>	X			
<b>Student Gap Scheduler</b>	X			

## Responsive Scheduling

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Responsive Schedule Designer</b>	X			
<b>Responsive Schedule Section Builder</b>	X			

## Section Templates

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Section Template Information</b>	X	X	X	X
<b>Generate Section Templates Wizard</b>	X			
<b>Mass Set Section Template Groups Wizard</b>	X			

## Scheduling & Courses Reports

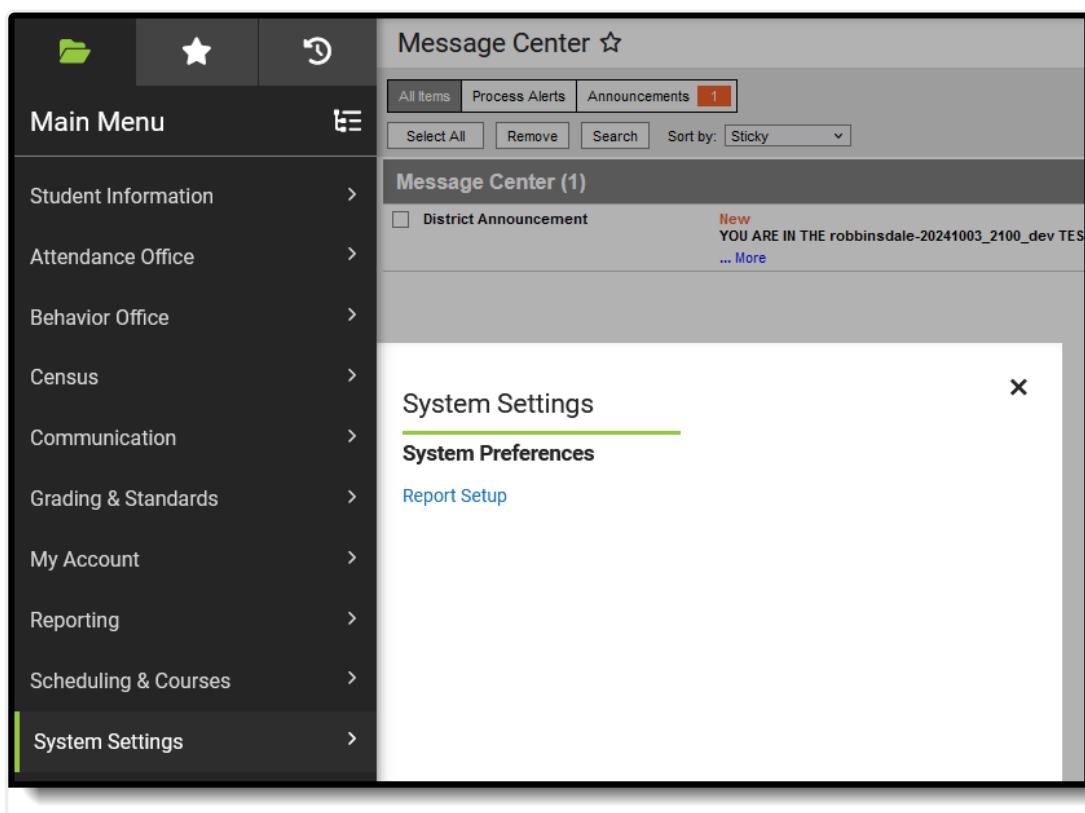
▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Blended Learning Gap/Overlap Report</b>	X			
<b>Course Projections Report</b>	X			
<b>Master Schedule Report</b>	X			
<b>Open Rooms Report</b>	X			
<b>Request Batch Report</b>	X			
<b>Request Conflicts Report</b>	X			
<b>Request Detail Report</b>	X			
<b>Requests Satisfied Report</b>	X			
<b>Room Usage Report</b>	X			
<b>Schedule Batch Report</b>	X			
<b>Schedule Conflicts Report</b>	X			
<b>Schedule Units Report</b>	X			
<b>Seat Count Report</b>	X			
<b>Section Rosters Report</b>	X			

Tool	Read	Write	Add	Delete
View IEP/Plan Icons	X			
<b>Staff History Report</b>	X			
<b>Teacher Load Report</b>	X			
<b>Teacher Schedule Batch Report</b>	X			

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## System Settings



System Settings Access for Counselors

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>System Preferences</b>	X	X	X	X
Report Setup	X	X	X	X

# Additional Access Rights

## General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X