

# Fill Counselor Wizard Tool Rights

Last Modified on 12/01/2025 9:45 am CST

Staff use **Fill Counselor** to assign and/or unassign groups of students to a counselor.

To learn how to use this tool, see the [Fill Counselor](#) article.

Fill Counselor Wizard ☆

Scheduling & Courses > Load Schedules > Fill Counselor Wizard

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

Grade

All Students

09

10

11

12

Ad Hoc Filter

Enrollment Effective Date

02/05/2025

Last Name

A

to

First Name

F

to

☒ No Active Counselor

Search Students

Counselor

Counselor, Five

☒ End existing counselors

Fill Counselor

Search Result (203 students)

Grade	Name
09	Ahmed, Giana
09	Andersen, Koda
09	Arellano, Novalee
09	Ayers, Stevie
09	Bailey, Lylah
09	Beil, Troy
09	Berg, Rylan
09	Blair, Melani
09	Bowman, Zoie
09	Bradford, Tatum
09	Branch, Mathew
09	Camacho, Heaven
09	Campbell, Frederick
09	Cantu, Remi
09	Chavez, Kellan
09	Cherry, London
09	Chung, Gwendolyn
09	Clements, Leif
09	Cox, Shante

Click to remove a student

Ctrl-z to undo the removing

*Scheduling & Courses > Load Schedules > Fill Counselors*

## Related Tool Information:

- [System Preferences](#): Set Show Counselor in the Student Header to display counselor name when viewing student information
- [Transcript Report/Schedule Report](#): Can choose counselor to print on Transcript and Schedule Reports
- Counselor appears on student's [Team Members](#) tool
- See the [District Assignments](#) article to learn how to indicate a staff member is a counselor

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## Available Tool Rights

R	W	A	D
Assign students to a counselor	N/A	N/A	N/A

## Suggested User Groups

- [Counselors](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.

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