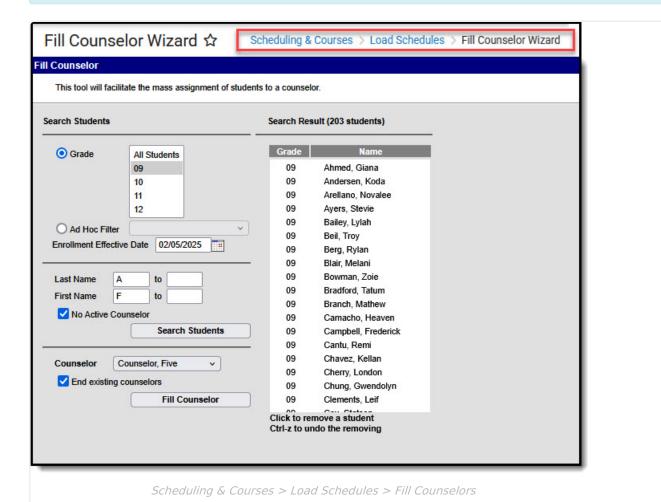


Fill Counselor Wizard Tool Rights

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.



Related Tool Information:

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



Available Tool Rights

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

Suggested User Groups

- <u>Counselors</u>
- Schedulers

See <u>User Groups and Suggested Roles</u> for more information.