

Fill Counselor Wizard Tool Rights

Last Modified on 12/22/2025 3:06 pm CST

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

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

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 | **Search Result (203 students)**

Grade: All Students (09, 10, 11, 12)

Ad Hoc Filter: [Dropdown]

Enrollment Effective Date: 02/05/2025 [Calendar]

Last Name: A to []

First Name: F to []

No Active Counselor

Counselor: Counselor, Five [Dropdown]

End existing counselors

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	C... ..

[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

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.
