

Fill Counselor Wizard Tool Rights

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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

Grade Ad Hoc Filter

All Students
09
10
11
12

Enrollment Effective Date

Last Name to
First Name to

No Active Counselor

Counselor End existing counselors

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

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.
