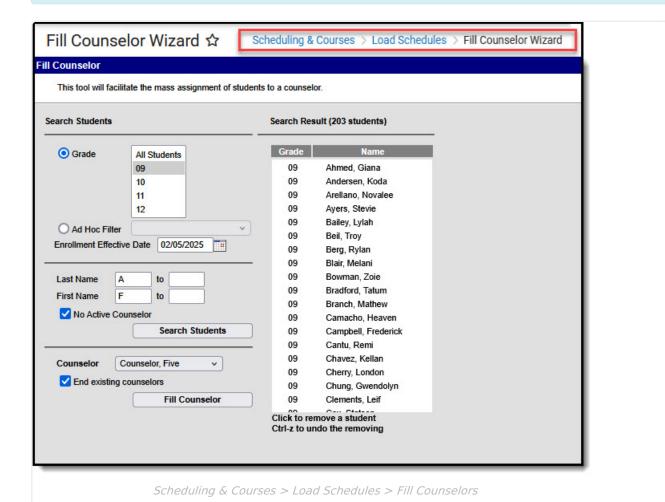# Fill Counselor Wizard Tool Rights

Last Modified on 02/27/2025 9:28 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.

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.