

Counseling Tool Rights


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Counselors use the **Counseling** tools to track work they do with students in their school or district. This article includes Tool Right information for related tools found in the Counseling module.

Counseling Contact Log

Contact logs are used to document communication that took place on behalf of a student.

See the [Counseling Contact Log](#) article to learn more about this tool.



Counseling Contact Log ☆

[Student Information](#) > [Counseling](#) > [Counseling Contact Log](#)

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007
 Counselor: Joy Counselor
 Medical Condition(s) HS Graduation Custody Restriction
 Peer Tutor NHS 504 Student All On-Site

Related Tools ^

Contacted ...	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Abegg, Dylan	Counseling	Administrator, Demo	Recipients hidden	Meeting	03/20/2025 02:00 PM	Meeting held for Meetin attendees.
Abegg, Dylan	Counseling	Testorosa, Terri	Dylan Abegg	email	03/04/2025 02:58 PM	Sent student reminder f secondary meeting
Abegg, Dylan	Counseling	Administrator, Demo	Donald Abegg, Millie Abegg, Maria Ruger	email	02/17/2025 09:39 AM	Emailed guardians with schedule for next year.
Abegg, Dylan	Counseling	Administrator, System	Recipients hidden, 13 attendees		08/13/2024 12:30 PM	Meeting held for Discus attendees.

Counseling Contact Log

Available Tool Rights

Subrights in *italics*.

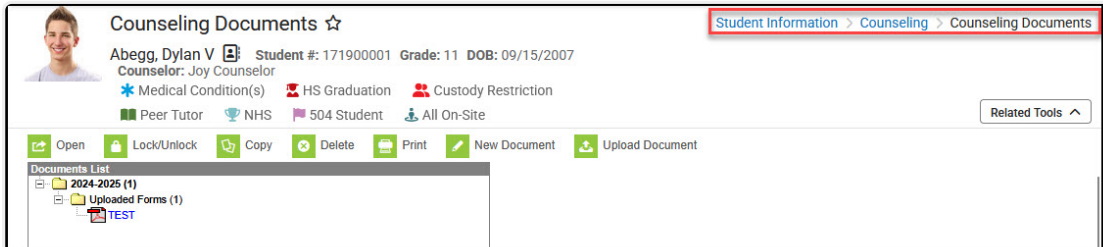
R	W	A	D
Access and view records in Contact Log.	Edit existing Contact Log records.	Add new Contact Log.	Remove record from Contact Log.
<i>Access To Records Created By Other Users</i>			
View Contact Log records created by others.	Edit Contact Log records created by others.	N/A	Remove Contact Log records created by others.

Counseling Documents

Counseling staff can upload counseling-related documents for a student, or use New Document to

create a custom form.

See the [Counseling Documents](#) article to learn more about this tool.



Counseling Documents

Student category information (attendance data, behavior data, etc.) is displayed in Early Warning only when the user is assigned tool rights to those areas.

To view the calculations displayed on the Curriculum card, one of the following is needed:

- **Read** rights to Student Information > General > Profile > **In-Progress Grades** OR
- Rights to Campus Instruction > Advisory > **Include Non-Advisory** are set to **ON**.

To view Early Warning information in Ad hoc Reporting, **Read** rights to the following are needed:

- Student Information > General > Graduation > View GRAD Score
- Student Information > Counseling > Early Warning

Available Tool Rights

Subrights in *italics*.


R	W	A	D
View all documents in a student's Counseling Documents	Edit a student's existing Counseling documents.	Add new Counseling Documents for a student.	Remove a student's Counseling Documents.
Document Upload			

R	W	A	D
N/A	N/A	Upload new documents for a student.	N/A
Lock			
Prevent other users from editing or removing a document.	N/A	N/A	N/A
Unlock			
Allow users to edit or remove a document per their assigned rights.	N/A	N/A	N/A
Custom Forms			
Access and view student's existing custom form.	Edit student's existing custom form.	Add new custom form for student.	Remove student's custom form.
Lock			
Prevent other users from editing or removing a student's custom form.	N/A	N/A	N/A
Unlock			
Allow other users to edit or remove a student's custom form per their assigned rights.	N/A	N/A	N/A
Copy			
Copy an existing form.	N/A	N/A	N/A


Counseling Team Members

This tool is used to manage a "team" of people working together with a student.




See the [Counseling Team Members](#) article to learn how to use this tool.







Counseling Team Members ☆

Abegg, Dylan V  Student #: 171900001 Grade: 11 DOB: 09/15/2007

Counselor: Joy Counselor

 Medical Condition(s)
  HS Graduation
  Custody Restriction

 Peer Tutor
  NHS
  504 Student
  All On-Site

[Student Information](#) > [Counseling](#) > Counseling Team Members

[Find & Link New Team Member](#)
[Enter New Team Member](#)
[Print Active Only](#)
[Print All](#)

Start Date	End Date	Title	Name	Caseload Role
03/07/2024		(COUNSELORSTAFF)	Counselor, Joy	Counselor
03/21/2025	06/30/2025	Teacher	Brody, Djinn	
07/01/2024	06/30/2025	Teacher	Lifellearn, Mike	
03/21/2025	06/30/2025	Teacher	Miller, Adam	
03/21/2025	06/30/2025	Teacher	Pankratz, Ryan	
03/21/2025	06/30/2025	Teacher	Paquay, Mike	
03/21/2025	06/30/2025	Teacher	Simons, Steve	
03/21/2025	06/30/2025	Teacher	Sorrentino, Rick	

[Link All Classroom Teachers](#)

Counseling Team Members

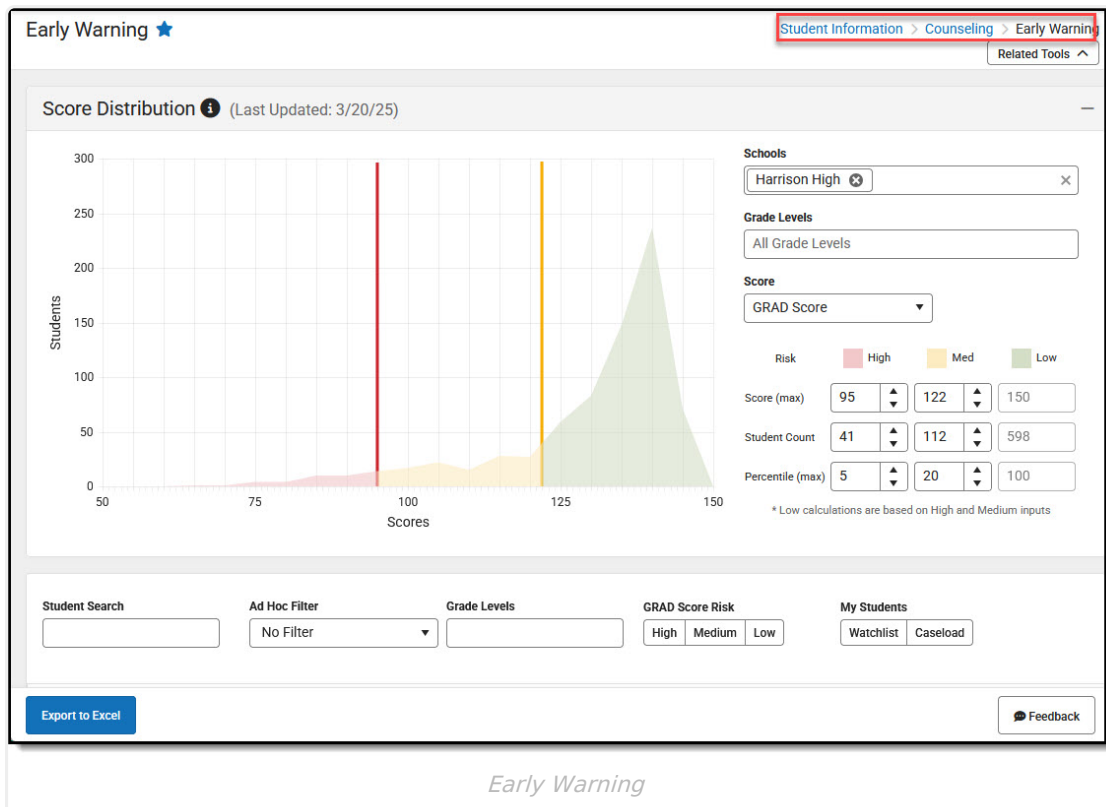
Available Tool Rights

R	W	A	D
Access and view a student's existing team members.	Edit a student's team members.	Add new team members for a student.	Delete a student's team members.

Early Warning

The Early Warning tool uses data points to identify students who may be at risk for not graduating. This tool is part of the Campus Analytics Suite.

See the [Early Warning](#) article to learn more about this tool.



Available Tool Rights

Subrights in *italics*.

R	W	A	D
<p>Access and view Early Warning tool.</p> <p>Most users of this tool will want to see all types of data. Deselect any of the data types listed below for user groups who should not see them.</p>	N/A	N/A	N/A
<i>Student Attendance Details</i>			
View Student Attendance details in the Early Warning tool.	N/A	N/A	N/A
<i>Student Behavior Details</i>			

R	W	A	D
View Student Behavior details in the Early Warning tool.	N/A	N/A	N/A
Student Curriculum Details			
View Student Curriculum details in the Early Warning tool.	N/A	N/A	N/A
Student Stability Details			
View Student Stability details in the Early Warning tool.	N/A	N/A	N/A

Meetings

The Meetings tool is used to manage counseling meetings held on behalf of a student.

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

Meetings ☆

[Student Information](#) > [Counseling](#) > [Meetings](#)

Related Tools ^

New Meeting Refresh Print Calendar Report

Counseling Meetings

Today

<

>

March 16 - 22, 2025

Month

Week

Day

	Sun 3/16	Mon 3/17	Tue 3/18	Wed 3/19	Thu 3/20	Fri 3/21	Sat 3/22
All Day							
7AM							
8AM							
9AM			9:00 - 10:00 Meet with Shae Dawson		8:30 - 10:00 Meet with Parker Wigene		
10AM							
11AM							
12PM		12:30 - 1:30 Meet with Shayla Carr			12:30 - 1:30 Meet with Jane Tye	12:05 - 2:00 Student Council Worksh	
1PM							

Participants

Anyone

Me

Owner

Attended

Invited

Participant Only

Staff

Caseload

Role

Purpose

Outcome

Location

Day Events

Meetings

Available Tool Rights

Page 6

R	W	A	D
Giving ANY rights in this area grants RWAD rights to any meetings a user owns and R rights to meetings to which the user is invited.	N/A	N/A	N/A

Additional Tool Rights Information - Meetings

Meetings-related tool rights are found in multiple locations:

- **Counseling:** Users manage their own meetings, and may view meetings to which they're invited
- **System Administration:** User is able to manage ALL meetings regardless of owner.

► [Click here to expand...](#)

The tool rights in the **Counseling** module give users RWAD rights to any meetings that user **owns** and Read rights to any meetings to which the user is **invited**. This tool right is all or nothing, assigning any rights provides Read/Write/Add/Delete rights to any meetings that user created, and Read rights to any meetings in which that user is a Participant. If you only have these rights, you are automatically the Owner of any meetings you create.

The tool rights in the **System Administration** module gives users Meetings Administrator rights, Read/Write/Add/Delete rights to all meetings in the calendars the user also has rights to. Users with administrative rights also need rights to the Meetings tool in Counseling.

- If you have these rights, an Owner fields displays in the meeting editor, which allows you to schedule meetings for other users. If you have less than Add rights to Meetings Administrator, you can see the Owner field but not modify it. Add rights and above allow you to modify the Owner of a meeting to any user with a Counseling [District Assignment](#).
- Meetings Administrator rights also give you access to [Full Print](#) options for any meeting, not just those you own.

Sample Tool Rights

The following examples describe possible tool rights configurations for meetings-related roles

Counselor

Basic rights for a counselor.

Read/Write/Add/Delete rights to Student Information > Counseling > Meetings

User can:

- View, edit, create, and delete their own meetings.
- View but not edit meetings they're invited to, included [Limited Print](#) options.

User cannot:

- View the Owner of meetings.
- Access *Staff* or *Anyone* options in the Calendar filtering area.

Counselor Plus or Principal

Basic rights plus viewing others' meetings.

Read/Write/Add/Delete rights to Student Information > Counseling > Meetings

Read rights to System Administration > Counseling > Meetings Administrator

User can:

- View, edit, create, and delete their own meetings.
- View but not edit others' meetings in the calendar.
- View detailed information for all meetings using the [Full Print](#) options.
- Access *Staff* or *Anyone* options in the Calendar filtering area.
- View Owner field and modify for meetings they own.
- Copy others' meetings.

User cannot:

- Edit others' meetings.

Head Counselor

Basic rights plus edit others' meetings, but not change ownership.

Read/Write/Add/Delete rights to Student Information > Counseling > Meetings

Read/Write rights to System Administration > Counseling > Meetings Administrator

User can:

- View, edit, create, and delete their own meetings.
- View and edit others' meetings.
- View all information for a meeting, in the meeting editor or Full Print.
- View the Owner of any meeting.

User cannot:

- Edit the Owner of a meeting.
- Create meetings with another Counselor as Owner.

Front Office

Full access to all meetings.

Read/Write/Add/Delete rights to Student Information > Counseling > Meetings

**Read/Write/Add/Delete rights to System Administration > Counseling > Meetings
Administrator**

User can:

- View, edit, create, and delete any meeting.
- Edit the Owner of existing meetings.
- Create new meetings with other Counselors as Owners.

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Counselors](#)
- [Front Office Staff](#)

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