Counseling Tool Rights

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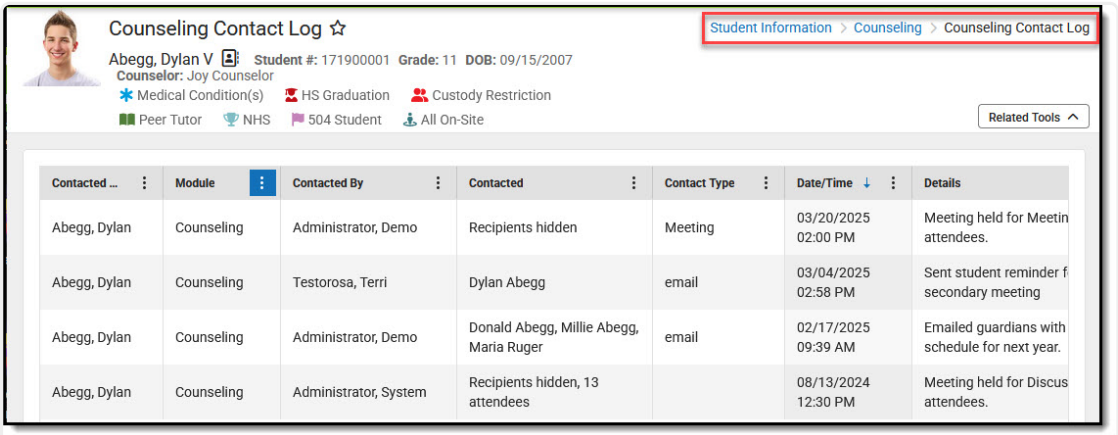
Counselors use the **Counseling** tools to track work they do with students in their school or district. This article includes Tool Right information for related tools found in the Counseling module.

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

Available Tool Rights

Subrights in ***italics***.

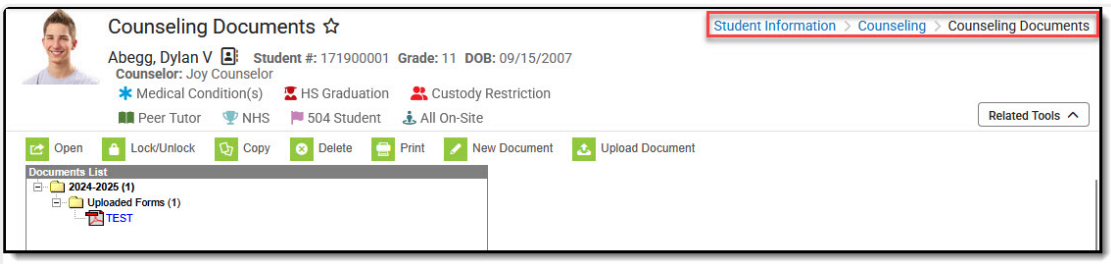
R	W	A	D
Access and view records in Contact Log.	Edit existing Contact Log records.	Add new Contact Log.	Remove record from Contact Log.
Access To Records Created By Other Users			
View Contact Log records created by others.	Edit Contact Log records created by others.	N/A	Remove Contact Log records created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

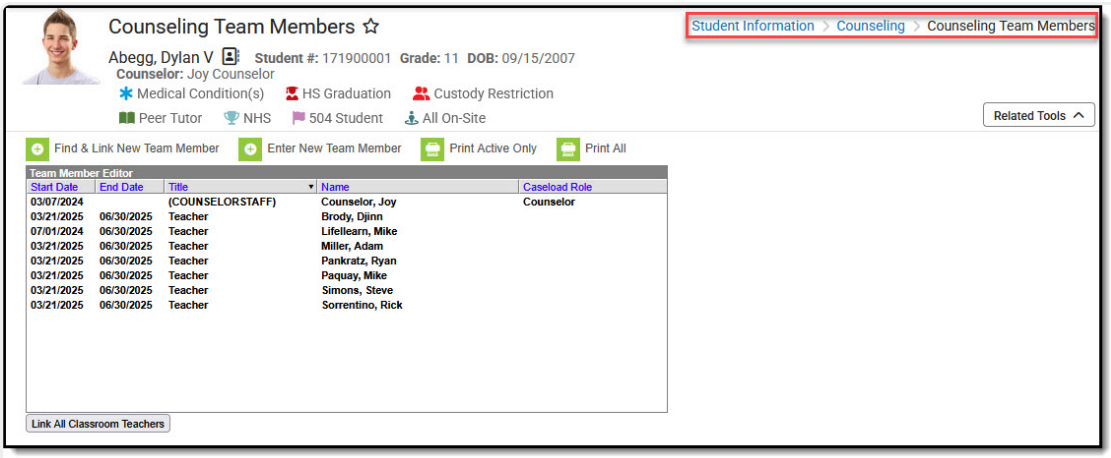
R	W	A	D
View all documents in a student's Counseling Documents	Edit a student's existing Counseling documents.	Add new Counseling Documents for a student.	Remove a student's Counseling Documents.
Document Upload			

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

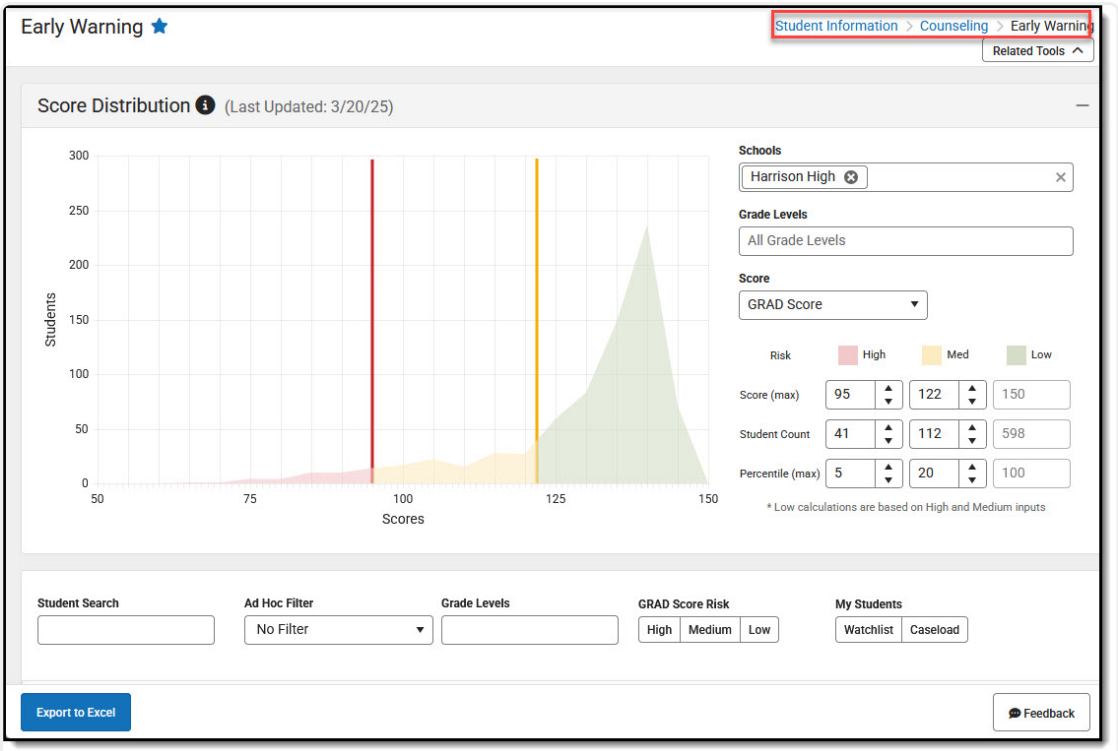
Available Tool Rights

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 available with Campus Analytics Suite.

> See the Early Warning article to learn more about this tool.



Early Warning

Available Tool Rights

Subrights in ***italics***.

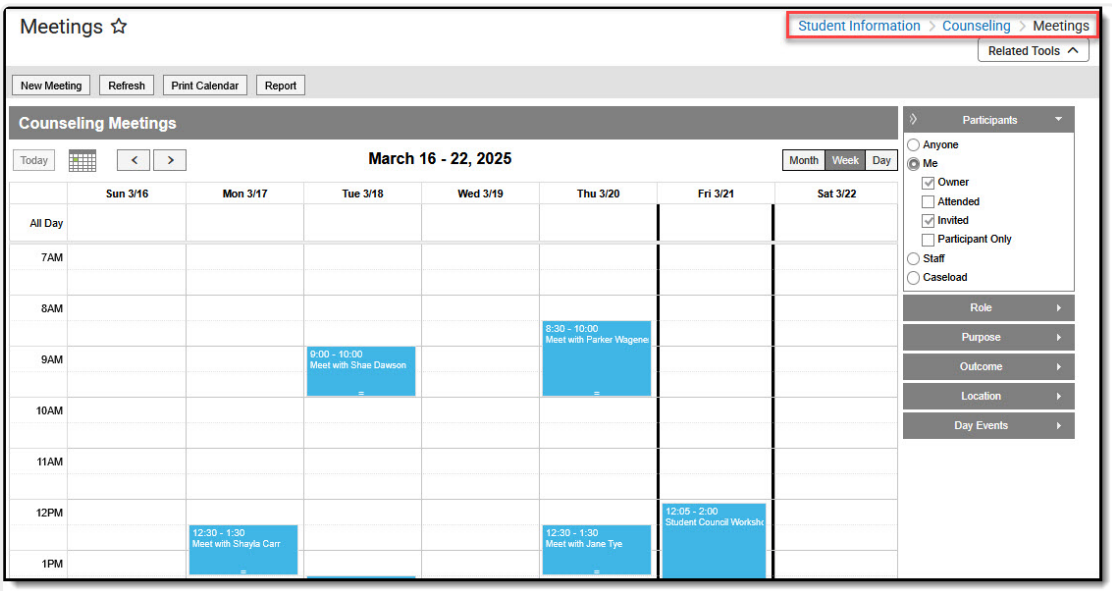
R	W	A	D
Access and view Early Warning tool. Most users of this tool will want to see all types of data. Deselect any of the data types listed below for user groups who should not see them.	N/A	N/A	N/A
Student Attendance Details			
View Student Attendance details in the Early Warning tool.	N/A	N/A	N/A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

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

Available Tool Rights

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.