

Fill Counselor Wizard - Start here

Last Modified on 07/22/2026 10:02 am CDT

The [Fill Counselor](#) tool can be used to assign counselors to students. When assigned, the counselor displays on the student's [Team Members](#) tool and in the student header when viewing Student Information tools.

Tutorials

- [Fill Counselor video](#)

Reference

- [District Assignments](#) settings for counselors
- [Counselor name display](#)
- [Fill Counselor field descriptions](#)
- Report options to show counselor name
 - [Conventional Report Cards](#)
 - [Standards-based Report Cards](#)
 - [Schedule reports](#)
 - [Transcripts reports](#)
 - [eTranscripts reports](#)

Administrator Setup

- [System Preference](#) for Show Counselor in Student Header
- [Fill Counselor Tool Rights](#)

How-to guides

- [Assign students to counselors](#)