

Assigning Counselors Quick Reference

Task	Completed	Initials
Task #1: Verify Staff Members. <i>StudentInformation - Management - Security - View Staff Members - View/Edit Staff Member</i>	<input type="checkbox"/>	
Task #2: Add Counselors Job Function to Staff Member. <i>StudentInformation - Management - Security - View Staff Members - View/Edit Staff Member - Staff tab</i>	<input type="checkbox"/>	
Task #3: Assign Grade Levels to Counselors. <i>StudentInformation - Management - School Administration - School Building Administration - Counselors</i>	<input type="checkbox"/>	
Task #4: Assigning a Counselor during Registration. <i>StudentInformation - SIS - Registration Wizard</i>	<input type="checkbox"/>	
Task #5: Counselor Bulk Assignment by Homeroom. <i>StudentInformation - Management - Ad-Hoc Updates - Counselor Bulk Assignment</i>	<input type="checkbox"/>	
Task #6: Randomly Bulk Assigning Counselors. <i>StudentInformation - Management - Ad-Hoc Updates - Counselor Bulk Assignment</i>	<input type="checkbox"/>	
Task #7: Manually Bulk Assigning Counselors. <i>StudentInformation - Management - Ad-Hoc Updates - Counselor Bulk Assignment</i>	<input type="checkbox"/>	
Task #8: Assign Counselors Manually. <i>StudentInformation - SIS - Student - Edit Profile</i>	<input type="checkbox"/>	
Task #9: View Counselor Assignments. <i>StudentInformation - SIS - School - Counselors</i>	<input type="checkbox"/>	