

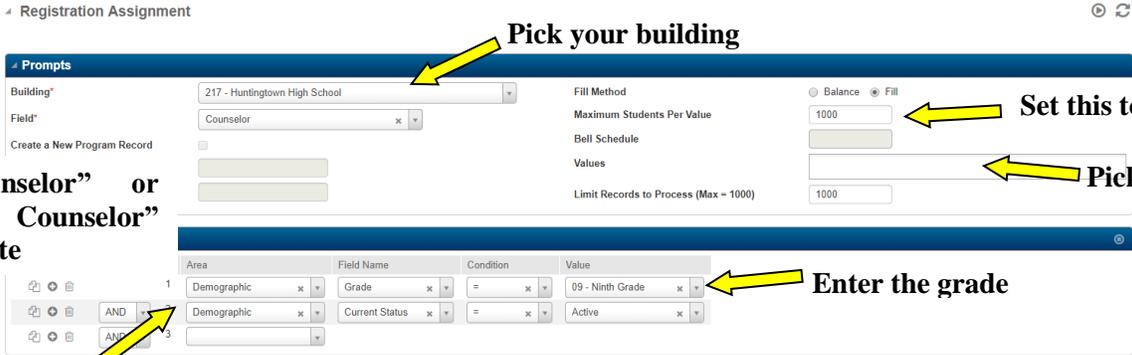
## Counselor Assignment

Counselors can be mass-assigned using Registration Assignment.

Registration > Utilities > Registration Assignment

Shown below are two ways in which counselors can be assigned.

1. If you are assigning counselors by grade, fill in the fields as follows:



The screenshot shows the 'Registration Assignment' form. Annotations include:

- Pick your building**: Points to the 'Building' dropdown menu.
- Pick "Counselor" or "Next Year Counselor" as appropriate**: Points to the 'Field' dropdown menu.
- Set this to 1000**: Points to the 'Maximum Students Per Value' input field.
- Pick the counselor**: Points to the 'Values' input field.
- Enter the grade**: Points to the 'Grade' dropdown in the filter table.
- Pick "Demographic" or "Next Year Demographic" as appropriate**: Points to the 'Area' dropdown in the filter table.

Area	Field Name	Condition	Value
Demographic	Grade	=	09 - Ninth Grade
Demographic	Current Status	=	Active

Click Load Records  to view the filter result.

A list of students will display showing the current setting and the new setting.



Student ID	Name	Building	Grade	Status	Current Counselor	New Counselor
<input type="checkbox"/>	[REDACTED]	217 - Huntingtown High School	09	Active	[REDACTED] Gall, Tina	[REDACTED] - Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	217 - Huntingtown High School	09	Active	[REDACTED] Gall, Tina	[REDACTED] - Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	217 - Huntingtown High School	09	Active	[REDACTED] Gall, Tina	[REDACTED] - Anderson, D.J.

Students that you do not want this counselor assigned to can be removed by checking the box to the left of the Student ID. Once all desired remove boxes have been checked, click

**additional options** and choose **Re-model**, which will take them off the list. You can repeat this process as many times as necessary. When you are satisfied with the list

Click Run  to perform the mass update.

Repeat this process for other counselors as needed.

## Counselor Assignment

2. If you are assigning counselors by student's last name (for example, to choose students with last name starting with 'A' through 'L'), fill in the fields as follows:

Registration Assignment ⊞ ↻

**Prompts**

Building\* 217 - Huntingtown High School Fill Method  Balance  Fill

Field\* Counselor Maximum Students Per Value  Bell Schedule

Values  Limit Records to Process (Max = 1000)

**Pick your building** (points to Building dropdown)

**Set this to 1000** (points to Maximum Students Per Value input)

**Pick the counselor** (points to Counselor dropdown)

**Pick "Counselor" or "Next Year Counselor" as appropriate** (points to Field dropdown)

Actions	AND/OR	#	Area	Field Name	Condition	Value
<input type="checkbox"/>		1	Demographic	Last Name	>=	A
<input type="checkbox"/>	AND	2	Demographic	First Name	<	M
<input type="checkbox"/>	AND	3	Demographic	Current Status	=	Active
<input type="checkbox"/>	AND	4				

**Enter the range of values for the last name (this example will select students with last names starting with A-L)** (points to Value 'A')

**Pick "Demographic" or "Next Year Demographic" as appropriate** (points to Area dropdown)

Click Load Records ↻ to view the filter result.

A list of students will display showing the current setting and the new setting.

Selected Students							
Number of records found: 973							
<input type="checkbox"/>	Student ID	Name	Building	Grade	Status	Current Counselor	New Counselor
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	10	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	12	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	11	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	11	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	10	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	09	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.
<input type="checkbox"/>	[REDACTED]	[REDACTED]	217 - Huntingtown High School	10	Active	[REDACTED] Gall, Tina	[REDACTED] Anderson, D.J.

Students that you do not want this counselor assigned to can be removed by checking the box to the left of the Student ID. Once all desired remove boxes have been checked, click **additional options** and choose **Re-model**, which will take them off the list. You can repeat this process as many times as necessary. When you are satisfied with the list

Click Run ▶ to perform the mass update.

Repeat this process for other counselors as needed.