



Assigning Counselors Quick Reference

Task	Completed	Initials
Task #1: Verify Staff Members. <u>StudentInformation</u> – <u>Management</u> – <u>Security</u> – <u>View Staff Members</u> – <u>edit Staff Member</u>	<input type="checkbox"/>	
Task #2: Add Counselors Job Function to Staff Member. <u>StudentInformation</u> – <u>Management</u> – <u>Security</u> – <u>View Staff Members</u> – <u>edit Staff Member</u> – <u>Staff Member Schools tab</u>	<input type="checkbox"/>	
Task #3: Assign Grade Levels to Counselors. <u>StudentInformation</u> – <u>Management</u> – <u>School Administration</u> – <u>School Building Administration</u> – <u>Counselors</u>	<input type="checkbox"/>	
Task #4: Assigning a Counselor during Registration. <u>StudentInformation</u> – <u>SIS</u> – <u>Registration Wizard</u>	<input type="checkbox"/>	
Task #5: Counselor Bulk Assignment by Homeroom. <u>StudentInformation</u> – <u>Management</u> – <u>Ad-Hoc Updates</u> – <u>Counselor Bulk Assignment</u>	<input type="checkbox"/>	
Task #6: Randomly Bulk Assigning Counselors. <u>StudentInformation</u> – <u>Management</u> – <u>Ad-Hoc Updates</u> – <u>Counselor Bulk Assignment</u>	<input type="checkbox"/>	
Task #7: Clearing Locker Assignments. <u>StudentInformation</u> – <u>Management</u> – <u>Ad-Hoc Updates</u> – <u>Locker Bulk Assignment</u>	<input type="checkbox"/>	
Task #8: Single Locker Assignment on Registration page. <u>StudentInformation</u> – <u>SIS</u> – <u>Registration Wizard</u>	<input type="checkbox"/>	
Task #9: Single Locker Assignment on Edit Profile. <u>StudentInformation</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Profile</u> – <u>Additional tab</u>	<input type="checkbox"/>	
Task #10: Single Locker Assignment on Locker Assignment page. <u>StudentInformation</u> – <u>SIS</u> – <u>Student</u> – <u>Locker Assignment</u>	<input type="checkbox"/>	
Task #11: View Free Lockers. <u>StudentInformation</u> – <u>SIS</u> – <u>School</u> – <u>Free Lockers</u>	<input type="checkbox"/>	
Task #12: View Locker Resident. <u>StudentInformation</u> – <u>Management</u> – <u>School Administration</u> – <u>School Building Administration</u> – <u>Locker Administration</u> – <u>Locker Maintenance</u> – <u>click on locker #</u>	<input type="checkbox"/>	
Task #13: View Locker Assignment from Lockers page. <u>StudentInformation</u> – <u>SIS</u> – <u>Student</u> – <u>Lockers</u>	<input type="checkbox"/>	
Task #14: Run Student Locker Allocation Report (LOCK). <u>StudentInformation</u> – <u>School</u> – <u>Student Reports</u> – <u>Student Locker Allocation (LOCK)</u>	<input type="checkbox"/>	