


How to Assign Counselors in the Registration Page

Menu Path: Utilities/Registration Assignment

Before you begin: Get the criteria correct, which students and the counselor

Building:*  Cascade Middle School

Field:*

Create a New Program Record:

Withdrawal Date of Current Record:*


Entry Date of New Record:*

Fill Method:

Balance

Fill

Maximum Students:

Values:* 

Student Search

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>

Hit **Search**, it will produce a total list of the students who will receive the update:

Students Selected

The search found 383 records

Student ID	Student Name	Current Value	New Value	Remove
17212	Egls, Miriam Denise	0	<input type="text"/>	<input type="checkbox"/>

If you want to remove a student from getting the update, **select** the check box and **click** REMOVE, then you may **select** MODEL the list to see the value added. Once you are confident, **click** on the SAVE button.