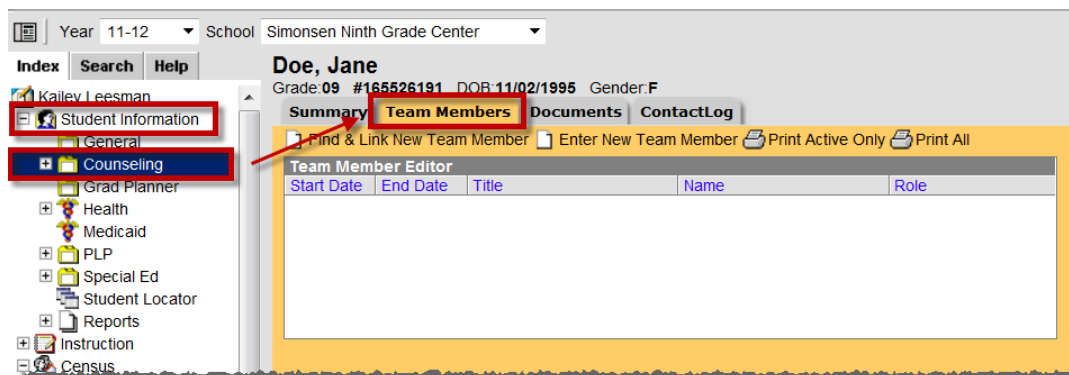


Counseling Team Members

The counseling team members can be used to track individuals working with a student. This section allows you to link your individuals to a student. **Linking a school counselor to a student will also allow the counselor to be displayed under the student name at the top of the page.**

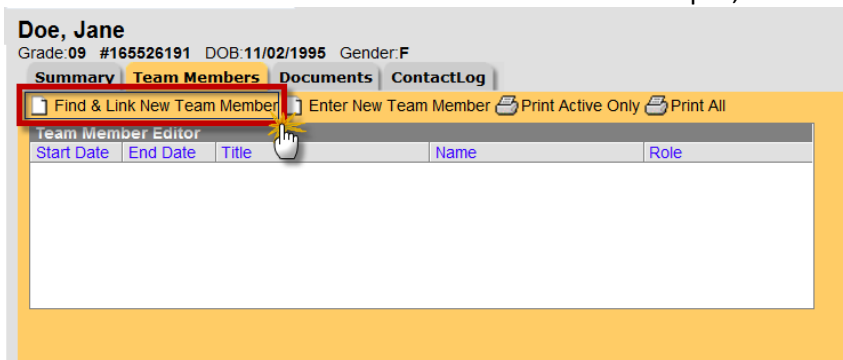
Student Information > Counseling > Team Members Tab



Manually Adding Team Members

To add team members who are linked to the student in Infinite Campus, click **Find & Link New Team Member**. Household members, classroom teachers, counselors, and advisors are the people who can be linked to a student from Infinite Campus. For the members who are not in Infinite Campus, click **Enter New Team Member**. For example, a social worker, court appointee, ect. could all be team members who are not in Infinite Campus.

1. To add a member who has been entered into Infinite Campus, click **Find & Link New Team Member**



- a. Several different kinds of Team members can be added
 - i. **Census** Team Members are people who are tied to the student through Household or Non – Household Relationships

Doe, Jane
 Grade:09 #165526191 DOB:11/02/1995 Gender:F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role

Find New Team Member

Census Role

- Doe, Jane - (STUDENT)
- Doe, Bob - Father(GUARDIAN)
- Doe, Linda - Mother(GUARDIAN)
- Smith, Betty - Grandparent

Add Team Member

- ii. **Classroom Teachers** Team Members are the teachers the student is scheduled to.

Doe, Jane
 Grade:09 #165526191 DOB:11/02/1995 Gender:F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role

Find New Team Member

Census Role

Classroom Teachers

- Bryan, Julie - (Classroom Teacher)
- Celada, Tisha - (Classroom Teacher)
- Dey, Lisa - (Classroom Teacher)
- Eickmeyer, Myra - (Classroom Teacher)
- Gschwender, Scott - (Classroom Teacher)
- Malik, Naveed - (Classroom Teacher)
- McDaniel, Cameron - (Classroom Teacher)
- Underwood, Brian - (Classroom Teacher)
- Weidinger, Clayton - (Classroom Teacher)

- iii. **Counselor Staff** are all staff in Infinite Campus who are listed as a Counselor.
 *NOTE: These are not just counselors for an individual building

Doe, Jane
 Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role

Find New Team Member

Census: Classroom Teachers

Role: [Dropdown]

Counselor Staff

- Bleich, Lisa - (Counselor)
- Bolin, Dana - ()
- Clayton, Diane - (Counselor)
- Graessle, Melodi - (Counselor)
- Jarboe, Chris - (Counselor)
- Johnson, Cindy - (Counselor)
- Marshall, Jaime - ()
- Marshall, Jaime - (Counselor)
- McMillen, Anna - (Counselor)
- Motley, Lisa - (Counselor)
- Murphy-Small, Kelli - (Counselor)
- Phillips, Carrie - (Counselor)
- Runzi, Debra - (Counselor)
- Schaefer, Jessica - (Counselor)
- Webb, Susan - (Counselor)

- iv. **Advisor Staff** are all staff in Infinite Campus who are listed as Advisors
 *NOTE: These are not just Advisors for an individual building.

Bleich, Lisa
 Gender: F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role

Find New Team Member

Census: Classroom Teachers

Role: [Dropdown]

Counselor Staff

Advisor Staff

- Atkinson, Niki - (Counselor)
- Bleich, Lisa - (Counselor)
- Clayton, Diane - (Counselor)
- Cornell, Debbie - (Counselor)
- Denny, Karla - (Counselor)
- Graessle, Melodi - (Counselor)
- Hagenhoff, Georgia - (Counselor)
- Heislen, Jan - (Counselor)
- Holtmeyer, Kelli - (Counselor)
- Jarboe, Chris - (Counselor)
- Johnson, Cindy - (Counselor)
- Kaiser, Debra - (Counselor)
- Kennedy, Jamie - (Counselor)
- Leftwich, Jim - (Counselor)
- Lock, Sharon - (Counselor)
- Longan, Sharon - (Assistant Principal)
- Martin, Tami - (Counselor)
- Motley, Lisa - (Counselor)
- Phillips, Carrie - (Counselor)
- Runzi, Debra - (Counselor)
- Webb, Susan - (Counselor)
- Wright-Tatum, Pat - (Administrator)

2. Choose a name from one of the Team Member sections and choose their Role
 - a. View-Only and Read-Only will allow the team member to Read the documents listed under the counseling section provided they have access to Infinite Campus
 - b. Write will allow the team member to write or upload documents
 - c. Advisor would be selected if a person is chosen from the Advisor Staff drop down
 - d. Counselor would be selected if a person is chosen from the Counselor Staff drop down

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Team Member Editor

Start Date	End Date	Title	Name	Role

Find New Team Member

Census:

Classroom Teachers:

Counselor Staff:

Advisor Staff:

Role:

Add Team Member

3. The record will automatically default the Start Date to today's date. Click on the record to edit it or to see more information on the team member.

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
10/17/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor

- If information is changed on this page, be sure to **Save** the record.

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | Team Members | Documents | ContactLog

Save Delete Find & Link New Team Member Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
10/17/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor

Team Member Detail

PersonID: 35555

Start Date: 08/18/2011 End Date: Title: Counselor (COUNSELO Role: Counselor

Last name: Marshall First Name: Jaime Agency: Qualifications: Comments: Other Phone: Work Phone: Cell Phone: (573)230-1933 Email: Refresh Census Information

- Click on the Student's name to refresh the record.

Year: 11-12 School: Simonsen Ninth Grade Center

Index Search Help

Search for a: Student Doe Go

Advanced Search >>

Search Results: 1

09 [Doe, Jane](#) #165526191 [11/02/1995]

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | Team Members | Documents | ContactLog

Find & Link New Team Member Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
08/18/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor

- The Counselor's Name should appear under the student's name

Year: 11-12 School: Simonsen Ninth Grade Center

Index Search Help

Search for a: Student Doe Go

Advanced Search >>

Search Results: 1

09 [Doe, Jane](#) #165526191 [11/02/1995]

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F **Counselor: Marshall, Jaime**

Summary | Team Members | Documents | ContactLog

Find & Link New Team Member Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
08/18/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor

- a. If the counselor who was chosen for the student is not a counselor in the building the student is currently enrolled, the counselor name will not show up under the student's name.

Year 11-12 School **Simonsen Ninth Grade Center**

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role
10/17/2011		Counselor (COUNSELORSTAFF)	Graessle, Melodi	Counselor

Melodi is listed as a counselor at the High School and the student is at Simonsen

7. To add a Team Member that is not In Infinite Campus, click **Enter New Team Member**

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F Counselor: Marshall, Jaime

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member | **Enter New Team Member** | Print Active Only | Print All

Start Date	End Date	Title	Name	Role
08/18/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor
08/17/2010	05/27/2011	Counselor (COUNSELORSTAFF)	Graessle, Melodi	Counselor

8. Fill In the information on the Team Member and click Save

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F Counselor: Marshall, Jaime

Summary | **Team Members** | Documents | ContactLog

Save | Delete | Find & Link New Team Member | Enter New Team Member | Print Active Only | Print All

Start Date	End Date	Title	Name	Role
08/18/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor
08/18/2011		Physician	Thomas, Ron	View-Only
08/17/2010	05/27/2011	Counselor (COUNSELORSTAFF)	Graessle, Melodi	Counselor

Team Member Detail

PersonID
Person not in the database.

Start Date: 08/18/2011
End Date: []
Title: Physician
Role: View-Only

*Last Name: Thomas
First Name: Ron

Agency: St. Mary's

Qualifications: []

Comments: []

Other Phone: () - x
Work Phone: (573) 635 - 2237 x
Cell Phone: (573) 231 - 6847 x
Email: []

9. Team Members who are bold are active. A list of the student's team members can be printed by Active Only or Print All.

Doe, Jane
 Grade: 09 #165526191 DOB: 11/02/1995 Gender: F

Summary **Team Members** Documents Contact Log

Find & Link New Team Member Enter New Team Member

Team Member Editor

Start Date	End Date	Title	Name	Role
08/18/2011		Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor
08/17/2010	05/27/2011	Counselor (COUNSELORSTAFF)	Graessle, Melodi	Counselor

Active

Mass Assign a Counselor

Running this wizard will assign a counselor in the Counseling Team Members tab with a start date of the day you run you're the wizard.

1. Scheduling > Fill Counselor

Year: 11-12 School: Simonsen Ninth Grade Center

Index Search Help

- Kailey Leesman
- Student Information
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling**
 - Courses
 - Add Course
 - Schedule Wizard
 - Fill Counselor**
 - Fill Teams
 - Request Wizard
 - Roster Copy
 - Schedule Gap Filler
 - Scheduling Build Constr
 - Student Gap Scheduler
 - Lunches
 - Scheduling Group
 - Trials
- Reports
- Fees
- Grading & Standards
- Medicaid
- Transcripts
- Ad Hoc Reporting
- User Communication
- System Administration
- FRAM
- Surveys

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

Grade 09

Ad Hoc Filter

Enrollment Effective Date: 10/17/2011

Last Name: to

First Name: to

No Active Counselor

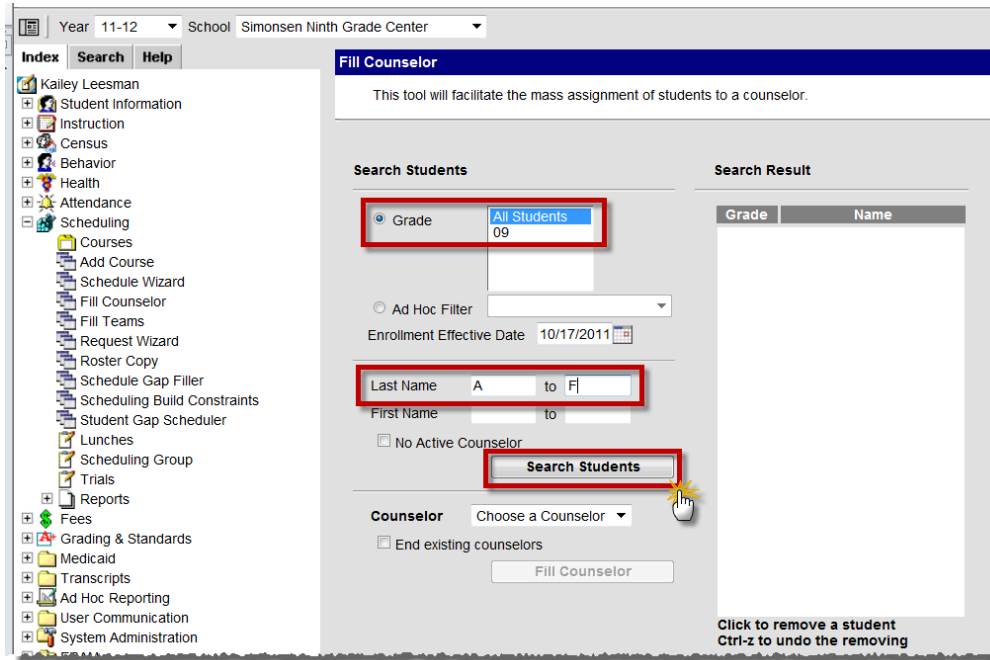
Counselor Choose a Counselor

End existing counselors

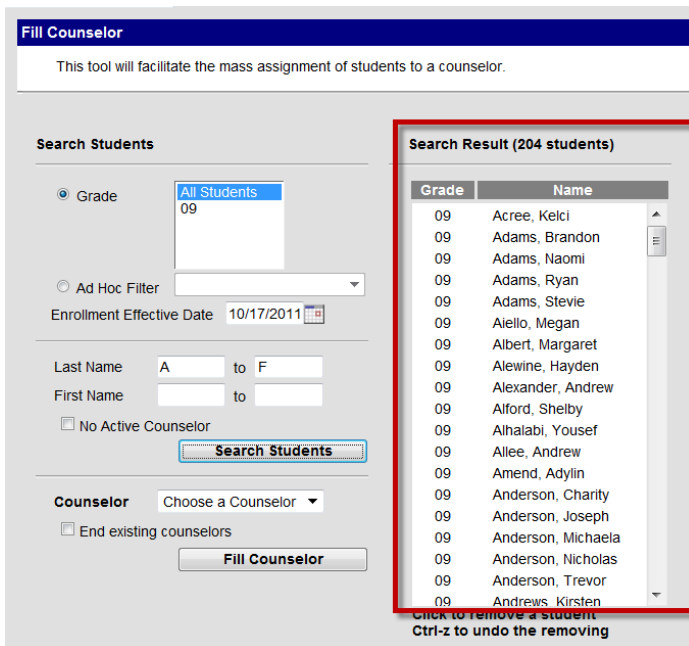
Click to remove a student
Ctrl-z to undo the removing

2. There are several ways to assign a counselor to students
 - a. By Grade
 - b. Through an Ad Hoc Filter
 - c. By First Name
 - d. By Last Name

3. Decide which method from above to use to assign your counselors and click Search Students.



4. The Search results will provide a student count and a list of the students who meet the criteria as set above.



- a. If there is a student in this who needs to be removed, simply click on their name and the student will be removed from the list.
- b. To get that student name back, hit Ctrl-z to bring the name back into the list.

5. When satisfied with the list of students, choose a Counselor from the drop down list and click **Fill Counselor**.

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

Grade All Students
09

Ad Hoc Filter ▼

Enrollment Effective Date 10/17/2011

Last Name A to F

First Name to

No Active Counselor

Search Students

Counselor Phillips, Carrie ▼

End existing counselors

Fill Counselor

Search Result (204 students)

Grade	Name
09	Acree, Kelci
09	Adams, Brandon
09	Adams, Naomi
09	Adams, Ryan
09	Adams, Stevie
09	Aiello, Megan
09	Albert, Margaret
09	Alewine, Hayden
09	Alexander, Andrew
09	Alford, Shelby
09	Alhalabi, Yousef
09	Allee, Andrew
09	Amend, Adylin
09	Anderson, Charity
09	Anderson, Joseph
09	Anderson, Michaela
09	Anderson, Nicholas
09	Anderson, Trevor
09	Andrews, Kirsten

**Click to remove a student
Ctrl-z to undo the removing**

a. To end date the existing counselor who is listed, check the **End existing counselors** check box.

6. A message will pop up showing the counselor has been filled.

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

Grade All Students
09

Ad Hoc Filter ▼

Enrollment Effective Date 10/17/2011

Last Name A to F

First Name to

No Active Counselor

Search Students

Counselor Phillips, Carrie ▼

End existing counselors

Fill Counselor

Search Result (204 students)

Grade	Name
09	Cady, Tucker
09	Cain, Tristian
09	Calmer, Krista
09	Campbell, Morgan
09	Cannon, Mercedes
09	Carter, Marissa
09	Carter, Michaela
09	Carter, Sabreana
09	Carver, Christopher
09	Carver, Mary
09	Casada, Kelsey
09	Cassil, Brice

**Click to remove a student
Ctrl-z to undo the removing**

End 6 counselors

Carrie Phillips Assigned as the counselor of 204 students

[Click here to close.](#)

7. View of a record after the Wizard has been run

Doe, Jane
Grade: 09 #165526191 DOB: 11/02/1995 Gender: F Counselor: Phillips, Carrie

Summary | **Team Members** | Documents | ContactLog

Find & Link New Team Member Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
10/17/2011		Counselor (COUNSELORSTAFF)	Phillips, Carrie	Counselor
08/18/2011	10/17/2011	Counselor (COUNSELORSTAFF)	Marshall, Jaime	Counselor
08/18/2011		Physician	Thomas, Ron	View-Only
08/17/2010	05/27/2011	Counselor (COUNSELORSTAFF)	Graessle, Melodi	Counselor

New Record Created

End Dated Record: Dates in campus are inclusive. Since the date that the record was end dated is today it will still show active until the next day.