About the Counselor's Screen

Staff often need to access a single student page for a group of students. Rather than search for and select each student individually, you can select the students with whom you need to work and use the Counselor's Screen to display the same student page for each student in the group.

1. On the start page, **search for the student or group of students**.
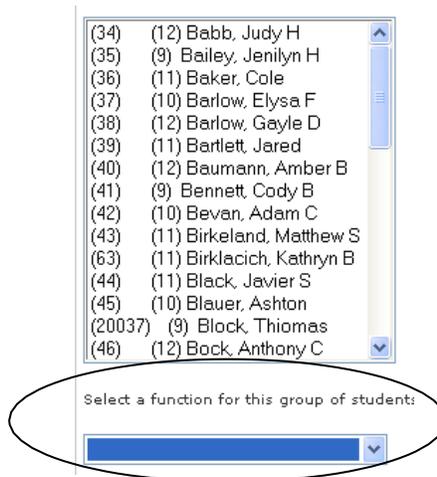
2. Select the **Counselor's Screen** from the **Functions** pop-up menu.
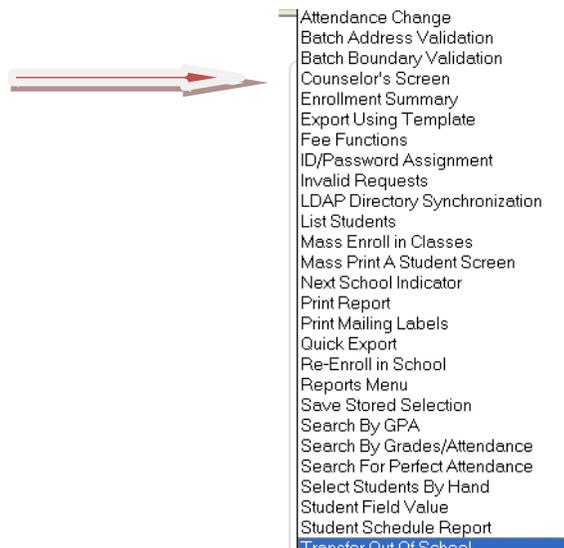
3. **Select the student page** that you want to view for each student from the pop-up menu.
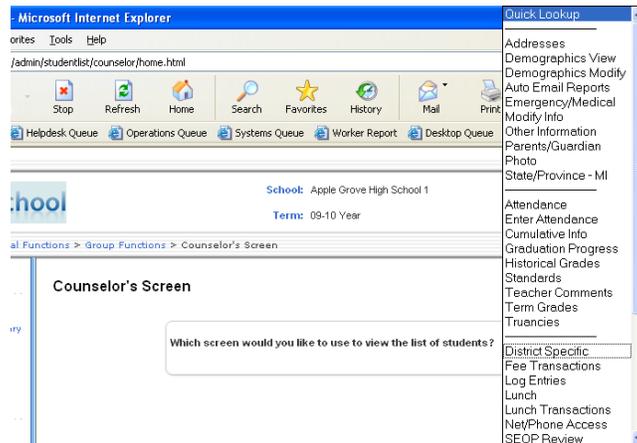
4. Click **Submit**.

5. In the left frame, you will see the names of the students that are in your selected group. **Click the last name** of the student you want to access.

Note: If you click the first name, it will take you out of the counselors screen and into the student's screens.

Another way to access several student screens is to **right click** on the student's first or last name and choose **Open in New Window** and your student screen will open in a new window and preserve your original window.
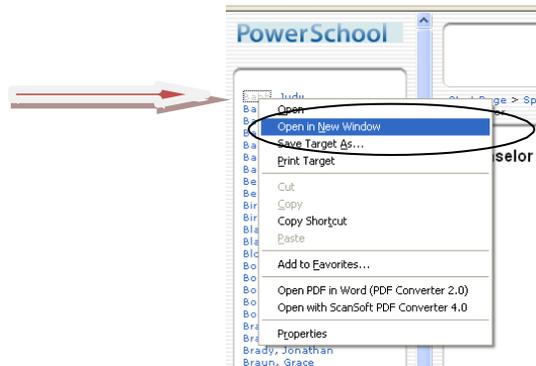
In the example below there are 2 student screens open along with the original Counselors screen containing the list of student names.