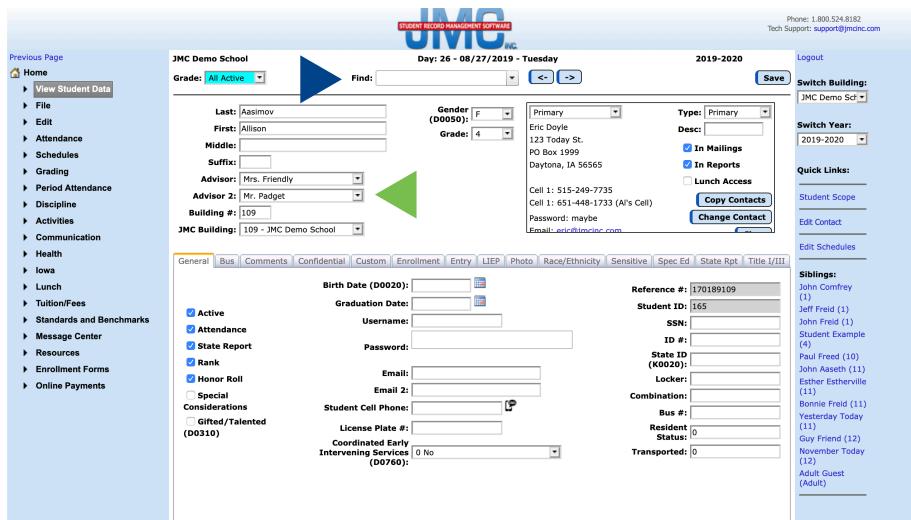


# Assigning a new advisor

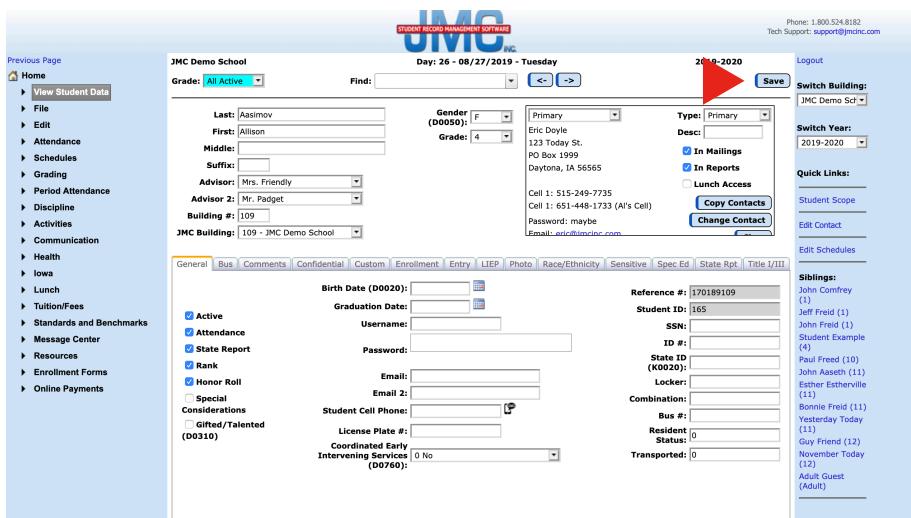
Now that you have created the 2nd advisor as a teacher, it is time to assign students to that particular advisor. This will allow you to report on these students as a group and view grade information quickly.

We will be working in the Office Module under View Student Data.



The screenshot shows the 'View Student Data' screen for JMC Demo School. The 'Grade' dropdown is set to 'All Active'. The 'Find' field contains 'Last: Asimov, First: Allison'. The 'Gender' dropdown is set to 'F' (Female) and 'Grade' is '4'. The 'Primary' address is listed as 'Eric Doyle, 123 Today St., PO Box 1999, Daytona, IA 56565'. The 'Type' dropdown is set to 'Primary'. The 'Desc' field is empty. The 'In Mailings' and 'In Reports' checkboxes are checked. The 'Save' button is highlighted in blue. The right sidebar shows 'Switch Building: JMC Demo Sch', 'Switch Year: 2019-2020', and a 'Quick Links' section with 'Student Scope', 'Edit Contact', and 'Edit Schedules'.

**Fun Fact:** You can assign a 2nd Advisor for a variety of reasons not limited to Special Ed. or Para Educators.



The screenshot shows the 'View Student Data' screen for JMC Demo School. The 'Grade' dropdown is set to 'All Active'. The 'Find' field contains 'Last: Asimov, First: Allison'. The 'Gender' dropdown is set to 'F' (Female) and 'Grade' is '4'. The 'Primary' address is listed as 'Eric Doyle, 123 Today St., PO Box 1999, Daytona, IA 56565'. The 'Type' dropdown is set to 'Primary'. The 'Desc' field is empty. The 'In Mailings' and 'In Reports' checkboxes are checked. The 'Save' button is highlighted in red. The right sidebar shows 'Switch Building: JMC Demo Sch', 'Switch Year: 2019-2020', and a 'Quick Links' section with 'Student Scope', 'Edit Contact', and 'Edit Schedules'.

## Step 1:

Find the student to which you want to add a 2nd Advisor.

## Step 2:

Choose the 2nd Advisor from the list of teachers.

## Step 1:

Click "Save".

## Step 2:

I wish I had another step here but adding a 2nd Advisor is just too easy.