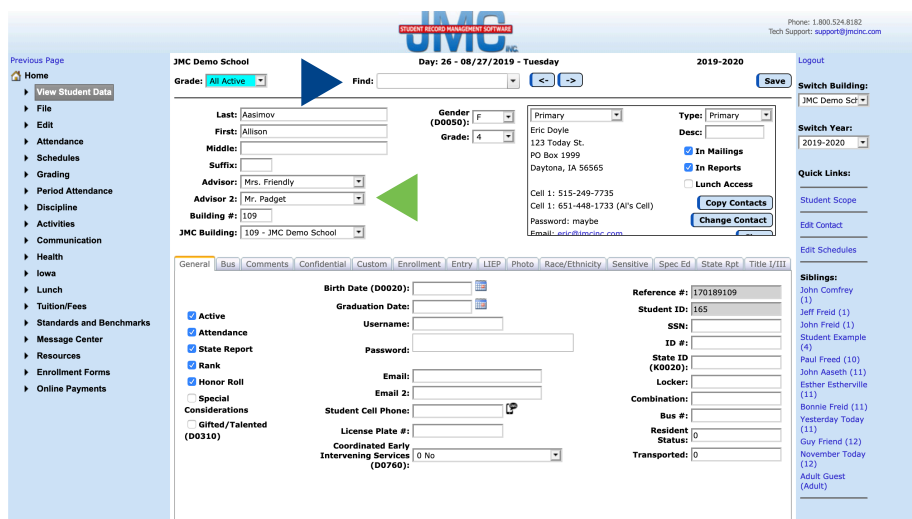


Assigning a new advisor

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' page for a student named Allison Aasimov. The 'Advisor 2' dropdown menu is highlighted with a green arrow, and the 'Save' button is highlighted with a red arrow. The interface includes various tabs like 'General', 'Bus', 'Comments', etc., and a list of siblings on the right side.

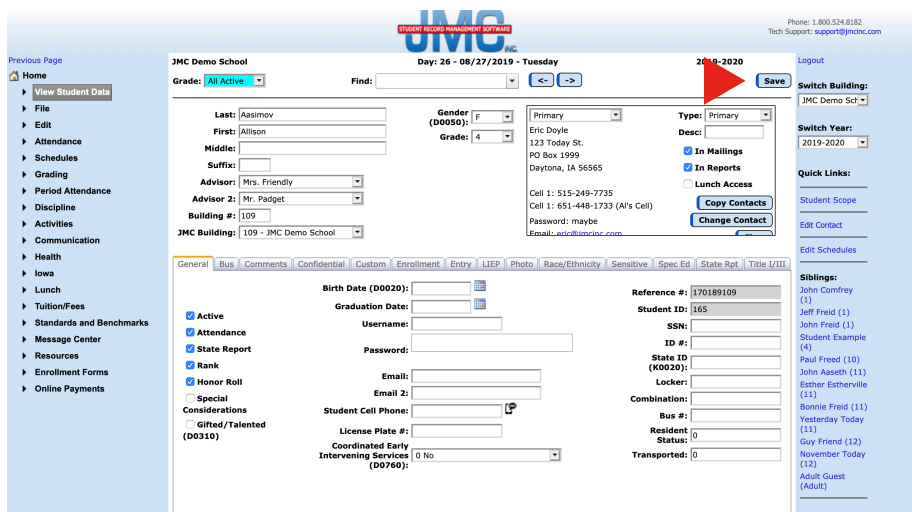
Step 1:

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

Step 2:

Choose the 2nd Advisor from the list of teachers.

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



This screenshot is identical to the previous one, but the 'Save' button is now highlighted with a red arrow, indicating the final step in the process.

Step 1:

Click "Save".

Step 2:

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