

Assigning or Transferring Students to a New Guidance Counsellor

When a student record is created/updated in PRISM via automated or manual upload from SIS, they are not tied to a particular Guidance Counsellor. This does not happen until the student is assigned to a particular GC either during the registration process OR using the Assign tool (detailed below)...

Note: A student's GC receives all enrollment and progress correspondence generated by PRISM, is able to dialogue with the student's eTeacher via the Dialogue tool (see separate instructions), and has access to the student's progress information as well as credit and attendance alerts.

Note: GCs have are able to access and register any student in their school (i.e., those unassigned to a GC, those assigned to them, and those assigned to other GCs).

[Assign/Re-assign to a GC During Registration...](#) When a student is being registered for a course in PRISM, the person registering the student selects, on Screen #4, one of the school's GCs to whom the student is then tied in the database:

Academic Information

OEN * 111111111 9 / 9	Board SIS ID
Select School Board Other	Select School Demo School
Select Guidance Counsellor Demo GC	Grade * 12

[Assign/Re-assign to a GC Using the Assign Tool...](#) Students can also be assigned/re-assigned en masse to GCs by going to **Registration - Assign Students by Name OR Grade OR OEN** and then completing the rules or uploading a file:

Select School Board	Select School
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STUDENTS **ASSIGN STUDENTS BY NAME** ASSIGN STUDENTS BY GRADE ASSIGN STUDENTS BY OEN

i Note: The rules entered below are saved for future use for the specified school. At any time you can re-visit this page and re-apply the rules to all students from the specified school in PRISM. For example, if Guidance Counsellor John Doe has students with last names A-M and Jane Doe has students with last names N-Z, then the rules might look like:
Guidance Counsellor -> Name Starting -> Name Ending
John Doe -> A -> M
Jane Doe -> N -> Z

Edit Rules **ADD NEW RULE**

Guidance Counsellor	Name Starting	Name Ending
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Transferring Students from One GC to Another

Sometimes GCs retire, change positions, or move to another school during the school year... In these instances, you will need to re-assign the students currently tied to the GC to the students' new GC. If the new GC is not already in the database, or is in the database but tied to another school, you will need to create a new GC User OR move the existing

GC to the proper school (see separate instructions)... They will then appear in the pull-down list of GCs when you perform the following reassignment procedure... To transfer students to a new GC, please:

Go to **Registration – Assign / Transfer Students to New Guidance Counsellor**.

Select your **School Board** and your **School**.
Select the **Students' Current Guidance Counsellor**, then select the **Students' New Guidance Counsellor**.

Note: If the new Guidance Counsellor does not appear as an option, read paragraph above.

Click the **Reassign** **REASSIGN** button.

Select School Board Other	Select School Demo School
Students' Current Guidance Counsellor Demo GC	Students' New Guidance Counsellor Demo GC2
REASSIGN	