

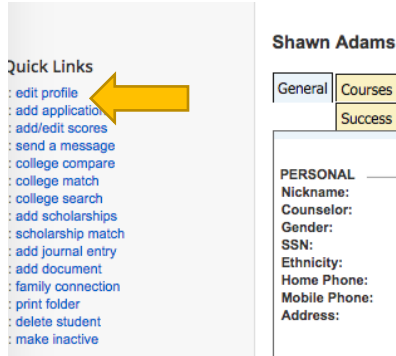


Los Angeles Unified School District Division of Instruction

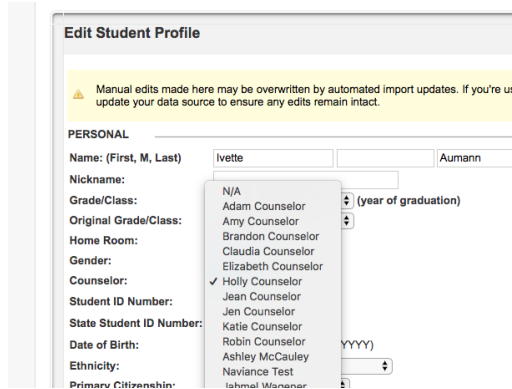
Changing a Counselor Assignment in Naviance

To update a counselor assignment for one student:

1. Navigate to student's account.
2. Select "edit profile" from the list of Quick Links on the left.



3. Select the dropdown for "Counselor" and make selection.



4. Click "update" at the bottom of the page.

To update counselor assignment for multiple students:

Go to: Gear > Setup > Assign Counselors *(Select from the list of options to assign counselors to multiple students.)*

Assign Counselors

Click one of the options below to assign groups of students to active counselors.

- Assign all students in a class to a single counselor**
Use this option if you have only one counselor per graduating class and you want to assign all students to that person.
- Assign each counselor by alphabet**
Use this option to assign each of your counselors based on the first letter of the last name of each of your students. (e.g. Counselor 1 is assigned to A through E, Counselor 2 is assigned to F through J, etc.)
- Assign students by home room**
Use this option to assign all students in a particular home room to a single counselor.
- Assign students by group**
Use this option to assign all students in a particular student group to a single counselor.
- Assign each counselor to an arbitrary student**
Use this option to see the entire list of students and arbitrarily assign a counselor to each student.
- Switch all students from one counselor to another**
Use this option to switch all students from their current counselor to a new counselor.
- View current counselor assignments for a class**
Use this option to view the total number of students assigned to each counselor in a class or to see the specific students that are assigned to a counselor in a class.

(Note: If necessary, you can change an individual student's counselor assignment by searching for the student in the Students section of the site and editing the Student Profile.)