Utah STATE OFFICE of Education

ASPIRE

How to Assign an Advisor

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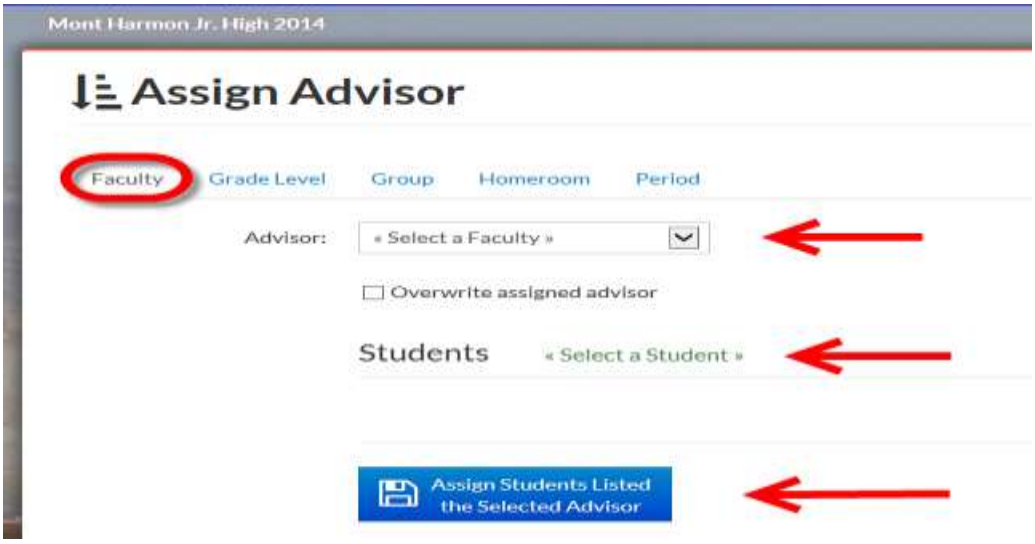
Advisor

An "Advisor" is a faculty member assigned to a student for a specific track in a specific school year (in elementary schools an Advisor may be referred to as a "Teacher"). A student's Advisor will normally change from year to year and theoretically, if a student is enrolled in more than one track simultaneously they could have more than one Advisor (one per a track).

- Click on Advisors located on the following screen:

This screen gives you the break out of how many students are assigned to each advisor by grade level:

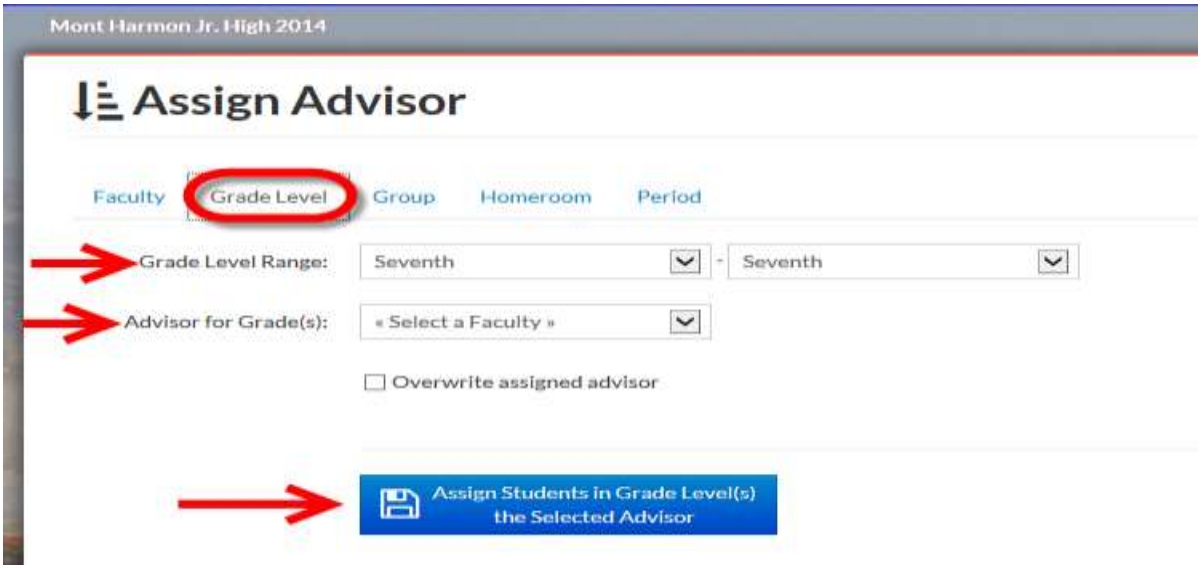
- Click on Assign



Use the "Faculty" tab to assign an advisor to a specific student or multiple students.

- Select a Faculty
- Select a Student(s)
- Click

- Note: "Overwrite assigned advisor" allows the user to change a student's advisor if they are already assigned one

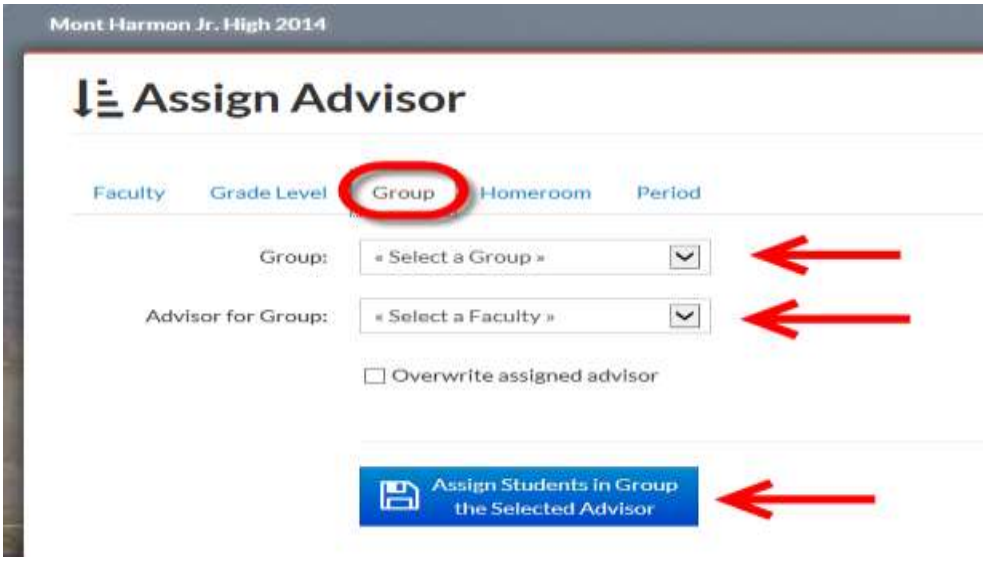


Use the "Grade Level" tab to bulk assign an advisor to a specific grade level range.

- Select a Grade level range
- Select a Faculty

- Click

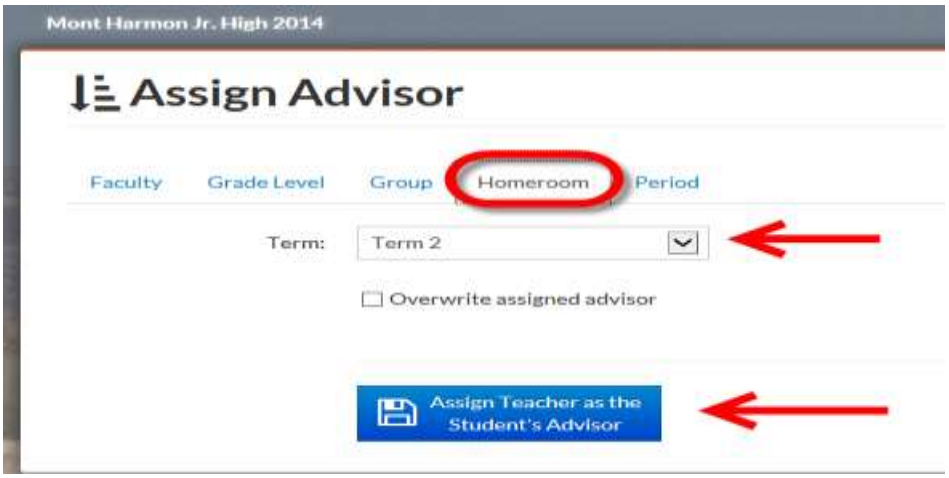
- Note: "Overwrite assigned advisor" allows the user to change a student's advisor if they are already assigned one



Use the "Group" tab to bulk assign an advisor to a specific group.

- Select a Group
- Select a Faculty
- Click

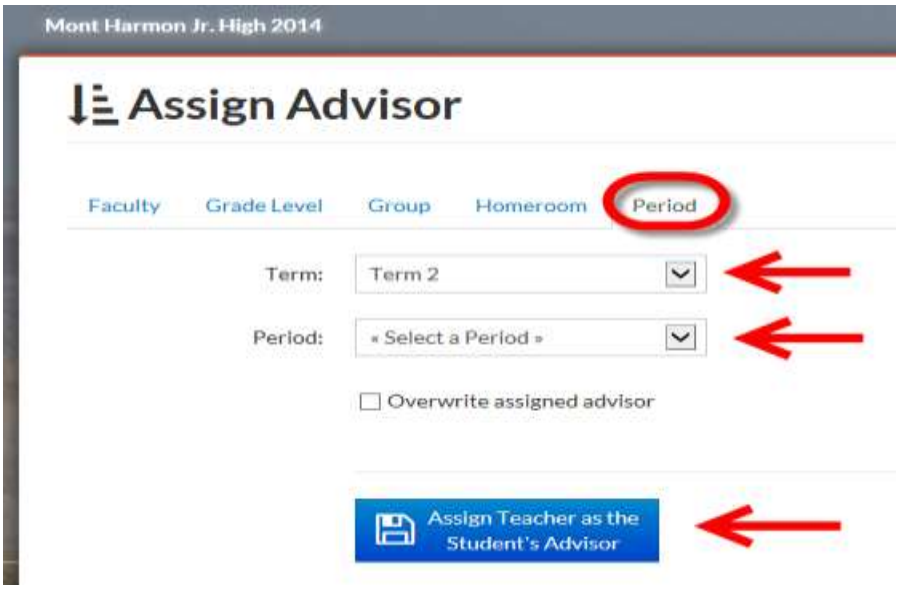
- Note: "Overwrite assigned advisor" allows the user to change a student's advisor if they are already assigned one



Use the "Homeroom" tab to bulk assign an advisor to a student's homeroom, based on a flag set in Master Schedule.

- Select a Term
- Click

- Note: "Overwrite assigned advisor" allows the user to change a student's advisor if they are already assigned one



Use the "Period" tab to bulk assign an advisor to student's based on a term and period.

- Select a Term
- Select a Period
- Click

- Note: "Overwrite assigned advisor" allows the user to change a student's advisor if they are already assigned one