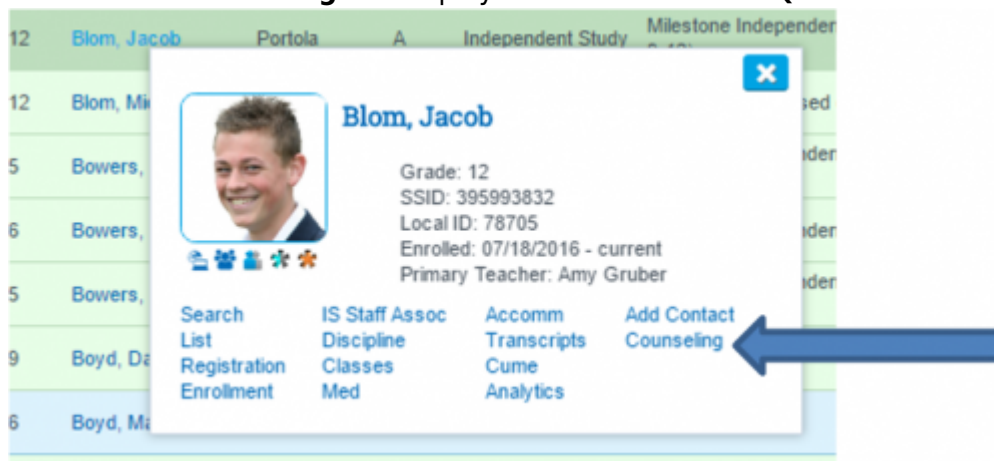


[student records](#), [admin](#)

# Counselor Tab: Updated, Remodeled, Robust

There are 2 ways to access the Counseling tab for a Student:

- Pathway: From the **Student Dashboard**, Click on **Special Programs/Accomm>Counseling**, or
- Click on the **Counseling** link displayed on the **Students Quick-view**



## 1. Granting Permission to the new Counselor Tab:

- Go to **Admin>Settings>Security>Security**
- Click on **Define Security Groups**
- Look for **Counselor Tab Permissions**
- Assign this permission groups to all relevant staff members

Counselor (View Only)	private	staff	base	2 Members	Default Global Group
Counselor Tab Permissions	private	staff	base	0 Members	Default Global Group
Periodic Checkin	private	staff	base	1 Members	Default Global Group

## 2. Setting up and customizing the Counselor Tab

The main customizable areas are as follows:

- **Domain**
- **Target Groups/Topics**
- **Services Provided**
- **Contact Method**

When you first enter the **Counselor** pages, you will only see choices populated in the **Domain** area.

Counseling Session Log	
Domain	<input type="checkbox"/> Academic <input type="checkbox"/> Career <input type="checkbox"/> Personal/Emotional
Target Groups/Topics/Other:	
Services Provided/Other:	
Session Topic	
Meeting Notes	
Contact Method	-- Choose --
Date of Session	02/23/2017
Start Time	1:16 AM PM
End Time	AM PM
Total Time	Minutes
Session Confidentiality	<input type="checkbox"/> Share this Record (Display in Contact Manager) <input checked="" type="checkbox"/> Keep Confidential (Do not Share)
Related Document	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Current Assigned Staff	
Counselor	Adale, Joe
Psychologist	-- Choose --
Student Information as of 02/23/2017	
School	Milestone Academy
Learning Center	Milestone Independent Study Program (Grades 9-12)
Student	Blom, Jacob
Special Programs	
Supervising Teacher	Gruber, Amy
Contact Specialist	Reeves, LeAnn (leann)
Related Resources	
Milestone Graduation Plan	
A-G Requirements	
CTE Pathways	

To set up these areas, go to **Admin>Settings>Counseling Tab Settings**. Here is what you will see:

### Counseling Session Log Settings

#### Domains

<input checked="" type="checkbox"/> 1 Academic
<input checked="" type="checkbox"/> 2 Career
<input checked="" type="checkbox"/> 3 Personal/Emotional

+ Add

#### Groups/Topics

+ Add

#### Services

+ Add

#### Contact Method

<input checked="" type="checkbox"/> 1 Face-to-Face with Student
<input checked="" type="checkbox"/> 2 Conversation with Parent
<input checked="" type="checkbox"/> 3 Phone visit with Student
<input checked="" type="checkbox"/> 4 Email to Student or Parent

+ Add

With any of these areas you can add and use **the titles of your choice**. The next screenshot is an example of choices a school may make...

Domains	Groups/Topics	Services	Contact Method
<input checked="" type="checkbox"/> 1 Academic	<input checked="" type="checkbox"/> 1 Senior Advising	<input checked="" type="checkbox"/> 1 Motivational	<input checked="" type="checkbox"/> 1 Face-to-Face with Student
<input checked="" type="checkbox"/> 2 Career	<input checked="" type="checkbox"/> 2 High School Goals	<input checked="" type="checkbox"/> 2 Crisis Career Assessment	<input checked="" type="checkbox"/> 2 Conversation with Parent
<input checked="" type="checkbox"/> 3 Personal/Emotional	<input checked="" type="checkbox"/> 3 Pregnant/Parent Youth	<input checked="" type="checkbox"/> 3 Academic Advising	<input checked="" type="checkbox"/> 3 Phone visit with Student
+ Add	<input checked="" type="checkbox"/> 4 Foster Youth	<input checked="" type="checkbox"/> 4 Shelter	<input checked="" type="checkbox"/> 4 Email to Student or Parent
Save	<input checked="" type="checkbox"/> 5 Homeless Youth	<input checked="" type="checkbox"/> 5 Military	<input checked="" type="checkbox"/> 5 Direct Contact
	<input checked="" type="checkbox"/> 6 19+	<input checked="" type="checkbox"/> 6 Vocational	<input checked="" type="checkbox"/> 6 Indirect phone, email, fax
	<input checked="" type="checkbox"/> 7 Re-enrolling/Re-instated	<input checked="" type="checkbox"/> 7 Mental Health Referral	+ Add
	<input checked="" type="checkbox"/> 8 Dual Enrollment	<input checked="" type="checkbox"/> 8 College/University	Save
	<input checked="" type="checkbox"/> 9 New students	<input checked="" type="checkbox"/> 9 Vocational Placement	
+ Add	Save	<input checked="" type="checkbox"/> 10 Credit Completion	
		<input checked="" type="checkbox"/> 11 Employment	
	+ Add	Save	

An entry is added by clicking on **+Add**. After adding all the choices you desire in an area - click **SAVE**.

Things to know:

- You can change the order of the list by clicking on the 3 bars and doing a drag-and-drop.
- If you no longer want to use an item, just uncheck the box and the choice will turn gray and no longer be available.

<input checked="" type="checkbox"/> 8 Dual Enrollment	
<input checked="" type="checkbox"/> 9 New students	
<input type="checkbox"/> 10 High School Goals	
+ Add	Save

### 3. Using the Counselor tab to record a Counseling Session.

After Setup, your Counselor tab will look something like this:

Counseling Session Log	
Domain	<input type="checkbox"/> Academic <input type="checkbox"/> Career <input type="checkbox"/> Personal/Emotional
Target Groups/Topics	<input type="checkbox"/> Academic Goals <input type="checkbox"/> Senior Advising <input type="checkbox"/> Pregnant/Parent Youth <input type="checkbox"/> Foster Youth <input type="checkbox"/> Homeless Youth <input type="checkbox"/> 19+ <input type="checkbox"/> Re-enrolling/Re-instated <input type="checkbox"/> Dual Enrollment <input type="checkbox"/> New students <input type="text"/> Other:
Services Provided	<input type="checkbox"/> Motivational <input type="checkbox"/> Crisis Career Assessment <input type="checkbox"/> Academic Advising <input type="checkbox"/> Shelter <input type="checkbox"/> Military <input type="checkbox"/> Vocational <input type="checkbox"/> Mental Health Referral <input type="checkbox"/> College/University <input type="checkbox"/> Vocational Placement <input type="checkbox"/> Credit Completion <input type="checkbox"/> Employment <input type="text"/> Other:
Session Topic	
Meeting Notes	
Contact Method	-- Choose --

**Current Assigned Staff**

Counselor: **Adale, Joe**

Psychologist: -- Choose --

**Student Information as of 02/23/2017**

School: **Milestone Academy**

Learning Center: **Milestone Independent Study Program (Grades 9-12)**

Student: **Bloom, Jacob**

Special Programs:

Supervising Teacher: **Gruber, Amy**

Contact Specialist: **Reeves, LeAnn (learn)**

**Related Resources**

[Milestone Graduation Plan](#)

[A-G Requirements](#)

[CTE Pathways](#)

- You will record a Session on the left-hand side of the page
- The right-hand table provides a place to identify:
  - The Counselor and/or Psychologist assigned to a Student
  - Links to any Special programs, The AAPor Graduation Plan, A-G Student Page, CTE Student Page, and the Supervising Teacher's Dashboard.

The upper-portion of the Session Log provides details of what is discussed during the session...

Counseling Session Log	
Domain	<input checked="" type="checkbox"/> Academic <input type="checkbox"/> Career <input type="checkbox"/> Personal/Emotional
Target Groups/Topics	<input type="checkbox"/> Academic Goals <input checked="" type="checkbox"/> Senior Advising <input type="checkbox"/> Pregnant/Parent Youth <input type="checkbox"/> Foster Youth <input type="checkbox"/> Homeless Youth <input type="checkbox"/> 19+ <input type="checkbox"/> Re-enrolling/Re-instated <input type="checkbox"/> Dual Enrollment <input type="checkbox"/> New students <input type="text"/> Other:
Services Provided	<input type="checkbox"/> Motivational <input type="checkbox"/> Crisis Career Assessment <input type="checkbox"/> Academic Advising <input type="checkbox"/> Shelter <input type="checkbox"/> Military <input type="checkbox"/> Vocational <input type="checkbox"/> Mental Health Referral <input checked="" type="checkbox"/> College/University <input type="checkbox"/> Vocational Placement <input type="checkbox"/> Credit Completion <input type="checkbox"/> Employment <input type="text"/> Other:
Session Topic	College Planning
Meeting Notes	Jacob is looking at several different college options so we met to talk over the requirements for each. Jacob will be eligible for the golden state merit award and also for a cal grant award. He will be taking advantage of both.

**Current Assigned Staff**

Counselor: **Adale, Joe**

Psychologist: -- Choose --

**Student Information as of 02/23/2017**

School: **Milestone Academy**

Learning Center: **Milestone Independent Study Program (Grades 9-12)**

Student: **Bloom, Jacob**

Special Programs:

Supervising Teacher: **Gruber, Amy**

Contact Specialist: **Reeves, LeAnn (learn)**

**Related Resources**

[Milestone Graduation Plan](#)

[A-G Requirements](#)

[CTE Pathways](#)

The lower-portion of Session tracks

- The time spent in the session
- Notes any Previous Sessions
- Notes any Legacy Counseling Notes

Contact Method	Face-to-Face with Student *
* Date of Session	02/23/2017
* Start Time	2:37 <input type="radio"/> AM <input checked="" type="radio"/> PM
End Time	3:25 <input type="radio"/> AM <input checked="" type="radio"/> PM
Total Time	48 Minutes
* Session Confidentiality	<input type="radio"/> Share this Record (Display in Contact Manager) <input checked="" type="radio"/> Keep Confidential (Do not Share)
Related Document	<input type="button" value="Choose File"/> No file chosen

Previous Sessions ▶  
 Legacy Counseling Notes ▶

Supervising Teacher	Gruber, Amy
Contact Specialist	Reeves, LeAnn (leann)
Related Resources	
Milestone Graduation Plan	
A-G Requirements	
CTE Pathways	

## 4. Coming Soon:

- We will be adding a Notifications capability such as now exists in Contact Manager
- We will also be adding a Counseling Session Log Report that is comprehensive and can be filtered to display in several different ways.

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

[https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:registration:counseling\\_session&rev=1488217819](https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:registration:counseling_session&rev=1488217819)

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