

## **Counselor's Screen**

The **Counselor's Screen** can be used to easily process multiple students for the same function. The most frequently used processes are available here.

### **How to View the Counselor's Screen**

1. On the **Start Page**, select the group of students.
2. Choose the **Counselor's Screen** option on the **Functions** menu.
3. On the **Counselor's Screen** page, choose the appropriate Student page for your task and click **Submit**.
4. The list of selected students appears in a menu on the left of the selected **Student** screen.
5. Click on the student's **last name** to process. If you click on the student's first name, it will exit you from the **Counselor's Screen**.

### **Finding a Student Given the Parent's Name**

Access the PowerSchool **Start Page**. In the search box, type the following:

father contains (All or part of last name)

or

mother contains (All or part of the last name)

A list of students will be displayed. Use the Counselor's Screen to click through the list until you find the correct student.