

Print Your Counseling Calendar

Last Modified on 10/22/2022 9:36 am CDT

Classic Path: Student Information > Counseling > Meetings > Print Calendar

Search Terms: Counseling, Meetings

To print your calendar, select the **Print Calendar** button at the top of the screen, then indicate time frame you'd like to print by selecting **Start** and **End Times**.

New Meeting Refresh Print Calendar Report										
Couns	eling Meeting									
Today	· ·	> ∖	March	Month Week Day						
	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14	Sat 3/15			
All Day		Print	t Options							
7AM		Time	frame to print							
8AM		8:00 - 9:0 Parent Mee 8:00	AM 💌							
9AM		= End ti 4:00								
10AM		10:00 - Co = 10:30 - Co =	II =	II = I	=	1 =	OK Cancel			

Printing Your Calendar

Click **OK** to view the calendar in a format suitable for printing. A browser print window also opens. Campus recommends printing your month or week calendar in landscape view.

All view and filtering options currently selected are applied to the printed calendar.

	March 9 - 15, 2014									
	Sun 3/9	Mon 3/10	Tue 3/11	Wed 3/12	Thu 3/13	Fri 3/14				
All Day										
8AM		8:00 - 9:00 Parent Meeting		-						
9AM						9:00 - 10:00 Truancy Plan				
10AM		10:00 - College Check	10:00 - College Check	10:00 - College Check	10:00 - College Check	10:00 - College Check				
		10:30 - College Check	10:30 - College Check	10:30 - College Check	10:30 - College Check	10:30 - College Check				
11AM										

An Example of a Printed Calendar