

View Your Counseling Meetings Calendar

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Classic Path: [Student Information](#) > [Counseling](#) > [Meetings](#)

Search Terms: [Counseling](#), [Meetings](#)

Your calendar displays meetings based on the options and filters selected. The calendar does not update automatically when you have it open; use the **Refresh** button to update your view.

The screenshot shows a web-based calendar interface. At the top, there are buttons for 'New Meeting', 'Refresh', 'Print Calendar', and 'Report'. Below this is a header for 'Counseling Meetings' with a 'Today' button and navigation arrows. The main calendar grid displays dates from Sun 3/9 to Sat 3/15. Meetings are shown as blue blocks with titles and times. A sidebar on the right has several filter sections: 'Participants' (radio buttons for 'Anyone', 'Me', 'Owner', 'Attended', 'Invited', 'Participant Only', 'Staff', 'Caseload'), 'Role' (radio buttons for 'Any', 'Selected'), 'Purpose', 'Outcome', 'Location', and 'Day Events' (radio buttons for 'Show', 'Hide').

Meetings Calendar

View Options

The options along the top of the calendar determine which days display in the calendar.

This close-up shows the top of the calendar interface. It includes the 'Counseling Meetings' header, a 'Today' button, a calendar grid icon, and navigation arrows. The date range 'March 9 - 15, 2014' is centered. On the right, there are three view options: 'Month', 'Week', and 'Day', each with a radio button. The 'Day' option is selected.

View Options at the Top of the Calendar

In the top right corner of the calendar, indicate whether you'd like to view meetings for the **Month**, **Week**, or **Day**.

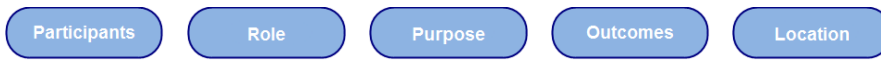
In the top left corner of the calendar, use the small **calendar icon** to select a day to view, or use the < and > buttons to navigate between months, weeks, or days.

Click **Today** to return to the month, week, or day that includes the current date.

Filtering Options

Use the sections along the right side of the calendar to filter which meetings display in your calendar.

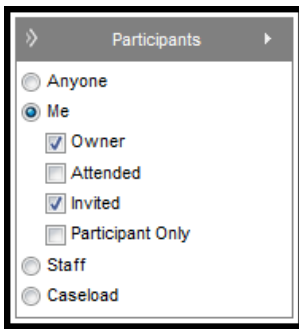
Filter meetings based on the following characteristics:



□

Participants

Filter meetings based on individuals in each meeting's [Participant List](#).



Filter options available depend on your [tool rights](#).

	Owner	Attended	Invited	Participant Only
Anyone	All meetings that you have rights to view, regardless of participants.			
Me - Current user	All meetings where you are the Owner .	All meetings where you are marked as having Attended .	All meetings where you are marked as having been Invited .	All meetings in which you are a participant not marked as Invited or Attended .

<p>Staff - Click the text box to view a list of all staff members with a current District Assignment marked as Counselor at any school in the district, or start typing a name.</p>	<p>All meetings where the entered staff member(s) is the Owner.</p>	<p>All meetings the entered staff member(s) is marked as having Attended.</p>	<p>All meetings the entered staff member(s) is marked as having been Invited.</p>	<p>All meetings in which the entered staff member(s) is a participant not marked as Invited or Attended.</p>
<p>Caseload - Click the text box to view a list of all students in your Special Ed caseload.</p>	<p>N/A</p>	<p>All meetings the entered student(s) is marked as having Attended.</p>	<p>All meetings the entered student(s) is marked as having been Invited.</p>	<p>All meetings in which the entered student(s) is a participant not marked as Invited or Attended.</p>

Role

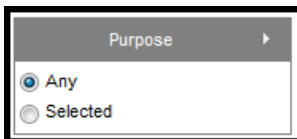
The Role filter works with the participants filter. Select one or more roles to filter the calendar to meetings in which the selected *participant(s)* has one of the selected roles.



To filter by role, choose **Selected** and click the textbox to view a list of possible Roles.

Purpose

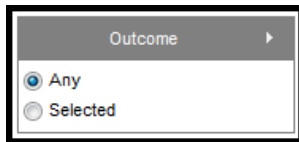
The Purpose filter limits the calendar to meetings with the selected Purpose(s), which describes why the meeting was scheduled from a [district-determined](#) list.



To filter by purpose, choose **Selected** and click the textbox to view a list of possible Purposes.

Outcomes

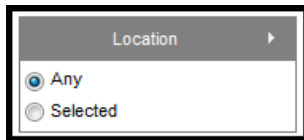
The Outcome filter limits the calendar to meetings with the selected Outcome(s), which describes the result of the meeting from a district-determined list.



To filter by outcome, choose **Selected** and click the textbox to view a list of possible Outcomes.

Location

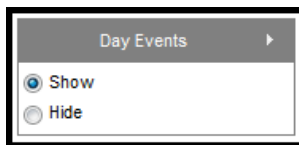
The Location filter limits the calendar to meetings with the selected Location(s), which describes where the meeting was held from a district-determined list.



To filter by location, choose **Selected** and click the textbox to view a list of possible Locations.

Day Events

Indicate if [Day Events](#), such as holidays or school closures, should display on your calendar.



Day events displayed are dependent on the Calendar selected in the Campus toolbar.