

Print Counseling Meetings

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

Classic Path: Student Information > Counseling > Meetings

Search Terms: Counseling Meetings

Print an individual meeting beforehand to take notes, or print afterwards for record-keeping purposes.

To print a meeting, click on the meeting in your calendar and then click **Print**.

	dnesday, March	n 12, 2014	3:00 PM - 3:	30 PM	_
And					
Stu	drew Student, E dent, 1 more	Bree Stude	nt, Brooke S	tudent, Devi	n
	Delete	Edit	Сору	Print	
	3:0	10 - Studen =	t Advc		3:

If you own the meeting or have meeting administrator tool rights, options display for **Limited Print** or **Full Print**. The report can be generated as either a **PDF** or **DOCX** format.

planning	X
Do you want to include only limited information on the printout?	l information or all
Report Type: Limited Print	
Generate Report	Cancel 10:00 10:30
Counseling Meeting	Print Options

Limited Print includes only the date and location of the meeting and a space for taking notes on the Agenda. This format could be useful for distributing to students or mailing to participants who don't have a Portal account or an email address.



	Meeting Agenda	Generated on 03/19/2014 01:53:16 PM Page 1 of 1
College Check I n		
Location Counseing Offices		
Date & Time Thursday, March 6, 2014 11:00 AM - 11:30 AM		
Agenda Discuss Andrew's progress in finding and applying to colleges	:.	
	Limited Print	

Full Print includes all the information entered for the meeting.

rfodule: Counseling Dwner: Administration, Administration	Meeting Agenda	Generated on 03/19/	2014 01:50:35 PM Page 1 of 1
College Check In			
Location Courseing Offices			
Date & Time Thursday, March 6, 2014 11:00 AM - 11:30 AM			
Purpose College Courseling Dher:			
Agenda			
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Follow Up Meeting Planned Dthen:	-		
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Follow Up Meeting Planned Dhen:	- ly to and bring their applications with him to our need	t meeting.	
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Falor Up Merkog Planned Scher Moding Minutus Circussied area colleges and a feer out of state. Scher a goal for Analy foldenthy 5 colleges hed like to appl Participants			_Attended
Falor Up Marked Ditter: Walry Markae Concessed area colleges and a filer out of state. Set a goal for Andy to life stifty 5 outwars held like to appl Particip ants Name	<u>Role</u>	hvited	Attended
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Taken uig beening Parmed Short - Making Mendas Short and an a comparated a feer out of state. Short agout feer Andy to lidentify & colleges hard like to appl Participiants Participiants Administration.	Role Counselor		Attended

Users who do not have access to meetings but can view a student's Contact Log have the option of printing basic meeting information from there.