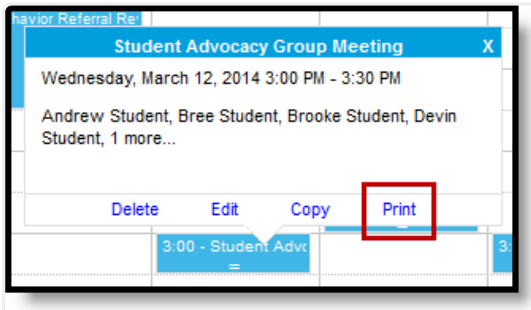
# Print Counseling Meetings

Last Modified on 07/30/2026 11:39 am CDT

Tool Search: Counseling Meetings

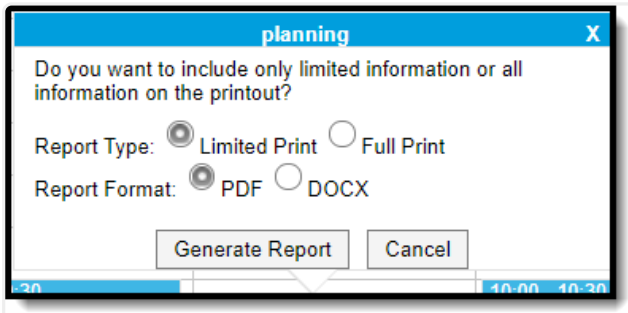
Print an individual meeting beforehand to take notes, or print afterward for record-keeping purposes.

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



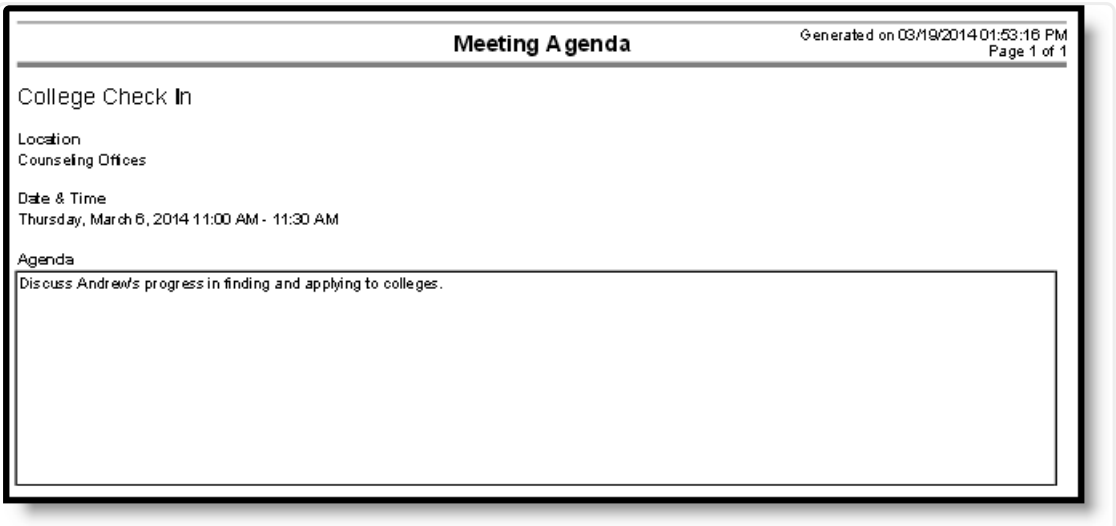

*Print a Meeting*

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.



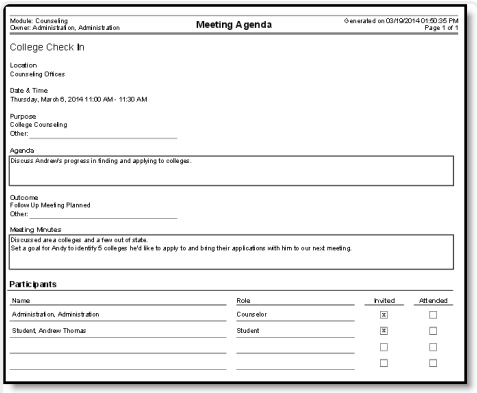

*Counseling Meeting Print Options*

**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.




*Limited Print*

**Full Print** includes all the information entered for the meeting.




*Full Print*

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.