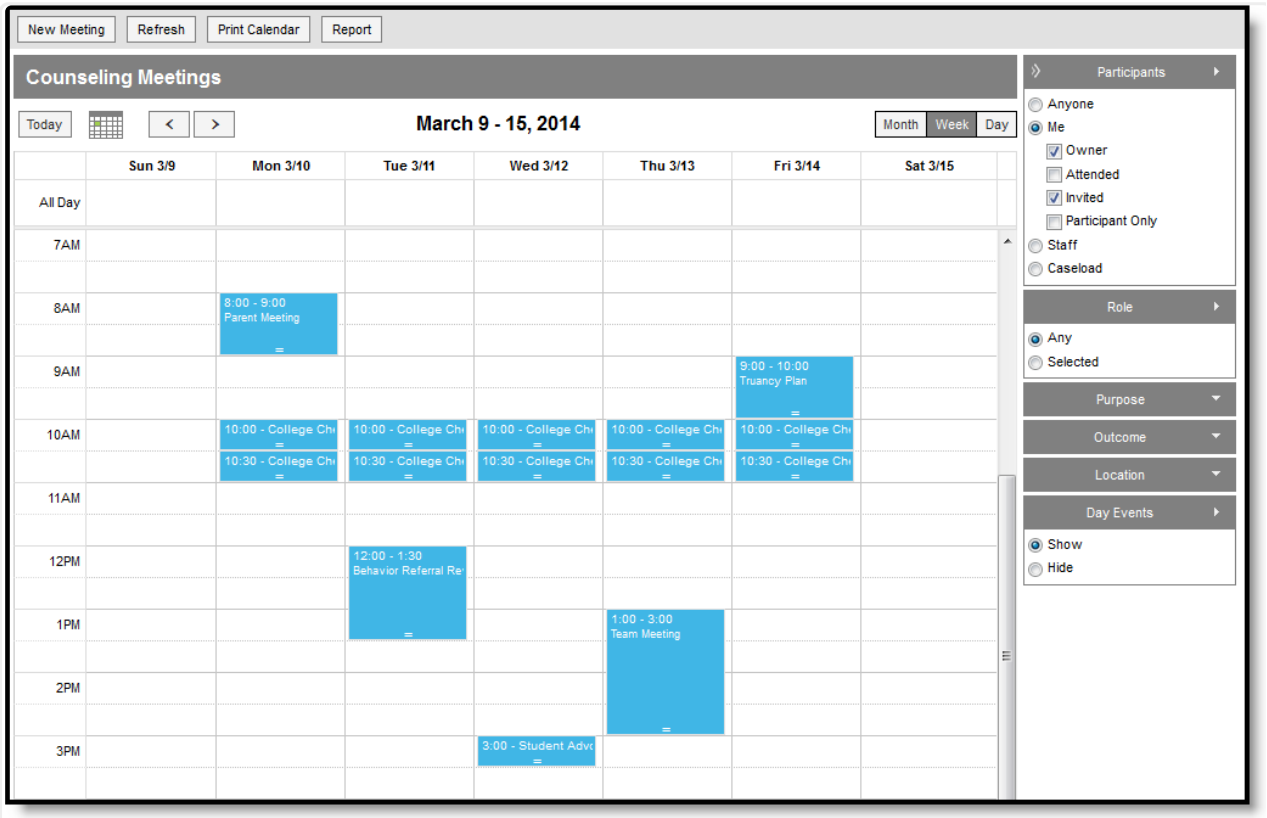
View Your Counseling Meetings Calendar

Last Modified on 07/30/2026 11:37 am CDT

Tool Search: Counseling, Meetings

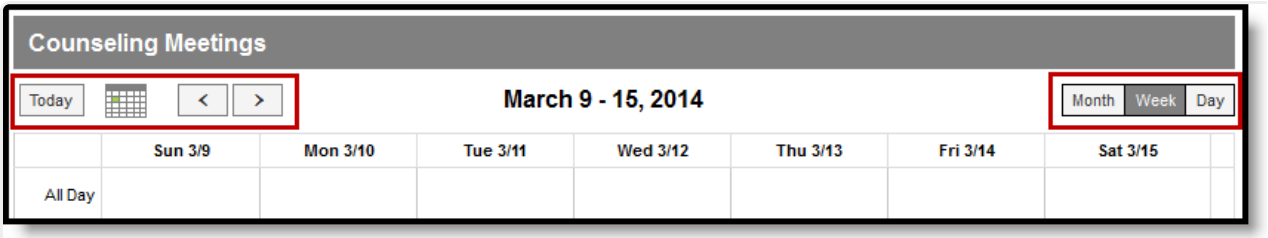
Your calendar displays meetings based on the options and filters selected. The calendar does not update automatically when you have it open; use the **Refresh** button to update your view.



Meetings Calendar

View Options

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



View Options at 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.

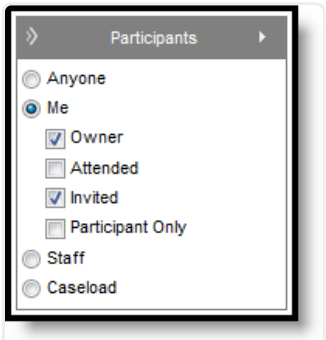
Filter Options

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, Role, Purpose, Outcome, Location, and Day Events.

Participants

Filter meetings based on individuals in each meeting's Participant List.



Participants Filter Options

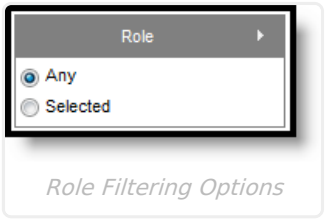
Filter options available depend on your tool rights.

	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**.

	Owner	Attended	Invited	Participant Only
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.	All meetings where the entered staff member(s) is the **Owner**.	All meetings the entered staff member(s) is marked as having **Attended**.	All meetings the entered staff member(s) is marked as having been **Invited**.	All meetings in which the entered staff member(s) is a participant not marked as **Invited** or **Attended**.
Caseload - Click the text box to view a list of all students in your Special Ed caseload.	N/A	All meetings the entered student(s) is marked as having **Attended**.	All meetings the entered student(s) is marked as having been **Invited**.	All meetings in which the entered student(s) is a participant not marked as **Invited** or **Attended**.

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.

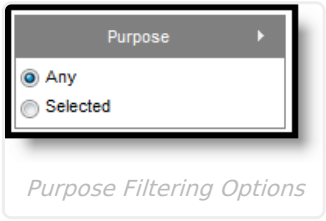


Role Filtering Options

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.

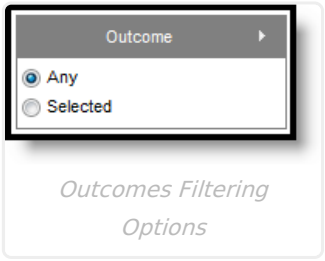


Purpose Filtering Options

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.

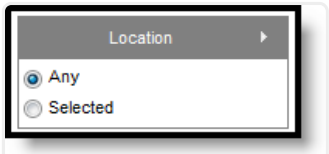


Outcomes Filtering Options

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.

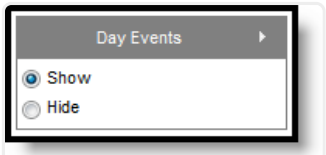


Location Filtering Options

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 Filtering Options

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