


## Preview and Print an Individual's Schedule

You can preview an individual's schedule as well as customize the preview display.

1. On the Home screen, click **Students** or **Teachers**.
2. Double-click a name.
3. Click the **Schedule** tab.
4. Select a schedule, and click **Preview**.
5. To close the preview window, click **Close**.

You can customize the schedule preview so that it displays a variety of options. Additionally, you can select the start and end time that displays on the schedule.

1. While previewing the schedule, click **Options**. The Options window displays.
2. Select a column option.
3. Enter a start and end time.
4. Click **Close**. The schedule preview will update.

1. On the Home screen, click **Students** or **Teachers**.
2. Double-click a name.
3. Click the **Schedule** tab.
4. Click **Print**. The Print Preview window displays.
5. Click **Print**  icon.