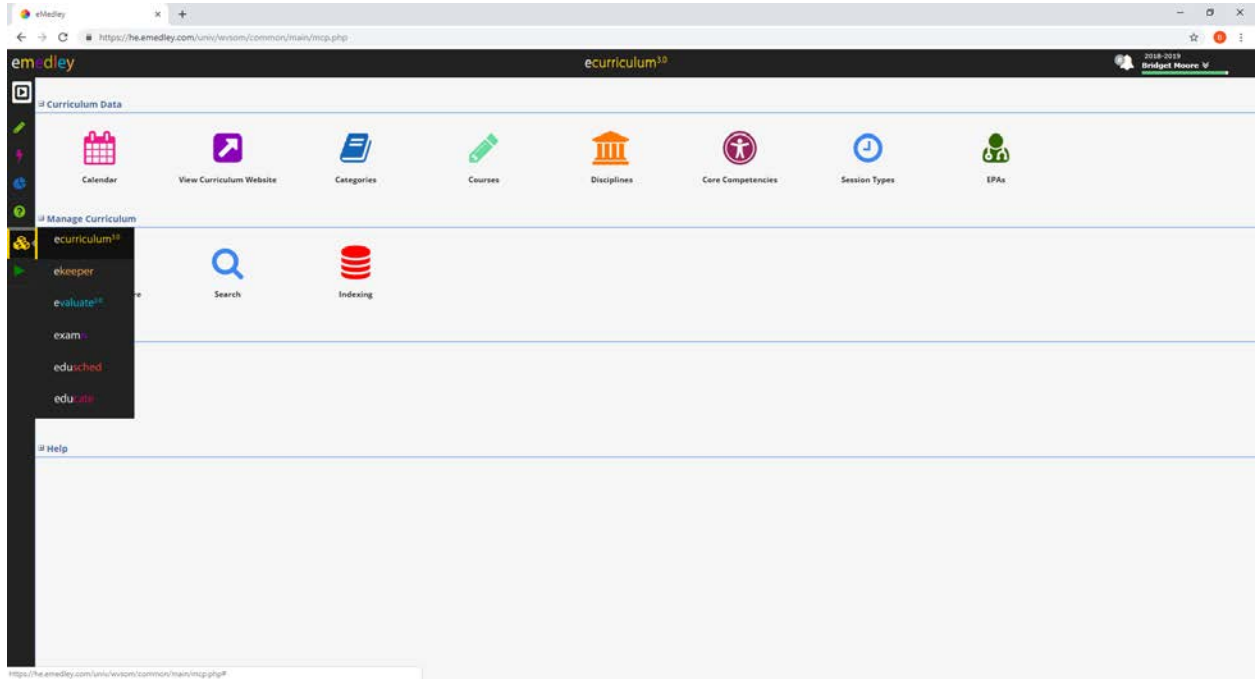
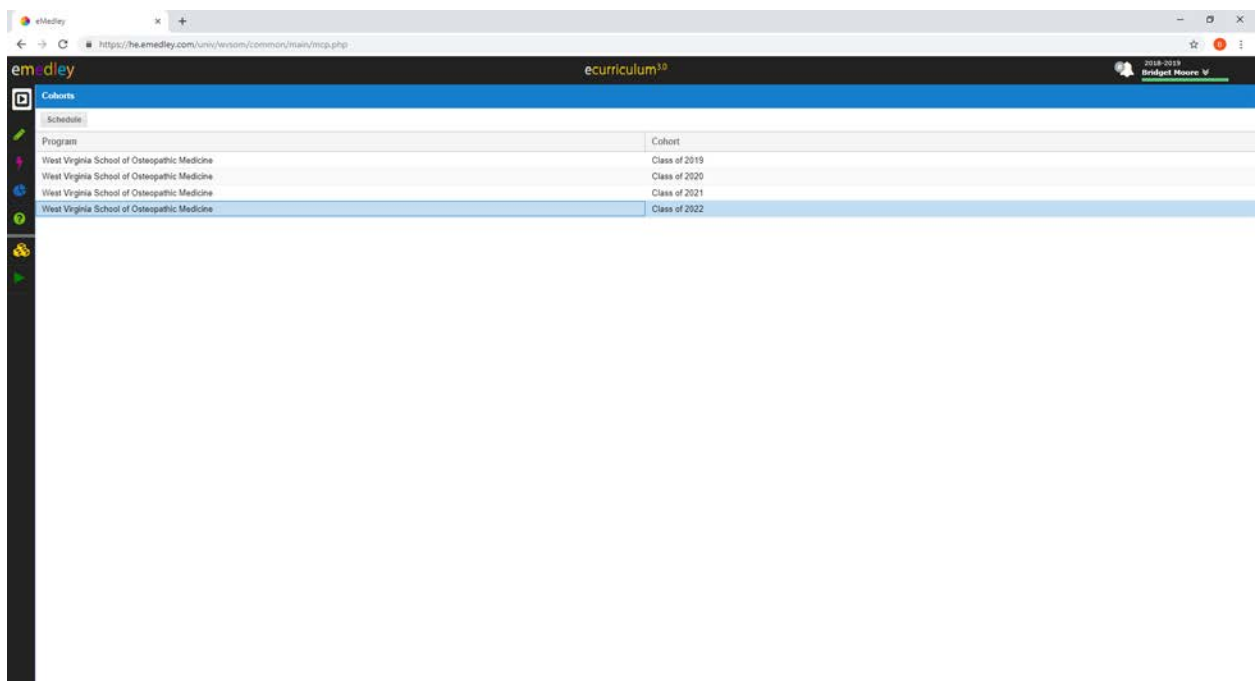


Viewing, Printing or Exporting the Calendar in eMedley

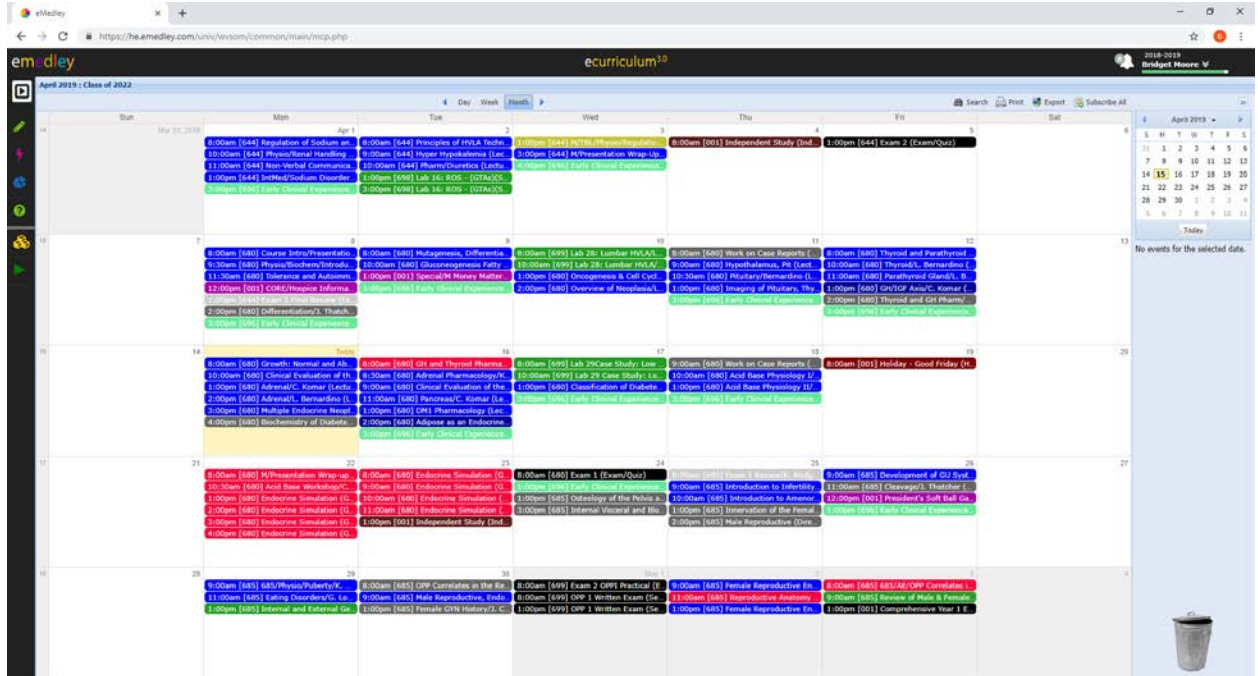
1. The calendar feature is located under eCurriculum. To access it, click on the *applications icon* and select *eCurriculum*.



2. Click on the *calendar icon* at the top of the page. This will open a list of cohorts. Select the one you want and click *schedule*



- This will open the calendar to the current month for that specific cohort. You can search the calendar or scroll to find the event (lecture, lab etc.) that you are looking for and click on it to open the details. (See Searching Curriculum by Calendar for additional information).

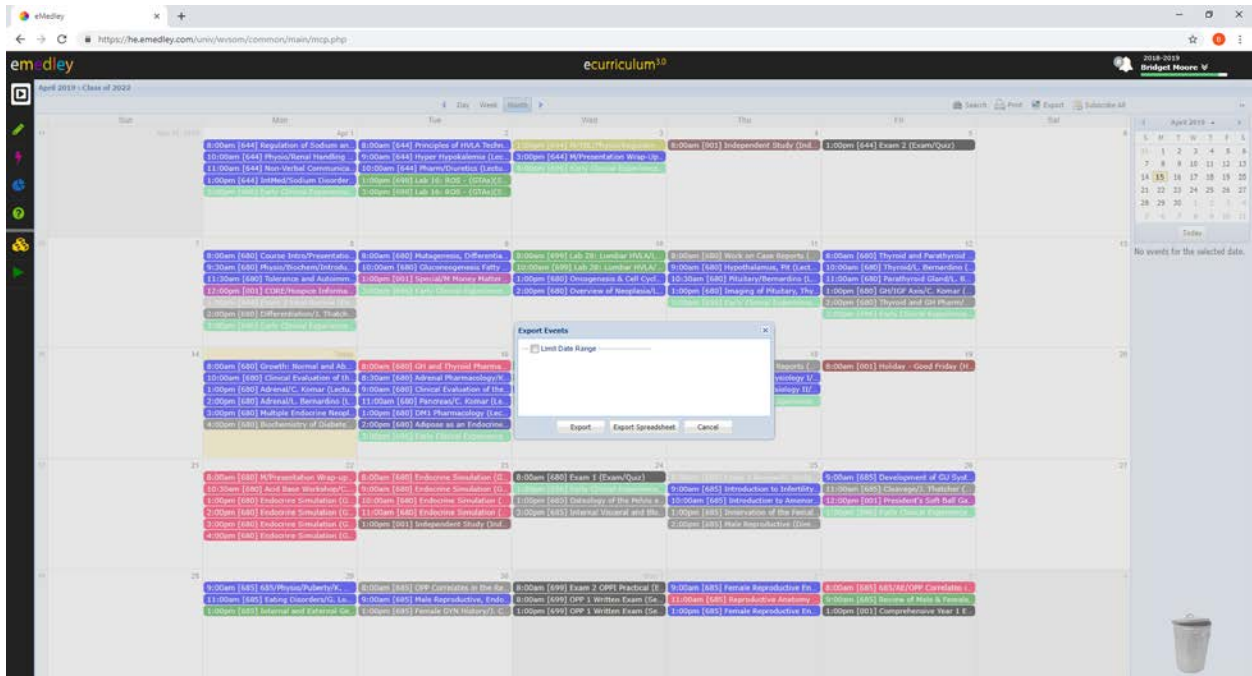


Printing the Calendar

- To print the calendar, select what you want to print (day, week, month). Then click the *print icon* at the top right of the screen.
- This will open the print options menu for your computer and printer.

Exporting the Calendar

- Exporting the calendar will just give you a snapshot of the calendar. It will not give you an updates made to the calendar after you have exported it. To export, click the *Export icon* at the top right of the screen.



1. This will open a window asking if you want to Limit Date Range. If you only want to export a certain number of days, put a check next to the Limit Date Range box and select the start and end dates for the range.

