



# StudentMAX3 USER'S MANUAL

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FOR MANAGERS/FACULTY/STUDENTS

This Users' Manual is explicitly designed to assist StudentMAX licensed users. Managers and Faculty can easily access the system to track current placements and, Faculty can look for opportunities specific to their needs. The software system, rights of licensure, and Users' Manual are the sole property of the Oregon Center for Nursing. Contact your local Coordinator for assistance with the StudentMAX program.

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## I. Definitions for this Manual

### Education Partner

Refers to the representative(s) who has responsibility for student placements for a college/university, or program within a college. This individual is given privileges to request placements and change placements. The Education Partner is the liaison between the educational program and the clinical partner.

### Clinical Partner

Refers to the representative(s) who has responsibility for student placements for a clinical facility (hospital, long term care, health department), or a department within a facility (nursing, lab, pharmacy, etc). This individual has privileges to change placements and make decisions to approve/deny placements.

### Coordinator

Refers to the person who has administrative privileges for the licensed StudentMAX website. This is the one person who is allowed access to the Administration Home page for that region or state. Responsibilities include, but are not limited to, set up of the website, assigning users with privileges, and posting placements.

### Roll-Over Process

Each year the placements are “rolled-over” from the past academic year to the next. Generally, this is done in the early spring. This is a process used to preserve placements from year to year. Clinical Partners still review these placements and may need to make adjustments for the next year.

### Status definitions

**Active** = approved; **TempRel** = temporary released placement by college;

**Active TR** = TempRel placement that has been “picked up” by another college;

**Hold** = clinical site has made the placement unavailable for this year; **Open** = no college has students in this placement; **Only this Year** = as it says.

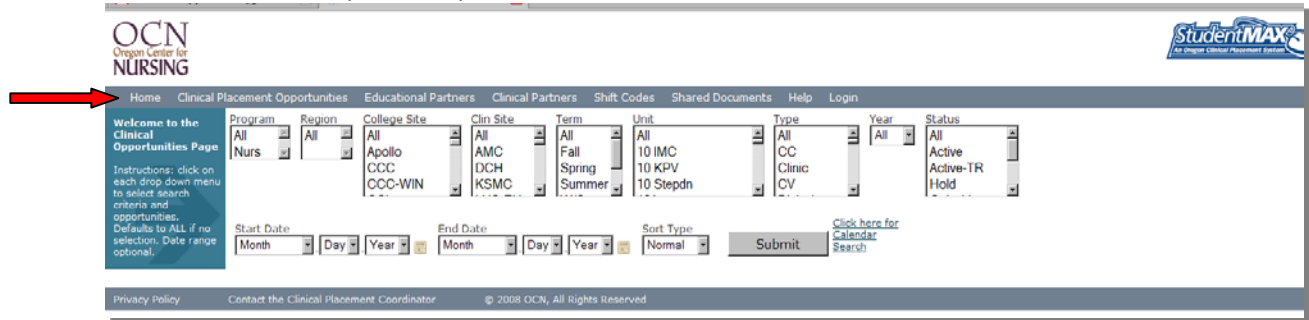
## II. Orientation to Toolbar Menu Options

### A. Access

1. **Enter URL for your region/state. Your region/state may require a first level log-in to access StudentMAX. Check with your Coordinator.**

## B. Menu Bar Options

1. Click on any of the options in the Menu Bar to locate needed information



## C. Home

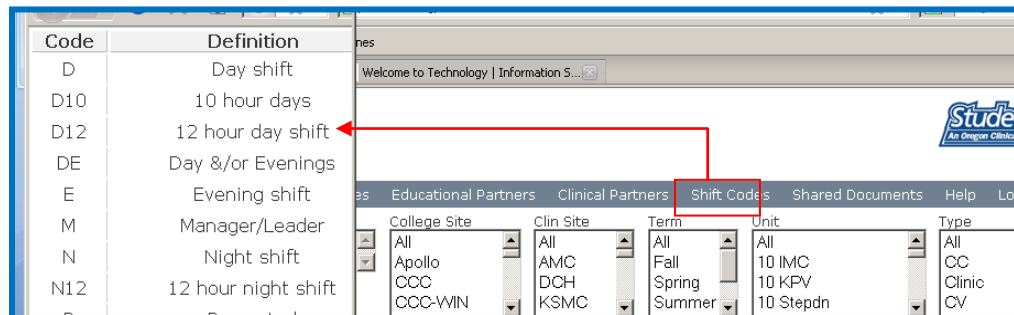
1. Home page for StudentMAX (SM) is available for general use by Faculty and Managers without a login (some may require log-in). Access for Students is available by some users. Home and Clinical Placement Opportunities generally link to the same page. However, some users have opted to have this link to their website.

## D. Clinical Placement Opportunities

1. General use with or without a login for faculty, managers, and/or students. Each field and drop down menu provides access to specific or general searches for placement information. Access is to current, approved placement information, links to partner web addresses, and some Shared Documents (e.g. Student Passport form).

## E. Shift Codes

1. Lists shift codes used on placement grid for Days of the Week – Monday through Sunday
2. Provides look-up for shift code definitions



## F. Shared Documents

OCN Oregon Center for NURSING StudentMAX An Oregon Clinical Placement System

Home Clinical Placement Opportunities Educational Partners Clinical Partners Shift Codes **Shared Documents** Help Login

Welcome to the Clinical Opportunities Page  
Instructions: click on each drop down menu to select search criteria and

Program	Region	College Site	Clin Site	Term	Unit	Type	Year	Status
All	All	All	All	All	All	All	All	All
Nurs		Apollo	AMC	Fall	10 IMC	CC		Active
		CCC	DCH	Spring	10 KPV	Clinic		Active-TR
		CCC-WIN	KSMC	Summer	10 Stepdn	CV		Hold

Documents

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on record 2

Id	Filename
1	STUDENT PASSPORT Rev.02.21.08.doc
2	Faculty PASSPORT Rev.02.21.08.doc

Click to access forms

1. Lists documents available to all – partners, managers, faculty, and students. In this example, the student and faculty passport forms are available.

## G. Educational Partners and Clinical Partners Links

1. Click on Clinical Partners. Lists with organization names and pertinent web links are available.

OCN Oregon Center for NURSING StudentMAX An Oregon Clinical Placement System

Home Clinical Placement Opportunities **Educational Partners** Clinical Partners Shift Codes Shared Documents Help Login

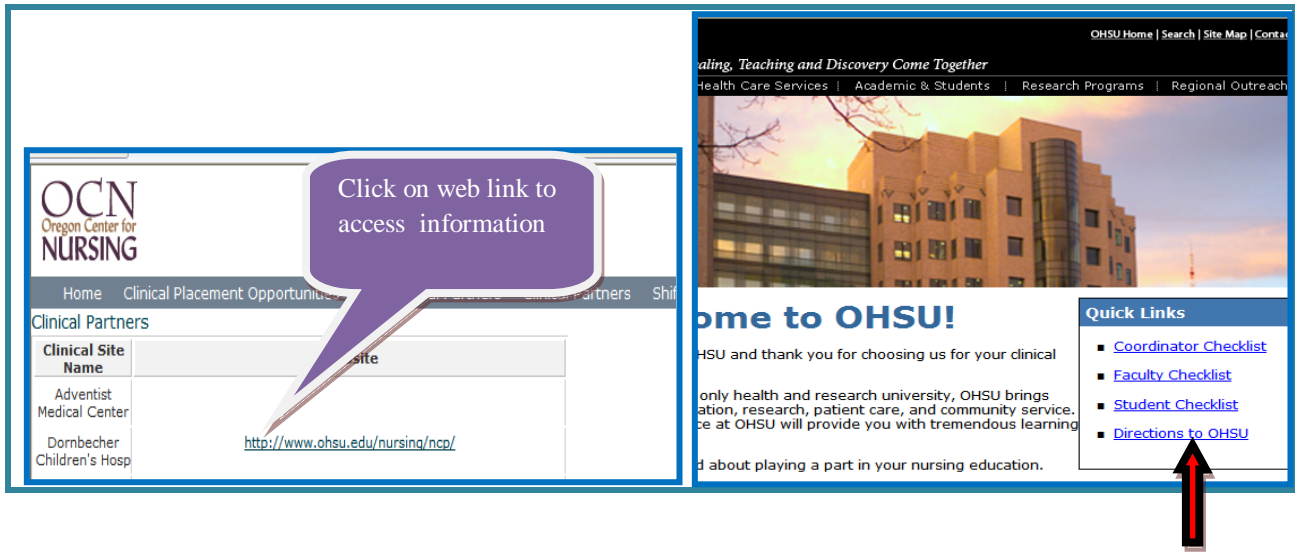
Welcome to the Clinical Opportunities Page  
Instructions: click on each drop down menu to select search criteria and

Program	Region	College Site	Clin Site	Term	Unit	Type	Year	Status
All	All	All	All	All	All	All	All	All
Nurs		Apollo	AMC	Fall	10 IMC	CC		Active
		CCC	DCH	Spring	10 KPV	Clinic		Active-TR
		CCC-WIN	KSMC	Summer	10 Stepdn	CV		Hold

Click on Partner

2. Page is displayed with Website links to Educational Partners or Clinical Partners. Lists of all partners are available as well as available web links.

In this example, a clinical partner web link is being selected. Note how the link provides access to pertinent clinical information for faculty and students.



### III. ORIENTATION TO GRID

#### A. Shading and scroll bars:

1. The grid has every other row shading. The yellow is a highlight: left click on your mouse to "freeze" the highlight and scroll from left to right to view that placement across the screen.
2. Note two scroll bars on right side. This allows more placements to be viewed and scrolled with header viewable at all time.

The image shows a 'Placements' grid with columns for Actions, Id Number, Program, Region, Term, Year, Start Date, End Date, Clin Site, Type, Unit, Num, Tot Hrs Per Stu, College Site, Inst Or Course, Level, Rotation, Shift, M, T, W, Th, F, Sa, Su, Status, and Comments. A purple callout bubble labeled 'Dual scroll bar' points to the vertical scroll bars on the right side of the grid.

Actions	Id Number	Program	Region	Term	Year	Start Date	End Date	Clin Site	Type	Unit	Num	Tot Hrs Per Stu	College Site	Inst Or Course	Level	Rotation	Shift	M	T	W	Th	F	Sa	Su	Status	Comments	
<a href="#">View</a>	1943	Nurs		Summer	2009	09-03-09		AMC	Psych	Adult	3	200	OHSU	N489 Meyer	SR	Cohort					D	D			Active		
<a href="#">View</a>	1947	Nurs		Summer	2009	06-22-09	08-28-09	AMC	Psych	Adult	2	200	OHSU	N435 Beckett	SR	Cohort					E	E			Active		
<a href="#">View</a>	1097	Nurs		Spring	2009	04-08-09	06-04-09	AMC	CV	Angio	1	6	WWU	N321 Tetz	JR	Obs	0700-1400				D	D			Active		
<a href="#">View</a>	1101	Nurs		Spring	2010	04-08-10	06-04-10	AMC	Rehab	Cardiac	1	120	WWU	N421 Meyer	SR	Precept	0700-1500				D	D			Active		
<a href="#">View</a>	2093	Nurs		Summer	2009	07-01-09	08-30-09	AMC	CC	CC	1	150	MHCC	Pahls	SR	Precept			P	P		P	P		P	Active	
<a href="#">View</a>	670	Nurs		Spring	2010	04-15-10	06-05-10	AMC	CC	CCU	2	72	WWU	N437 Paul	SR	Cohort	0700-1900				D12	D12	D12			Active	
<a href="#">View</a>	1094	Nurs		Spring	2009	04-15-09	06-05-09	AMC	CC	CCU	2	72	WWU	N437 Paul	SR	Precept	1500-2300				E	E			Active		
<a href="#">View</a>	1095	Nurs		Spring	2009	04-15-09	06-05-09	AMC	CC	CCU	2	72	WWU	N437 Paul	SR	Cohort	1900-0700				N12N12	N12			Active		
<a href="#">View</a>	1956	Nurs		Winter	2009	01-05-09	03-18-09	AMC	CC	CCU	1	60	WWU	N490 Thurnhofer	SR	Precept							P	P	Active		
<a href="#">View</a>	668	Nurs		Spring	2009	04-15-09	06-05-09	AMC	Psych	CD	2	120	WWU	N331 McClay	JR	Cohort	1500-2100				E	E			Active		
<a href="#">View</a>	1955	Nurs		Winter	2009	01-20-09	03-12-09	AMC	Psych	CD	2	120	WWU	N331 McClay	JR	Cohort	0700-1400				D	D			Active		
<a href="#">View</a>	1958	Nurs		Spring	2009	04-15-09	06-05-09	AMC	Psych	CD	2	120	WWU	N331 McClay	JR	Cohort	0700-1400				D	D			Active		
<a href="#">View</a>	1102	Nurs		Spring	2009	04-08-09	06-04-09	AMC	Educ	Diab	1	120	WWU	N421 Meyer	SR	Precept	0700-1700				D	D			Active		

## B. View

1. The only option for a non-partner is to View (V) placements. To make changes or request, you need log-in privileges.

Home Clinical Placer  
Partner Home

Placements

Page 1 of 73, showing 20 records  
<< < previous | 1 2 3 4

Actions	Id Number	Prog
<a href="#">View</a>	1943	Nur
<a href="#">View</a>	1947	Nur
<a href="#">View</a>	1097	Nur
<a href="#">View</a>	1101	Nur
<a href="#">View</a>	2093	Nur

Placement

Id Number 1943  
Program Nurs  
Region  
Term Summer  
Year 2009  
Start Date 09-03-09  
End Date  
ClinSite AMC  
Type Psych  
Unit Adult  
Num 3  
Tot Hrs Per Stu 200  
CollegeSite OHSU  
Inst Or Course N489 Meyer  
Level SR  
RotationType Cohort  
Shift  
M  
T  
W D  
Th D  
F  
Sa  
Su  
Status Active

View of placement when click on "V"

## C. Pagination:

1. Advanced pagination is possible. You can go to the end of placements (>>); back to beginning (<<); or skip forward based on number of records you choose. Note that you have a choice of 20/50/100/200/400 records to view at one time.

Home Clinical Placement Opportunities Educational Partners Clinical Partners Shif

Placements

Page 1 of 2, showing 50 records out of 76 total, starting on record 1, ending on 50  
<< < previous | 1 2 | next > >> View 20 50 100 200 400 Records per page Click on column h

## D. Column Sort:

1. To alter the order in which you see the placement entries on the grid, click on column heading – column will alpha or numerically sort data (A-Z or 1-100); second click on the column heading will reverse sort (Z-A, 100-1).
2. In the Term column the sorting order is pre-set as Fall, Winter, Spring, Sum

- In this example, the College site has been clicked for an alpha sort view – A-Z

Clicked on College column, alpha sorted with "A" first.

id	Num	Tot Hrs Per Stu	College Site	Inst Or Course	Level	
E	4	104	UP	N421	SR	
W	2	80	Clark	N221 Dixon	SR	
W	3	98	PCC	Argenti	SR	
S	7EW	1	Linfld	N419	SR	
S	7EW	4	Linfld	N316	JR	
J	6EW	1	Linfld	N419	SR	
J	6EW	4	Linfld	N316	JR	
ch	5E	2	96	Linfld	N206	JR
ch	5E	4	0	OHSU	N485 Beckett	SR
ch	5E	4	0	OHSU	N485 Beckett	SR
S	4E	4	112	Linfld	N316	JR
S	4E	4	98	PCC	Argenti	SR
c	5W	2	80	Clark	N221 DixonSR	SR
b	Perinatal	3	144	Linfld	N419	SR
U	NICU	2	144	Linfld	N419	SR

Clin Site	Type	Unit	Num	Tot Hrs Per Stu	College Site	Inst Or Course
SWMC	Clinic	UrgCare	1	240	Apollo	Ingwerson
SWMC	Clinic	UrgCare	1	240	Apollo	Ingwerson
Marq	SNF	Wilsonv.	2	240	Apollo	Ingwerson
Marq	SNF	HopeVill	2	240	Apollo	Ingwerson
Marq	SNF	Wilsonv.	2	240	Apollo	Ingwerson
Marq	SNF	HopeVill	2	240	Apollo	Ingwerson
Marq	SNF	Wilsonv.	2	240	Apollo	Ingwerson
Marq	SNF	HopeVill	2	240	Apollo	Ingwerson
Marq	SNF	ForGrove	2	240	Apollo	Ingwerson
SWMC	OutPt	FMSW	1	0	Apollo	
Marq	SNF	Pied	2	240	Apollo	Ingwerson
Marq	SNF	ForGrove	2	240	Apollo	Ingwerson
Marq	SNF	Pied	2	240	Apollo	Ingwerson
PVAMC	Clinic	Clinic	3	0	Apollo	Weerts
Marq	SNF	ForGrove	2	240	Apollo	Ingwerson
Marq	SNF	Pied	2	240	Apollo	Ingwerson
PVAMC	M/S	Any	1	0	Apollo	Weerts

**E. Export to Excel:**

- Click Export to Excel - at right upper corner

The screenshot shows the StudentMAX web application. At the top, there are navigation links: Home, Clinical Placement Opportunities, Educational Partners, Clinical Partners, Shift Codes, Shared Documents, Help, and Logout. Below these are search and filter options: Partner Home, My Placements, My Placement Requests, Search My Placements, and Search My Placement Requests. The main content area is titled 'Placements' and shows 'Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2'. There are navigation controls for records per page (20, 50, 100, 200, 400) and a 'Click on column headers to sort, click twice to reverse sort.' instruction. A table of placements is displayed with columns: Actions, Id Number, Program, Region, Term, Year, Start Date, End Date, Clin Site, Type, Unit, Num, Tot Hrs Per Stu, College Site, Inst Or Course, Level, Rotation, Shift, M, T, W, Th, F, S. The 'Export to Excel' button is circled in red in the top right corner of the table area.

- Excel Document will appear. Note that start and end dates may show as #### in columns. Left mouse click and hold on lines between columns to manipulate their width. This will facilitate viewing the date columns.

**F. Printing Excel document**

- MS Office 2003: Page Setup
  - Go to File on toolbar;
  - Select Page Setup; select Landscape
  - On same screen, select Sheet at top – click on Gridlines
  - Go to View on toolbar – select Page Break Preview
  - You will see solid and dotted blue lines on the document. Left click on dotted lines; drag to far right of document to print to one page.
  - Print document

2. MS Office 2007: Page Layout
  - a. Go to Page Layout on toolbar
  - b. Select Orientation – and then Landscape
  - c. Go to View on the toolbar; select Page Break Preview
  - d. You will see solid and dotted blue lines on the document. Left click on dotted lines; drag to far right of document to print to one page.
  - e. Print document

#### IV. TRACKING AND SEARCHING PLACEMENTS

##### A. Program and Region Search

1. Select your specific program – e.g. Nursing, Paramedic, R.T., etc. – to view placements related to your program. Narrow by term, type, unit, etc.
2. Region – narrow search to view placements only in your region.

##### B. Faculty Search

1. Select your college and click submit to see all your placements
2. Narrow your search by term, type (CC, M/S, OB, etc) and/or clinical site

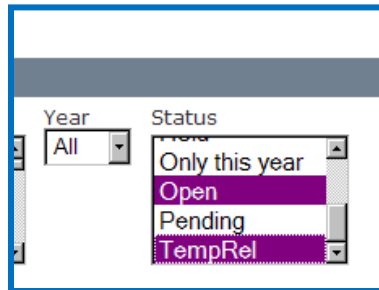
##### C. Clinical Site Search

1. Select your clinical facility site
2. Select your Unit and term to see a list of student placements

## V. SEARCHING FOR OPEN and TempRelease OPPORTUNITIES: FACULTY

### A. Placement Opportunities

1. Search for opportunities by going to Status: select Open, hold the Ctrl key and select TempRel.



2. Narrow your search for Open and TempRel by choosing from the drop down menu: by term, type (CC, M/S)

3. Click submit
4. Grid displaying opportunities will appear.
5. Click on View next to your selected placement

View	Id	Term	Year	Start Date	End Date	Program	ClinSite	Unit	Status	Term	Type	Open	TempRel		
<a href="#">View</a>	423	Nurs				AMC Hospice PallCare			Open	JR/SR	Unknown		Open		
<a href="#">View</a>	1868	Nurs				AMC Hospice PallCare			Open	SR	Precept	P	Open		
<a href="#">View</a>	635	Nurs				IMC Psych Adapt			Open	SR	Precept	P	Open		
<a href="#">View</a>	1310	Nurs				IMC Psych Adapt			Open	SR	Precept	P	Open		
<a href="#">View</a>	599	Nurs				IMC Periop SDS			Open	SR	Precept	P	Open		
<a href="#">View</a>	600	Nurs				IMC Periop SDS			Open	SR	Precept	P	Open		
<a href="#">View</a>	553	Nurs				IMC M/S Tower 8			Open	JR/SR	Unknown	E	Open		
<a href="#">View</a>	555	Nurs	Spring 2009	04-09-09	06-12-09	LHS-MP M/S Tower 8		96	Open	2nd yr	Precept	E	Open		
<a href="#">View</a>	x	M	Fall 2009	09-02-09	11-27-09	Test Clin Site CC	10 IMC	3	Open	1st yr	CBL	D	Open		
<a href="#">View</a>	167	Nurs	Spring 2009	03-30-09	06-12-09	LHS-GSH OB	FBC	2	0	MHCC	N485 Beckett	JR/SR	Unknown	D	TempRel
<a href="#">View</a>	418	Nurs	Spring 2009	05-08-09	05-08-09	LHS-GSH SNF	NSCU	8	0	CCC		JR/SR	Unknown	D	TempRel
<a href="#">View</a>	562	Nurs	Spring 2009	03-01-09	06-15-09	SWMC Peds	4S	2	0	Open	JR/SR	Unknown	E	TempRel	
<a href="#">View</a>	601	Nurs	Spring 2009	03-01-09	06-15-09	SWMC Periop	SDS	1	0	Open	SR	Precept	P	TempRel	

6. Print page and place in Education Partner's mailbox so that he/she can request the placement. You cannot request this placement without log-in privileges.

**Placement**

[Request this placement](#)

**Id Number** 2692

**Program** Nurs

**Region**

**Term** Spring

**Year** 2009

**Start Date** 03-29-09

**End Date** 06-15-09

**ClinSite** OHSU

**Type** M/S

**Unit** 10 KPV

**Num** 1

Print form

## VI. Calendar View (optional feature)

### A. Activate Calendar Search

1. Click on “Calendar Search” next to the submit button
2. Calendar View will be displayed

The screenshot shows the 'NURSING' system interface. The 'Clinical Placement Opportunities' tab is selected. Below the navigation bar, there are several dropdown menus for 'Program' (All, Nurs), 'Region' (All), 'College Site' (All, Apollo, CCC, CCC-WIN), 'Clin Site' (All, AMC, DCH, KSMC), 'Term' (All, Fall, Spring, Summer), and 'Unit' (All, 10 IMC, 10 KPV, 10 Stepdn). There are also date pickers for 'Start Date' and 'End Date', and a 'Sort Type' dropdown set to 'Normal'. A 'Submit' button is visible, and a red circle highlights a link labeled 'Click here for Calendar Search' next to it, with a red arrow pointing to the link.

### B. Manager Report Example

1. Select Clin Site
2. Select your Unit
3. Choose “active” placements – those that reflect students actually on unit
4. Enter Start and End date for calendar view. One to 3 months will work best.
5. Choose Report Type – Manager

The screenshot shows the 'NURSING' system interface with the 'Calendar Search' form. The 'College Site' is set to 'All', 'Clin Site' is set to 'DCH', 'Unit' is set to '10 Stepdn', 'Type' is set to 'CV', 'Rotation Type' is set to 'DEU', and 'Status' is set to 'Only this year'. The 'Start Date' is set to October 5, 2009, and the 'End Date' is set to November 5, 2009. The 'Report Type' is set to 'Manager'. A red arrow points to the 'Submit' button.

6. Calendar below: note defined parameters- dates included, ID, Clin Site, number of students, Unit, Type, Shift code.

**Placements Calendar View**

Covering dates 10-05-09 through 11-05-09  
 Manager Report. Showing Placement ID, Showing School, Num, Shift, Shift Code.  
 Sorting on Shift Code and College.  
 Searching on ClinSite=LHS-EH AND Unit=36Inf/Todd AND Status=Active OR Active-TR OR Only this year

Report contents listed for reference

Su	M	T	W	Th
4	5	6	7	8
	257,PCC,3,0600-1430,D	247,Linfd,4, ,D12	246,WWU,4, ,D	246,WWU,4, ,D12
11	12	13	14	15
257,PCC,3,0600-1430,D	257,PCC,3,0600-1430,D	247,Linfd,4, ,D12	246,WWU,4, ,D	246,WWU,4, ,D12
18	19	20	21	22
257,PCC,3,0600-1430,D	257,PCC,3,0600-1430,D	247,Linfd,4, ,D12	246,WWU,4, ,D	246,WWU,4, ,D12
25	26	27	28	29

### C. Faculty Report example

1. Select your college
2. Select Type if you wish
3. Advise choosing calendar view by Clin site so your view is not too big
4. Choose "active" placements – those that reflect students actually on unit
5. Enter Start and End date for calendar view. One to 3 months will work best.
6. Choose Report Type – Faculty

7. For this report the Calendar shows placement ID, Clin site, Number of students, Unit, Type, Shift Code

**Placements Calendar View**  
 Covering dates 10-05-09 through 11-05-09  
 Faculty Report. Showing Placement ID, Clinical Site, Num, Unit, Type, Shift Code.  
 Sorting on Clinical Site and Unit.  
 Searching on College=UP AND ClinSite=LHS-EH AND Rotation Type=Cohort AND Status=Active OR Active-TR OR Only this year

Su	M	T	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Report contents listed as reference

## D. Director Report example

1. Select your Clinical Site
2. Narrow to a Unit or "Type"/ Rotation Type
3. Choose "active" placements – those that reflect students actually on unit
4. Enter Start and End date for calendar view. One to 3 months will work best.
5. Select Report Type – Director

Calendar Search

College Site: All  
 Clin Site: LHS-EH  
 Unit: 35 SA/Reh  
 Type: All  
 Rotation Type: Cohort  
 Status: Active

Start Date: October 5, 2009  
 End Date: November 5, 2009  
 Report Type: Director  
 Submit

6. For this report, the Calendar shows: Id, Unit, Number of students, shift (real hours), and shift code.

Placements Calendar View  
 Covering dates 10-05-09 through 11-05-09  
 Director Report. Showing Placement ID, Unit, Num, Shift, Shift Code.  
 Sorting on Unit and Type.  
 Searching on ClinSite=LHS-EH AND Rotation Type=Cohort AND Status=Active OR Active-TR OR Only this year

Su	M	T	W	Th	Fr
4	5	6	7	8	9
	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 2818.FBC,6, ,D12 241.NICU,2,0600-1430,D 132.TRACU,4, ,D12	3304.35 SA/Reh,4, ,D12 247.36Inf/Todd,4, ,D12 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D 201.FBC,6, ,D12 203.L&D,2, ,D12 119.ShirtStay,1, ,D 256.ShirtStay,1, ,D 134.TRACU,3, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D 246.36Inf/Todd,4, ,D 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D 119.ShirtStay,1, ,D 256.ShirtStay,1, ,D 134.TRACU,3, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D12 246.36Inf/Todd,4, ,D12 2215.Adult,2, ,D 202.FBC,6, ,D 204.L&D,2, ,D	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 241.NICU,2,0600-1430,D
11	12	13	14	15	16
258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 241.NICU,2,0600-1430,D	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 2818.FBC,6, ,D12 241.NICU,2,0600-1430,D 132.TRACU,4, ,D12	3304.35 SA/Reh,4, ,D12 247.36Inf/Todd,4, ,D12 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D 201.FBC,6, ,D12 203.L&D,2, ,D12 119.ShirtStay,1, ,D 256.ShirtStay,1, ,D 134.TRACU,3, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D 246.36Inf/Todd,4, ,D 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D 119.ShirtStay,1, ,D 256.ShirtStay,1, ,D 134.TRACU,3, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D12 246.36Inf/Todd,4, ,D12 2215.Adult,2, ,D 202.FBC,6, ,D 204.L&D,2, ,D	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 241.NICU,2,0600-1430,D
18	19	20	21	22	23
258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 241.NICU,2,0600-1430,D	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 2818.FBC,6, ,D12	3304.35 SA/Reh,4, ,D12 247.36Inf/Todd,4, ,D12 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D 246.36Inf/Todd,4, ,D 1452.45.4, ,D 133.53.2, ,D 139.55.4, ,D	3452.35 SA/Reh,4,W7-2/Th7-7,D12 246.36Inf/Todd,4, ,D12 2215.Adult,2, ,D	258.35 SA/Reh,3,0600-1430,D 257.36Inf/Todd,3,0600-1430,D 3222.45.4, ,D12 3221.55.3, ,D12 241.NICU,2,0600-1430,D

## E. Print Calendar View

1. Highlight the page to be printed by a left click on your mouse and dragging over the area to be printed.
2. Go to "File" in the top menu bar and click on print. Choose "Selection". This will select the area you have highlighted.
3. Click Print Preview if you want to see the screen that will be printed.
4. Print the calendar

