

The finals week schedule is now in the Academic Calendar on Portal. I know you will get questions from students who want to know how to print it and so, with that in mind, I have copied a screenshot below that shows what options have to be enabled in order for this to work properly.

You may get to this screen from the Academic Calendar by clicking on the “Options” icon near the top of your screen. From there, the “Format” should be “List”, “Mode” should be “View”, “Show Details” should be enabled, and finally, they need to click on the “change options” button at the bottom of the page. Once the options have been changed, they can click on the “print” icon at the top of the page and this should print the finals week schedule.

