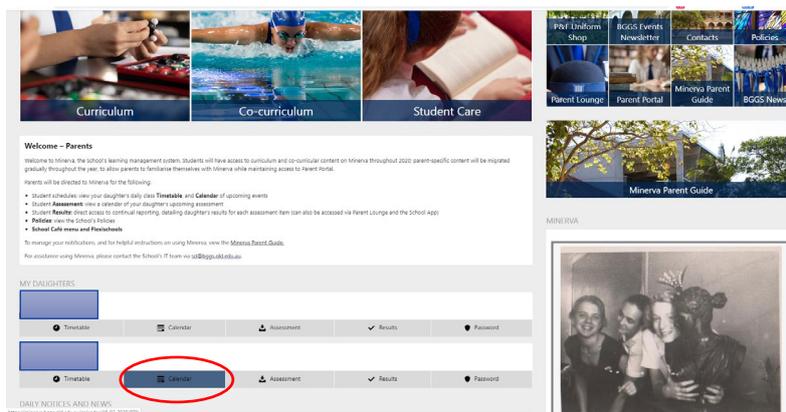




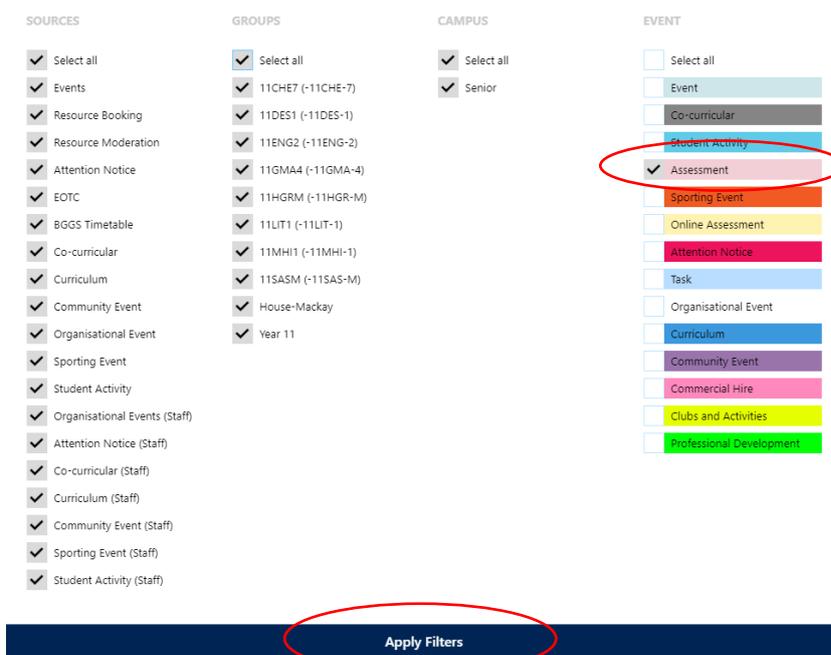
Parent Guide: Accessing and Printing Student Assessment Schedules on Minerva

- Select **Calendar** from the 'My daughter/s' menu on your Minerva Homepage.

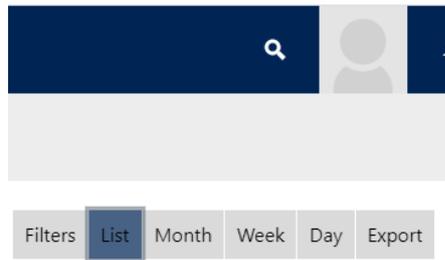


- On the calendar page select **Filters** in the upper right hand corner. A pop-up window appears.

- Click the **Select All** checkbox under **Event** to deselect the event types. Select **Assessment**, then select **Apply Filters** at the bottom of the pop-up menu.



- The calendar page will load. Select **List** in the upper right-hand corner.



- In the upper left of the page, select the date range. Select **Update** in the pop-up menu and **Update** again on the main page.



- You will now see a list of the scheduled assessment for your daughter. This page can be printed or saved as a PDF by right clicking in your browser window. Alternatively, you can select **Export** and save as an Excel spreadsheet or generate a URL which can be saved to your computer or mobile device.