

Step 1: Navigate to "Staff Home" and select "Appointments"

Staff Home

Appointments

Assigned Students

NAME	ID	STUDENT LIST	CUMULATIVE GPA	CONCERN LEVEL	CATEGORY	AT RISK
No matching records found						

Previous Next 0 total results

Quick Links

- Schedule a General
- Record Class Attendance
- Important Links
- Download Center for Reports
- Campaigns...
- Appointments

Upcoming Appointments

You have no upcoming appointments.

Step 2: Scroll Down to "Recent Appointment" and select the box next to the appointment you want to report on.

Recent Appointments

Care Unit: [dropdown]

	DATE	COURSE	COMMENT	ATTENDEE	FILED?
<input type="checkbox"/>	08/02/2022 12:25pm - 12:40pm PT	Tutoring	Coordinator Meeting	N/A	Student, 20 min Not Yet Reported

