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

| Staff Homo | | | | CAL M | ARITIME |
|---|--|---------------|-----------------|--|---------------------------------|
| | | | | Т | HE PASSPORT |
| Students Appointments My Availability App | ointment Queues Appointment Requests | -n | | Actions | |
| Assigned Students List Type: Assigned Students Term: | Fall 2022 (Default Ter 👻 Relationship Type: All Relationship | hip Types 🔹 | | Issue an Alert | |
| Actions * | | | | Quick Links | |
| □ NAME | NO matching records found | CONCERN LEVEL | ♦ AT RISK2 ● | Take me to Schedule a General Event Record Class Attendance | |
| Economic Next | | | 0 total results | Important Links Download Center for Reports Campaigns Appointment Campaigns | |
| | | | | Upcoming Appointment | S |
| | | | | You have no upcoming appointments. | |
| EAB Privacy. Policy. ² Leoal Disclaim © 2022 EAB. All Rights Reserved. Re | er ^A <u>Terms of Use ^A</u> <u>Download Acrobat Reader</u> ^A elease Version: 22.1.3.4 | | | Page last refreshed at 10:40am All times listed are in Pacific Time (US & Ca | inada) <u>Additional Mode</u> : |

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

| 1 | | I UIIIY | ts You Created | | | | | | | Upcoming Appointm | l ents | |
|---|-----------|---------------------------------------|------------------------------------|--------|---------|---------------|-----------|----------|-------------|-------------------------------|---|---|
| F | Recent | Appointme | ents • | | | ß | | | | With <u>Test Studer</u> PT | oordinator Meeting tt 08/02/2022 12:20pi | m |
| | Actions + | | | | | | | Show | / Cancelled | | | |
| | 0 | DATE 🗘 | SERVICE | COURSE | COMMENT | ATTENDEE 🗘 | TIME | REPORT | DETAILS | | | |
| | 1/1 | 08/02/2022 12:20pm - 12:40pm PT | Tutoring Coordinator Meeting | N/A | | Student, Test | 20 min | Not Yet. | Details | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Step 3: Click "Actions" and Select "Add Appointment Summary" from the drop-down menu.



Step 4: Fill out Summary. Please fill out all boxes and checkmarks. Open space is at your discretion.

| CAL MARITIN | L, | APPOINTMENT REPORT FOR TEST STUDI | ENT | | |
|-------------|--|---|---|--|--|
| (NAVIO | SATE 🖧 🖾 🔂 | | | | ✓ ⑦ ⑧ |
| ŵ | | Appointment Details Tutoring Coordinator Meeting | Summary Details For Test Student What was the primary issue that the client wanted to | In what ways did you assist the client with that need? | A and a second |
| | Staff Home 🔻 | 08/02/2022 12:20pm - 12:40pm PT | work on? | * | CAL MARITIME |
| | Students Appointments My Availability Appoint | | How did you leave the session? | What is the client going to do moving forward? | Actions |
| | Upcoming Appointments | Location | l assisted with an assignment/homework. | | Twant to |
| 1 | Care Unit: All care Units * | EVGAGEMENT AND ACADEMIC SUBPORT (LAB BULDING) | I helped the client prepare for a test. | | Issue an Alett |
| 0 | Actions.* | | I helped the client with big-picture concepts. | | Quick Links |
| €. | | Service Turonius Coonculaton Meeting X | Their prepared for this session. The client was an active participant in this session. | ○ Yes ○ No ○ N/A ○ Yes ○ No ○ N/A | Take me to Schedule a General Event |
| | | | Additional Comments (Must be FER | PA compliant) | Record Class Attendance |
| B | | Course Start typing to search all courses | B I := }= ⊘ Paragraph 、 | · • • • | Important Links Download Center for Reports |
| | | Meeting Type | | | Campaigns |
| | Reporting | In Percon × | I | | Appointment Campaigns |
| | Recent Appointments Recent Reports You Created | Date of visit 08/02/2022 | | | Upcoming Appointments |
| | Recent Appointments | Meeting Start Time Meeting End Time | | | You have no upcoming appointments |
| | Care Unit: All care units | All times listed are in Pacific Time (US & Canada). | | | |
| | <u>Actions</u> * | Attendees | Attachments | | |
| | 08/02/2022 | Erika Nelson 7076541748 | Choose File No file chosen | | |
| | 1/1 12:20pm - 12:40pm PT | Advisor, Professor, student staff | | | |

Step 5: Scroll down and click "save this report"

| | Checkin | to | Checkout | | | | | |
|---|-------------------------------------|-----------------------------|-------------------------------|---|--|--------|------------------|--------------------|
| | Suggested | Follow | up | | | | | Additional Modes - |
| | This will be save appointment wi | d on the re Il be create | port as a suggestion. N d. | 0 | | | | |
| | Date | Time | | | | | | |
| | | | | | | Cancel | Save this Report | |
| > | | | | | | | 12 | |