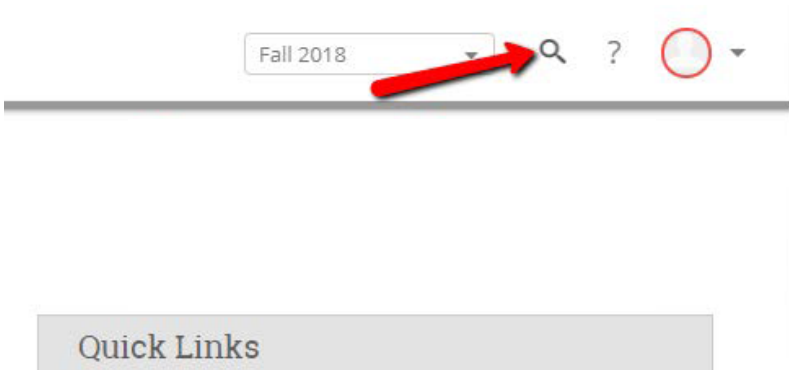


Adding Appointment Summaries for Students without an Appointment

- (1) To add an Appointment Summary for a student without an appointment, first search for the student using name or ISU ID number by clicking on the magnifying glass in the top right corner of your screen



- (2) Once you have the student's information/screen up, click on "Report on Appointment" under the I want to... area on right side of your screen.

