

Step 1: Navigate to “Staff Home” and select “Appointments”

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students Term: Fall 2022 (Default Ter... Relationship Type: All Relationship Types

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

Previous Next 0 total results

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Schedule a General Event](#)

[Record Class Attendance](#)

[Important Links](#)

[Download Center for Reports](#)

Campaigns...

[Appointment Campaigns](#)

Upcoming Appointments

You have no upcoming appointments.

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Page last refreshed at 10:40am
All times listed are in Pacific Time (US & Canada) [Additional Modes](#)

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

Reporting

Recent Appointments Recent Reports You Created

Recent Appointments

Care Unit: All care units

Actions	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	08/02/2022 12:20pm - 12:40pm PT	Tutoring Coordinator Meeting	N/A		Student_Test	20 min	Not Yet.	Details

Show Cancelled

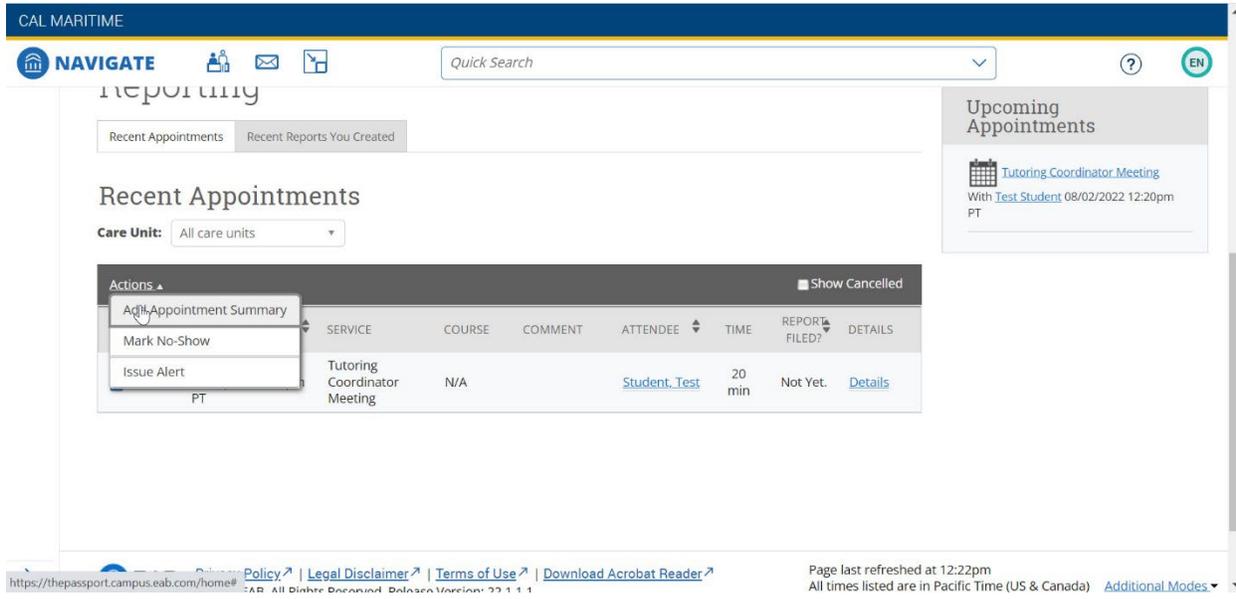
Upcoming Appointments

[Tutoring Coordinator Meeting](#)
With [Test Student](#) 08/02/2022 12:20pm
PT

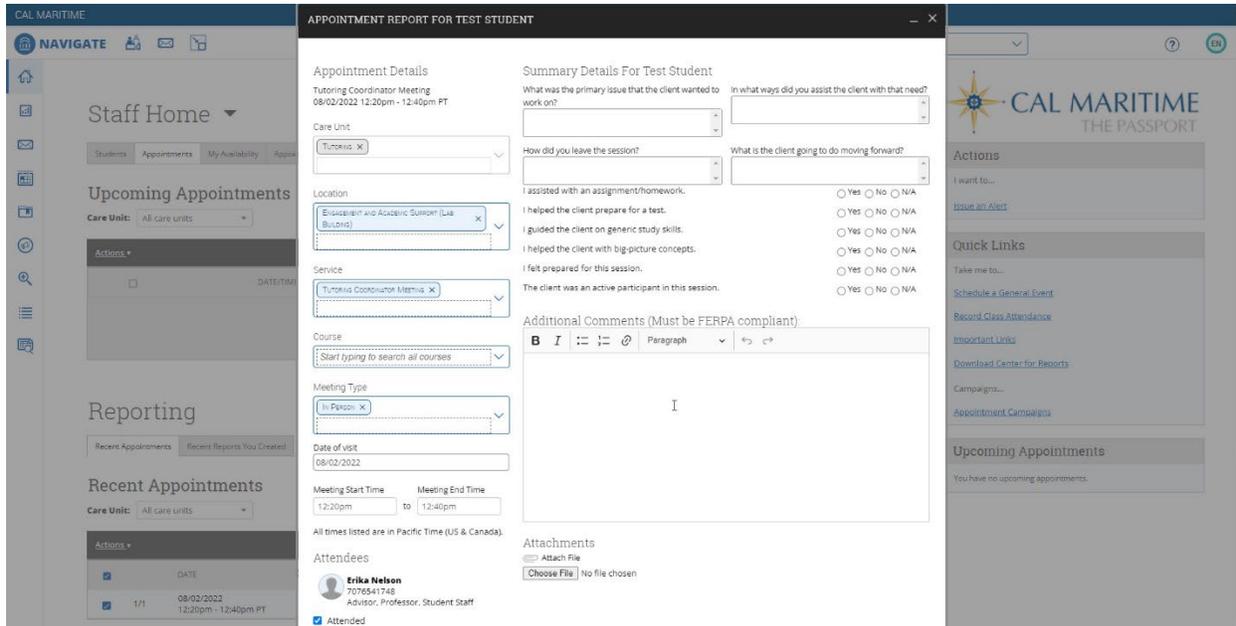
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Step 3: Click "Actions" and Select "Add Appointment Summary" from the drop-down menu.



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



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

