


# Document an Appointment

1	Click  in the upper left-hand corner and select <b>APPOINTMENTS</b> .
2	Hover over the <b>APPOINTMENT</b> icon of an appointment on your calendar to open up the pop-up card.
2	Select <b>OUTCOMES</b> from the <b>APPOINTMENT</b> pop-up card.
3	If the student is a no-show, check the box labeled <b>STUDENT MISSED APPOINTMENT</b> .
4	Add your notes into the <b>COMMENTS</b> box. Check the <b>EMAIL</b> checkbox labeled <b>SEND A COPY OF NOTE TO STUDENT</b> if your comments should be shared with the student via email.
5	Click <b>SPEEDNOTES</b> (if available) to check topics you discussed. Speednotes will not be included in the email sent to students.
6	Click <b>SUBMIT</b> .