# Review Appointment Notes

1. Click the Starfish icon in the upper-left hand corner.

2. Select **STUDENTS** and then **MY STUDENTS**.

3. Type the name of the student in the **SEARCH** box & select the **CONNECTION** and **TERM**.

4. Click on the student’s name to open up the student’s folders.

5. The appointment will appear on the **MEETINGS** tab of the student’s folder.

6. Select the + icon in front an appointment to view additional details.