

Add Appointment

1. Click **Appointments** tab. (Shown in Figure 1)



Figure 1

NOTE: Appointments with students can also be made through the Students tab.

2. Click **Add Appointment**. (Shown in Figure 2)

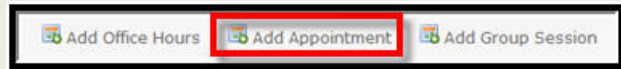


Figure 2

3. The Add Appointment window opens. (Shown in Figure 3) Fill in the information and select the drop down arrows were appropriate.

A screenshot of the 'Add Appointment' form. The 'SCHEDULING' tab is active. The form includes fields for 'With:' (a dropdown menu), 'Start:' (a date field set to 07/25/2011 and a duration dropdown set to 15 minutes), 'Where:' (a dropdown menu set to 'off campus'), and 'Reason:' (a dropdown menu set to 'Select a reason...'). There is a large text area for 'Detailed Description:' with a placeholder text: 'Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.' Below this is an 'Appointment Sharing' section with radio buttons for 'Shared' and 'Private' (selected). At the bottom, there is a message: 'Appointment Permissions: This appointment has no reason specified.' and two 'Submit' buttons.

Figure 3

4. Click **Submit**.
5. Click **Outcomes** to enter notes about the appointment. (Shown in Figure 4)

A screenshot of the 'Add Appointment' form with the 'OUTCOMES' tab active. The 'Date:' is 07/25/2011. There is a checkbox for 'Student missed appointment' which is unchecked. Below is a large text area for 'Comments:' with a placeholder text: 'Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.' At the bottom, there is a message: 'Appointment Permissions: This appointment is private and can be viewed only by you.' and two 'Submit' buttons.

Figure 4

6. Click **Submit**.