

Add Appointment

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

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



Figure 1

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

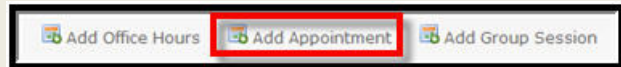


Figure 2

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:' (date and time), 'Where:' (off campus), 'Reason:' (a dropdown menu), and a 'Detailed Description:' text area. There are 'Never Mind' and 'Submit' buttons at the top right and bottom right. A note at the bottom states: 'Appointment Permissions: This appointment has no reason specified.'

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. The 'OUTCOMES' tab is active. The form shows the 'Date:' as 07/25/2011 and a checkbox for 'Student missed appointment'. There is a 'Comments:' text area. A note at the bottom states: 'Appointment Permissions: This appointment is private and can be viewed only by you.' There are 'Never Mind' and 'Submit' buttons at the bottom right.

Figure 4

6. Click **Submit**.