

How to Report on Appointment

[Video Tutorial](#)

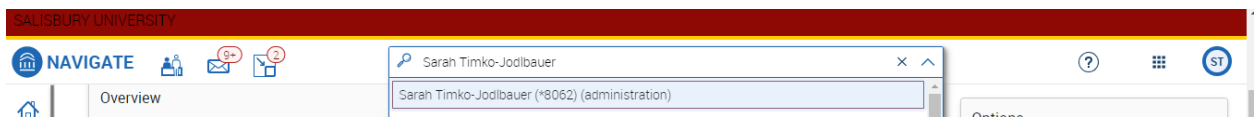


Report on Appointment.mp4

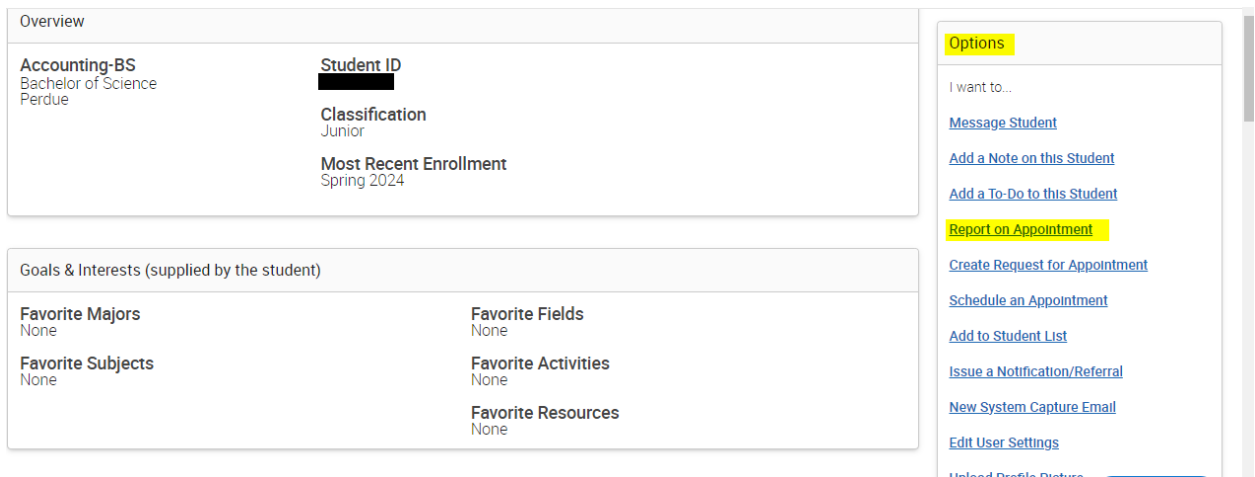
Reporting on a student appointment will help determine the impact of the Maroon/Gold Campaign. Please be sure to follow the instructions to report on the appointment for student data collection purposes.

Step 1: Log in to your [Navigate](#) account.

Step 2: Search for the student in the search bar at the top of the home screen.



Step 3: Select Report on Appointment from the options on the right-hand side of the screen.



Step 4: Connect the appointment to the Maroon/Gold Campaign. **Please be sure to select the following.**

Care Unit: Faculty Office Hours

Location: Faculty/Professor's Office

Service: Maroon/Gold Campaign (scroll down in the menu)

Appointment Details

Care Unit
Faculty Office Hours

Location
Faculty/Professor's Office

Service
MAROON/GOLD CAMPAIGN

Select Service

These services do not require course

Academic Major Questions

Maroon/Gold Campaign

Music Coaching

Select Meeting Type

Date of visit
02/14/2024

Summary Details For Ashley Acevedo

Assignments Discussed

Objectives of the Session

Study Skills Used

Goals for Next Session

Student arrived on time and was ready to begin our session. Yes No N/A

Student was prepared (attended class, read lesson, had notes, etc.)? Yes No N/A

Student asked for explanation of material not understood? Yes No N/A

Student responded positively to instruction (as you suggested)? Yes No N/A

Student was aware of future assignments? Yes No N/A

Student shows a better understanding of the material since our last session. Yes No N/A

Appointment Summary

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Step 5: Select "Save this Report" at the bottom of the screen.