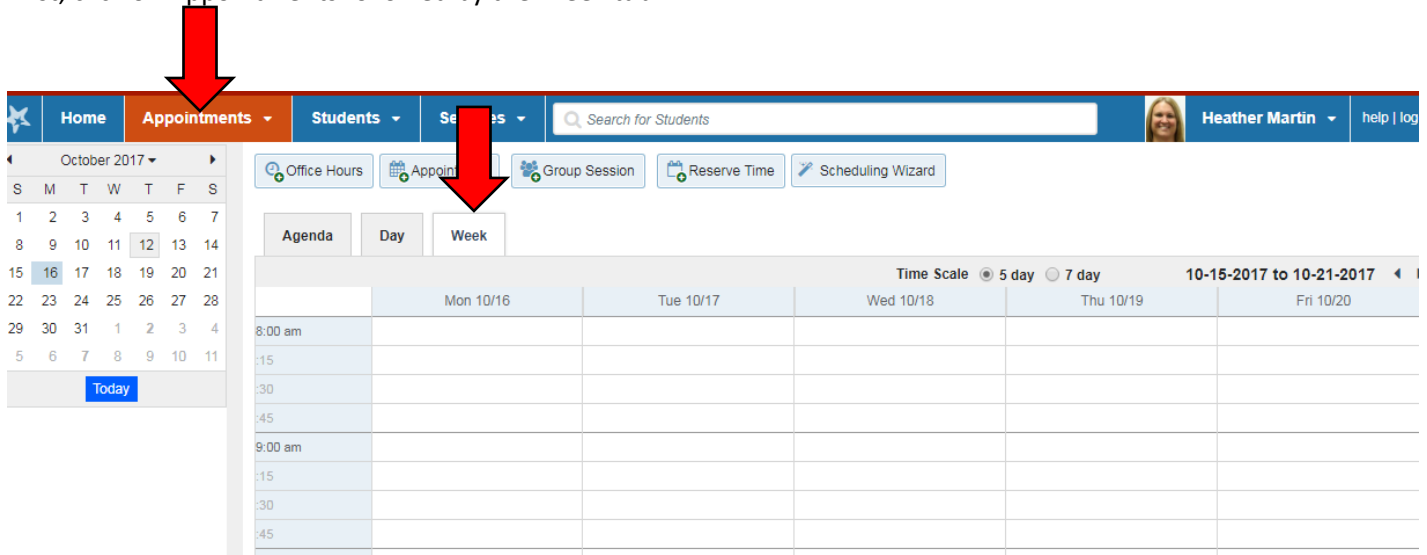


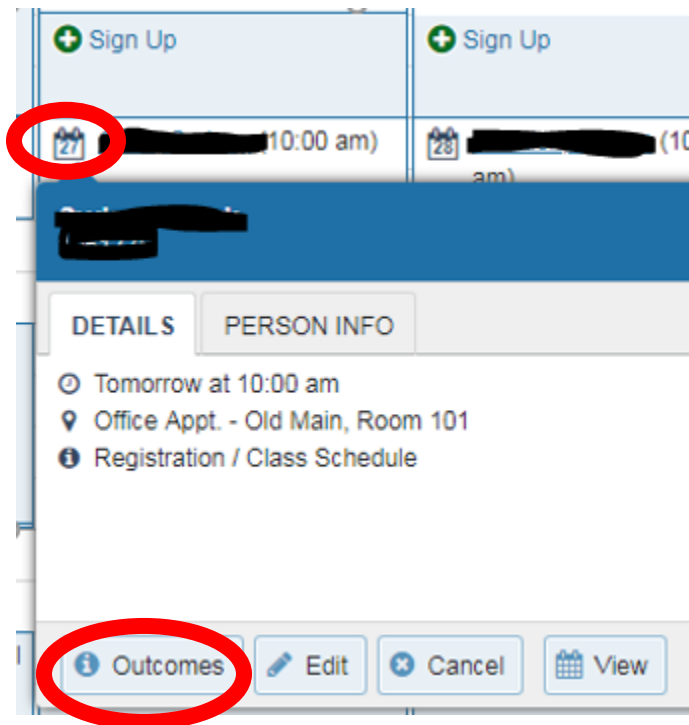
# Document Appointments

Starfish allows you to record attendance and input comments following an appointment.

First, click on Appointments followed by the Week tab.



Then hover over the calendar icon by the name of your appointment and a box will pop up. Click on Outcomes.



**A. If a student does not attend a meeting,** you may prompt the system to email the student.

Click the Outcomes tab and complete the following:

-Check the “Student missed the appointment” box. Click Submit. The student will receive an email to reschedule.

If additional comments are necessary, complete the following:

-Click “Send a copy of note to student” and enter comments in the box below. The student will receive an additional email with the comments.

**B. After a student attends a meeting,** click the Outcomes tab. You may enter the start and end times of the appointment and/or use the Comments box. If you would like the student to have a copy of the comments, click “Send a copy of note to student” and the student will receive an email with the comments.

**Edit Appointment** Cancel Submit

**Scheduling** **Outcomes** **SpeedNotes**

**Time** 8:00 am to *Actual End Time*

**Attendance**  Student missed appointment

**Email**  Send a copy of note to student

**Comments**  
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.

**Student View:** This appointment and the notes associated with it are disclosable to the student under FERPA.

**Permissions:** People with the following roles may be able to see this appointment if they have a relationship with the student(s):

- Academic Leadership

\* Required fields Cancel Submit