How to View Notes and Appointment Summary Reports

1. To view notes and appointment summary reports, click on the “History” tab on the student’s page.

2. Once on the “History” tab, scroll down to the “[Student Name]’s History” section. You will see a chronological list of all appointment summaries and notes left for a particular student, along with the date and name of the advisor who left it. You can click on the down arrow to view the report or note.