## How to Report on Appointment





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 <u>Navigate</u> account.

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

SALISBURY UNIVERSITY					
💼 NAVIGATE 🏭 😤 😭	Sarah Timko-Jodlbauer ×	<	^	? :	ST
Overview	Sarah Timko-Jodlbauer (*8062) (administration)		1		
101				Ontions	

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

Overview			Ontinua		
Accounting-BS Bachelor of Science Perdue	Student ID	Student ID			
	Oleasification			I want to	
	Junior	Junior		<u>Message Student</u>	
	Most Recent Enroll	Most Recent Enrollment Spring 2024		Add a Note on this Student	
	Spring 2024			Add a To-Do to this Student	
				Report on Appointment	
Goals & Interests (supplied by the student)			Create Request for Appointment		
Favorite Majors		Favorite Fields		Schedule an Appointment	
None	None			Add to Student List	
Favorite Subjects None		Favorite Activities None		Issue a Notification/Referral	
		Favorite Resources		New System Capture Email	
		INOTIE		Edit User Settings	
				Upload Profile Picture	

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		Summary Details For Ashley Acevedo	
		Assignments Discussed Objectives of the Session	1
Care Unit			
Faculty Office Hours ×	$\sim$	Y	•
		St <del>udy Skills</del> Used Goals for Next Session	
Location			
Faculty/Professor's Office X	$\sim$		*
		Student arrived on time and was ready to begin our session.	⊖ Yes ⊖ No ⊖ N/A
Service		Student was prepared (attended class, read lesson, had notes, etc.)?	⊖Yes ⊖No ⊖N/A
(MARCON/GOLD CAMPAIGN ×)		Student asked for explanation of material not understood?	⊖ Yes ⊖ No ⊖ N/A
Select Service	^	Student responded positively to instruction (as you suggested)?	⊖ Yes ⊖ No ⊖ N/A
L		Student was aware of future assignments?	⊖Yes ⊖No ⊖N/A
These services do not require course		Student shows a better understanding of the material since our last session.	∩ Yes ∩ No ∩ N/A
Academic Major Questions			
Maroon/Gold Campaign		Appointment Summary	
		<b>B</b> $I := \frac{1}{2} = \mathcal{O}$ Paragraph $\checkmark \Leftrightarrow \bigcirc$	
Music Coaching			
select meeting type	$\sim$		
Date of visit			
02/14/2024			

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