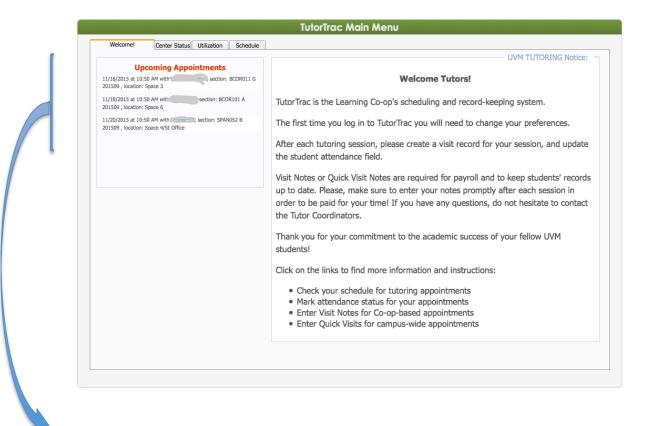
## **Recording Co-op Based Appointments:**

To record your Co-op based sessions, you will need to be sure to update the 'Status' and Visit notes.



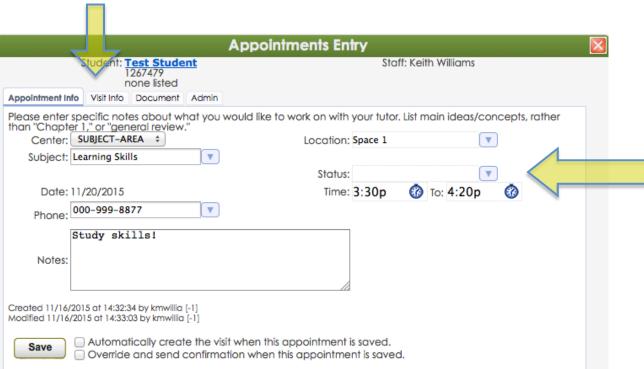
In the 'Upcoming Appointments' list, you can see the date, time, and location, as well as the student's name and course.

You should know who you will be meeting, and what they want to work on before you get to the Learning Co-op!

Next, you can choose the 'Schedule' tab on the main menu.

To modify the appointment after meeting with a student for a Learning Co-op appointment, click on the time for the appointment. For example, here we can click on '3:30p'.





- 1. Change the status. Typically, you will make 'Student Attended'. If the student does not attend the appointment, mark it 'Student Missed'.
- 2. Click on the 'Visit Info' tab.
- 3. Submit your visit notes.
- 4. Hit 'Save'!

