



Document a Meeting Note

Step	Directions
1	Click the  in the top left-hand corner of your Starfish homepage and click Appointments
2	Hover over the  icon of an appointment on your calendar to populate the student dialogue box
3	Click outcomes
4	If the student has not attended their meeting as expected, check the box labeled Student Missed Appointment
5	Add your notes into the Comments box. Check the email checkbox labeled “send a copy of note to student” if you would like your comments to be shared with the student via email
6	If applicable, click SpeedNotes tab to quickly log the topics you discussed in your meeting <i>Pro Tip: SpeedNotes are not included in the email sent to students if that was checked on the outcomes tab</i>
7	Click Submit