1. Choose the Appointments tab in Navigate:

Diagram

Description automatically generated

1. Select the appointment for the student who did not show up:

Graphical user interface, text, application

Description automatically generated

1. Choose "Add Appointment Summary” from Drop Down Menu:

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Uncheck the “Attended” box for the student and save.

Graphical user interface, text, application, chat or text message

Description automatically generated