https://uaf.edu/gs/nanooknavigator/ jrskipper@alaska.edu

- 1. Go to your "Staff Home" role
- 2. Scroll to towards the bottom of the homepage to "Recent Appointments"
- 3. Click the check box for the student you would like to create an appointment summary report for.
- 4. Click "Actions" and then click "Add Appointment Summary"

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