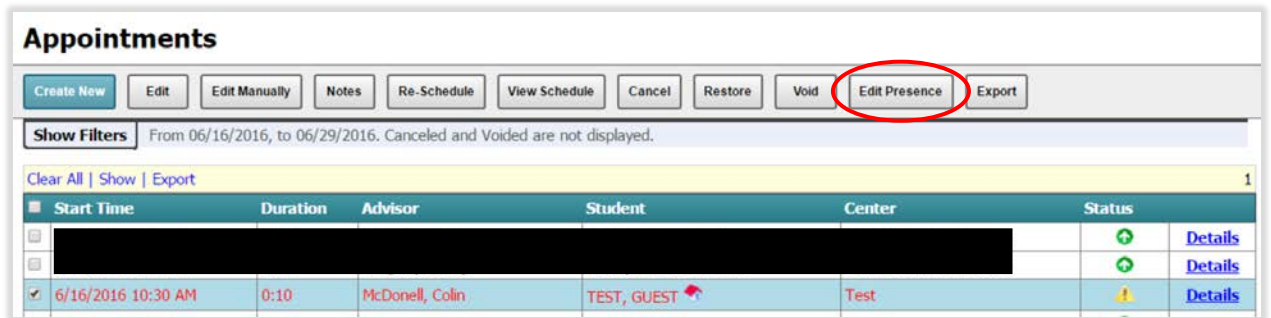
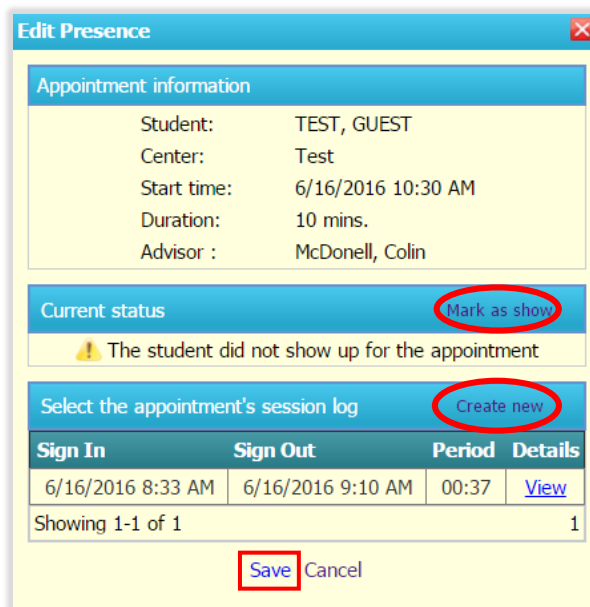


How to Edit a “No-Show” Appointment

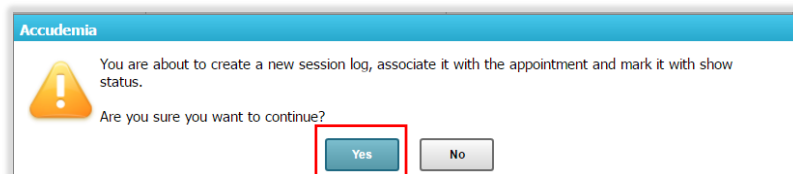
1. If for any reason, a student who was scheduled for an appointment **and was present**, was marked as a no-show, you can edit the past appointment.
2. Place your cursor over the appointments dropdown menu under Center Attendance
3. Select “View All”
4. Select, thereby highlighting, the “No-Show” appointment
5. Click on the grey “Edit Presence” button



6. Click on “Mark as Show”
7. Click on Create New next to Select the appointment’s session log



8. Click yes on the pop up that appears



9. You should see the appointment’s symbol change from a yellow triangle to a green circle 