

Appointment Summary Report

Do you want to know if your students are visiting the Academic Center for Excellence for tutoring? If yes, you can run the following [Appointment Summary Report](#) for your courses you are teaching.

1	Field *	Condition *	Value *	
	Care Unit	contains any	GENERAL SUBJECT SUPPORT SERVICES	
2	Field *	Condition *	Start Date *	End Date *
	Reported End Date	date range	02 / 02 / 2026	03 / 10 / 2026
3	Field *	Condition *	Value *	
	Reported Course	contains any	BIO-104 ENVIRON BIOLOGY	

+ Add Filter

Include Inactive Users Include My Students Only Include Cancelled Appointments Include No shows

Run Report

Select the following from the drop-down list:

Step 1: Field: select **Care Unit**, Condition: select **Contains any**, Value: select **General Subject Support Services, Math Support Services, or Writing Support Services**. You may select all three.

1	Field *	Condition *	Value *
	Care Unit	contains any	GENERAL SUBJECT SUPPORT SERVICES

Step 2: Field: select **Reported End Date**, Condition: select **Date Range**, Start Date: Enter a **Start Date**, End Date: Enter an **End Date**.

Field *	Condition *	Start Date *	End Date *
② Reported End Date × ▾	date range ▾	02 / 02 / 2026 📅	03 / 10 / 2026 📅

Step 3: Field: select **Reported Course**, Condition: select **Contains any**, Value: Select Your Course(s).

Field *	Condition *	Value *
③ Reported Course × ▾	contains any ▾	BIO-104 ENVIRON BIOLOGY × ▾

Step 4: Field: select **Enrolled With Professor**, In term: select **Your Desired Term**, Condition: select **Contains any**, Value: Select **Your Name**.

Field *	In Term	Condition *	Value *
③ Enrolled With Professor × ▾	Spring 2026 ▾	contains any ▾	▾ × ▾

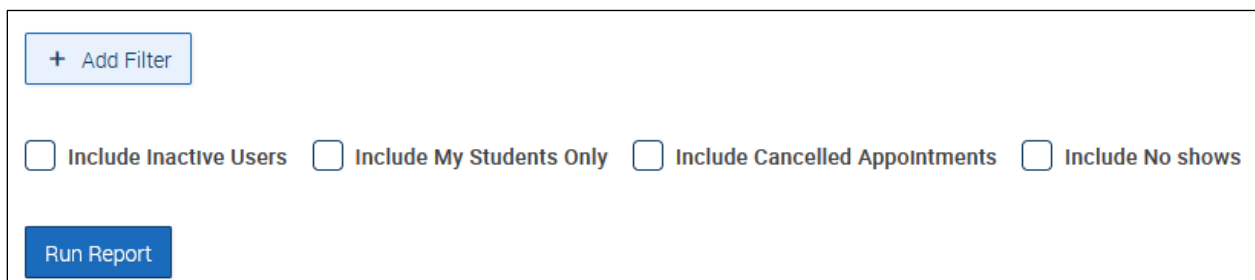
Please Note: For privacy reasons, we did not include **Step 4** in the [Appointment Summary Report](#). You will want to add this step before you run your report. You may add this step by selecting the **+ Add Filter** button.

+ Add Filter

Step 5: If you wish, select any of the following options:

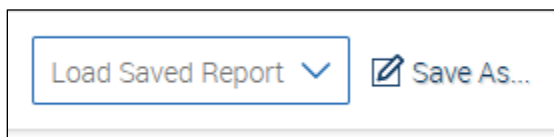
- Include Inactive Users.
- Include My Students Only.
- Include Cancelled Appointments.
- Include No shows.

Step 6: Select the **Run Report** button.



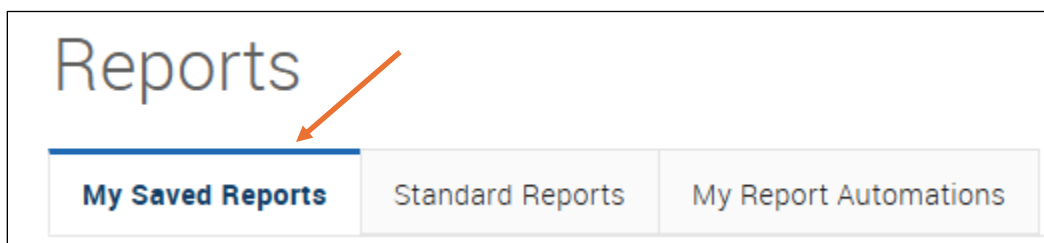
A screenshot of a report configuration interface. At the top left is a button labeled "+ Add Filter". Below it are four unchecked checkboxes: "Include Inactive Users", "Include My Students Only", "Include Cancelled Appointments", and "Include No shows". At the bottom left is a blue button labeled "Run Report".

Please Note: You can save this report by selecting the **Save As** icon located on the right-hand side of your screen. Then following the prompts to save the report.



A screenshot of a "Save As" button. The button is rectangular and contains the text "Load Saved Report" followed by a downward-pointing chevron icon. To the right of this text is a square icon containing a pencil, followed by the text "Save As...".

Please Note: You can access your saved reports by selecting the **Reporting** icon and selecting the **My Saved Reports** tab.



A screenshot of a navigation bar titled "Reports". Below the title are three tabs: "My Saved Reports", "Standard Reports", and "My Report Automations". An orange arrow points to the "My Saved Reports" tab, which is currently selected and highlighted with a blue underline.