

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 *	In Term	Condition *	Value *
	Enrolled With Professor	Spring 2026	contains any	
④	Field *	Condition *	Value *	
	Reported Course	contains any	BIO-104 ENVIRON BIOLOGY	
<input type="button" value="+ Add Filter"/>				
<input type="checkbox"/> Include Inactive Users <input type="checkbox"/> Include My Students Only <input type="checkbox"/> Include Cancelled Appointments <input type="checkbox"/> Include No shows				
<input type="button" value="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**.

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

Step 3: Field: select **Enrolled With Professor**, In term: select **Your Desired Term**, Condition: select **Contains any**, Value: Select **Your Name**.

③	Field *	In Term	Condition *	Value *
	Enrolled With Professor x v	Spring 2026 v	contains any v	<input type="text"/> x v

Step 4: Field: select **Reported Course**, Condition: select **Contains any**, Value: Select Your Course(s).

④	Field *	Condition *	Value *
	Reported Course x v	contains any v	BIO-104 ENVIRON BIOLOGY x v

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.

<input type="button" value="+ Add Filter"/>			
<input type="checkbox"/> Include Inactive Users	<input type="checkbox"/> Include My Students Only	<input type="checkbox"/> Include Cancelled Appointments	<input type="checkbox"/> Include No shows
<input type="button" value="Run Report"/>			