Review Event Attendance

1	Click on the Starfish icon in the upper left-hand corner.
2	Select **STUDENTS** and then **MY STUDENTS**.
3	Click **ADD FILTERS**.
4	From the **ADDITIONAL FILTERS** menu, select **MEETINGS** and then check the following: • **STUDENTS** • **WHO HAVE HAD/SCHEDULED MEETINGS** • For the **APPOINTMENT TYPE/REASON**, scroll down to find **EVENTS** and then select **EVENT TITLE**. • **DATE OF EVENT** (if unsure, leave this blank)
5	Click **SUBMIT**.