

## How to Mark No-Shows in EAB

Step 1: Open the Advising Report

Step 2: Uncheck the “attended” box next to the student’s name.

ADVISOR REPORT FOR [REDACTED] — ×

### Appointment Details

**Appointment:**  
09/25/2017 9:00a-9:30a - Long-term degree plan

**Reason:**  
x Long-term degree planning

**Course:**  
[REDACTED]

**Date of visit:**  
09/25/2017

**Location:**  
My Academic Advisor's Office

### Attendees

[REDACTED]

**Attended**

Arrived: 09:00 AM      Departed: 09:30 AM

[REDACTED]

**Attended**

Arrived: 09:01 AM      Departed: [REDACTED]

### Appointment Summary

**B** **I** | **¶** **☰** **☒** **☑** **↶** **↷** |

Did not show for appointment.

body p

### Attachments

**Attach File**

Choose File | No file chosen

### Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: [REDACTED]      Time: [REDACTED]

[Save this Report](#)

Step 3: Enter any comments you wish into the “Appointment Summary” box

Step 4: Click “Save this Report”