How to Enter Session Visits:

- Click on

  - Date = Session Date
  - Reason = “SI Visit”
  - Subject = Select course section
  - If you have multiple sections, you will need to select each section and each student that attended from that section.
  - Show Enrolled/Similar Visits = Click (after you have selected the subject)

  - Select SI Batch Entry
  - Starting with right column.
    - Select students that attended the session
    - Select batch create at the bottom.
  - Repeat for column on the left.

- Time = Session start and end time
- Consultant = Select your name
- Select SI Batch Entry tab
  - Select the students on the right (that have never come to a session).
    - At the end of the list select batch create.
  - Then select the students on the left (that have come to a session).
    - At the end of the list select batch create.

NOTE: If you have a no show, don’t select any student and click batch create at the bottom on the left list.