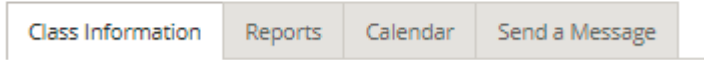




Students how to View your Appointment Reports in TCLAW

1. Log in to TCLAW
2. On your Student home page, you will see four tabs listed at the top of the page:

Student Home



3. Click on the Reports tab to view any Progress Report, Advisor Reports and Notes.
Advisor Reports For Morgan

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	MEETING TYPES	SUMMARY	DETAILS
10/25/2017 03:00 PM	10/25/2017			In person	Met with student to discuss...	View Report 10/25/2017 03:00 PM

4. To view the details of the appointment report, click “View Report.” This will give you a pop up window with the appointment details and summary.
5. Under the Appointment Summary section, you can see any documents that were attached to this report such as Academic Plans or other paperwork that was completed during the appointment.

Attachments



6. Simply click on the file name to download the file to your computer. Please note that some types of documents may not fully download on phone/tablet operating systems.