Add students with Manage Participants once you get your NSO list. You can add comments off that menu OR

Once you’ve added your students onto your list you can click on Outcomes.

You can add speednotes to everyone in your group, but Outcomes are individual.
This is how you’d add notes to each student using group feature

You can use Speed Notes if the reason for the appointment is NSO. Speednotes are a quick and handy way to document some conversations, but do not solely depend upon Speed Notes. Your Outcomes, aka notes, should be detailed.