TutorTrac User Guide

*step-by-step instructions for students*

TutorTrac is a web-based program that allows students to sign up for tutoring and Writing Center appointments online. TutorTrac pulls student information from Banner, so students' names and course registrations are readily available.

*Please note: TutorTrac is updated with information from Banner every Sunday, so changes made to course registrations during the week will not be reflected in TutorTrac until after Sunday.*
Getting Started

1. Go to http://tutortrac.cuw.edu
2. Enter your CUW username and password.
3. After signing into TutorTrac, the main menu should look like this:
Scheduling a Tutoring Appointment

1. Click on “Search Availability” in the Student Options box on the left

2. You will be taken to a new screen. Click on the arrow next to the empty “Center” box. In the drop down menu that appears, select “Tutoring”.

"Welcome to TutorTrac! To access the TutorTrac User Guide, please go to https://www.cuw.edu/Departments/lrc/tutoring.html"
3. Select the other search criteria.

- If you know what tutor you’d like to work with, select the tutor’s name from the “Consultant” drop down menu. Otherwise, leave that field blank.
- Select the course for which you’d like tutoring.
- You can search for tutoring availability within the next three weeks. You can narrow the date range.
- Use the arrows to adjust the appointment time.
- Only availabilities on the highlighted green days will be searched. To deactivate a day and narrow your search results, click on the day once (it will go gray).
4. All tutors and time slots matching your search criteria will appear. Select your desired appointment.

5. An Appointments Entry window will appear. Select the reason for your tutoring appointment from the drop down menu.

6. Enter any other notes you’d like your tutor to know prior to your appointment. Click “save”.
Scheduling a Writing Center Appointment

1. On your main page, click on “Search Availability” in the Student Options box on the left.

2. Select the Writing Center location you’d like to visit. The Writing Center (LRC) is located in the Learning Resource Center (LU200). The Writing Center (library) is located at the circular reference desk in the center of Rincker Memorial Library.
3. Select the other search criteria.

- If you know what consultant you’d like to work with, select his/her name from the “Consultant” drop down menu. Otherwise, leave that field blank.

- **LEAVE THE “SECTION” BOX BLANK!**

- You can search for availability within the next three weeks. You can narrow the date range.

- Use the arrows to adjust the appointment time.

- Only availabilities on the highlighted green days will be searched. To deactivate a day and narrow your search results, click on the day once (it will go gray).
4. All consultants and time slots matching your search criteria will appear. Select your desired appointment.

5. An Appointments Entry window will appear. Select the reason for your tutoring appointment from the drop down menu. Enter any other notes you’d like your consultant to know. Click save.

Please note: Writing Center appointments are scheduled in 30-minute blocks. To schedule an hour appointment, please repeat steps 4 and 5 for the second 30-minute block.
Canceling an Appointment

Use these instructions to cancel tutoring and writing center appointments. Students are allowed to cancel appointments up to 12 hours before their previously scheduled appointment. Clients are marked as no-shows if they are more than 15 minutes late for a tutoring appointment. Once you accrue two no-shows during a semester, you will lose tutoring privileges.

1. On your main page, you will see a summary of your upcoming appointments.
2. Click on the “x” next to the appointment.
3. A window will appear asking you to confirm your cancelation. Select the appropriate button.

![Image of TutorTrac Main Menu](image_url)