ACADEMIC ENRICHMENT CENTER

The University of Toledo Health Science Campus

Mulford Library Building, Room 506/507
Mail Stop 1046
3025 Library Circle
Toledo, Ohio 43614
Phone 419.383.4274 • Fax 419.383.3150

TutorTrac Training 4.0 Manual

TUTORTRAC

Chapter

2

Student User Specifics

The Academic Enrichment Center has a new web-based tutor scheduling program, called TutorTrac, which will enhance HSC student services by allowing students to schedule tutoring sessions on-line . The TutorTrac web-based learning center navigation software provides a user friendly service for students to schedule their tutoring sessions. The following three sections highlight the basics for navigating through the system and participating in the AEC tutoring program.

IMPORTANT NOTE:

Students will always meet their tutors at the Academic Enrichment Center, on the fifth floor of the Mulford Library on the Health Science Campus.

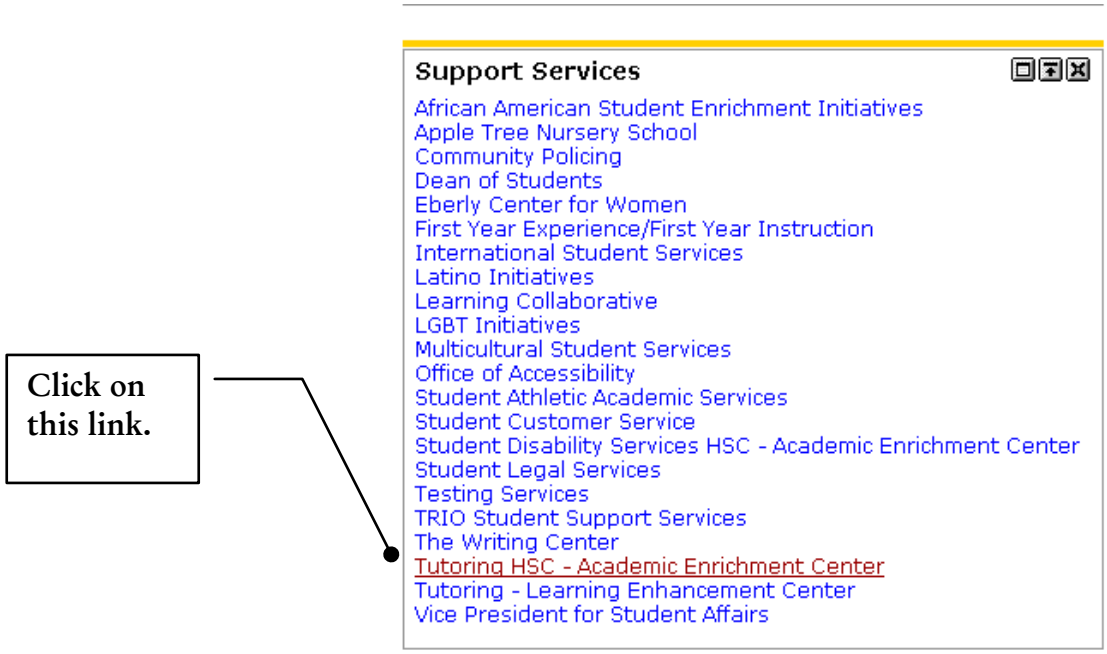
The only exception would be those students participating in the Anatomy labs Supplementary Instruction (SI) program; in that case, students are to meet in the Anatomy Lab in the Basement of the Health Education Building.

Entering the Tutor Scheduling System

Students may reach the tutoring scheduler icon from numerous sites:

- **THE AEC HOME PAGE:** http://www.utoledo.edu/med/depts/aec/index.html

- **FROM YOUR "MYUT PORTAL":** Student Resources Tab/Support Services Section:



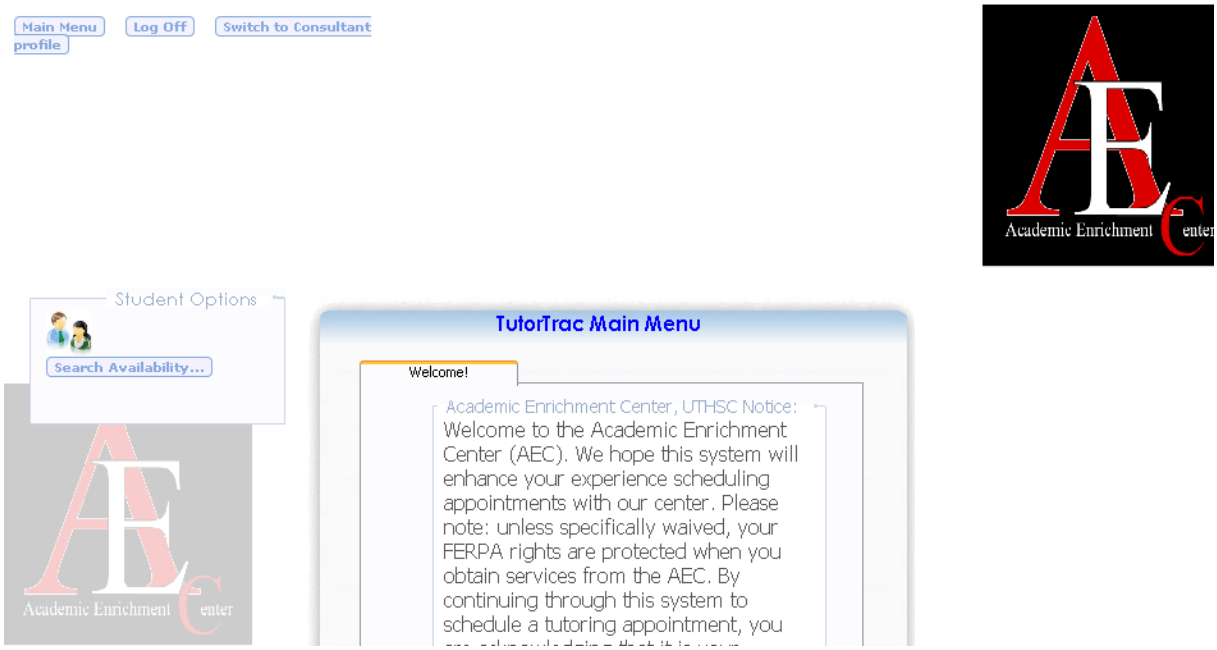
- **FROM YOUR BLACKBOARD HOMEPAGE.**

Once you are on the AEC home page, click on the link above the TutorTrac icon or the icon itself.

The TutorTrac home page will open~~; you~~; you can schedule your tutoring session. The TutorTrac login page will appear as follows:

Enter your student UTAD ID and password, as you do to log into your MyUT portal.

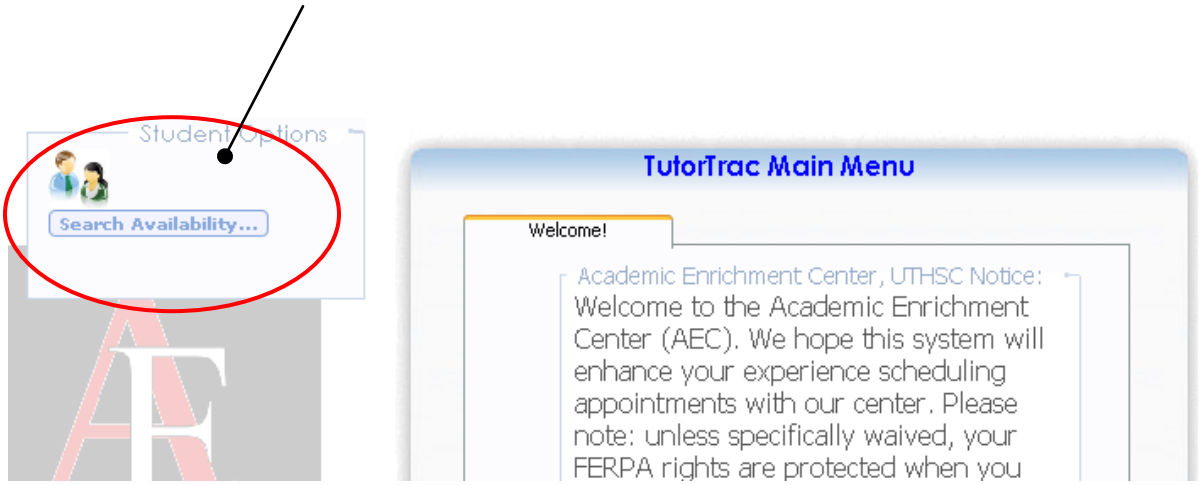
The following screen will appear as your main menu:



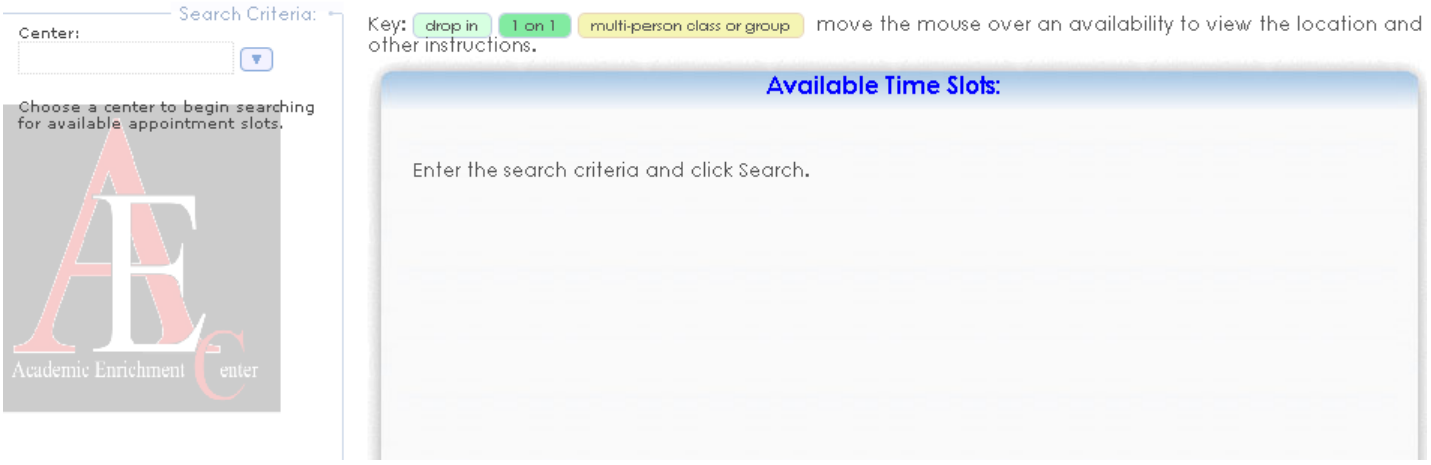
Scheduling a Tutoring Session

Note: Both the tutor and the student will receive a confirming e-mail that the appointment was made. It will indicate the subject, tutor, date, time, and place. If a session is canceled, a cancelation e-mail will also be sent. All e-mail communications will be through the UT e-mail system. Please check your e-mails. If you do not receive a confirmation or think you received one in error, please do not hesitate to reach the AEC staff.

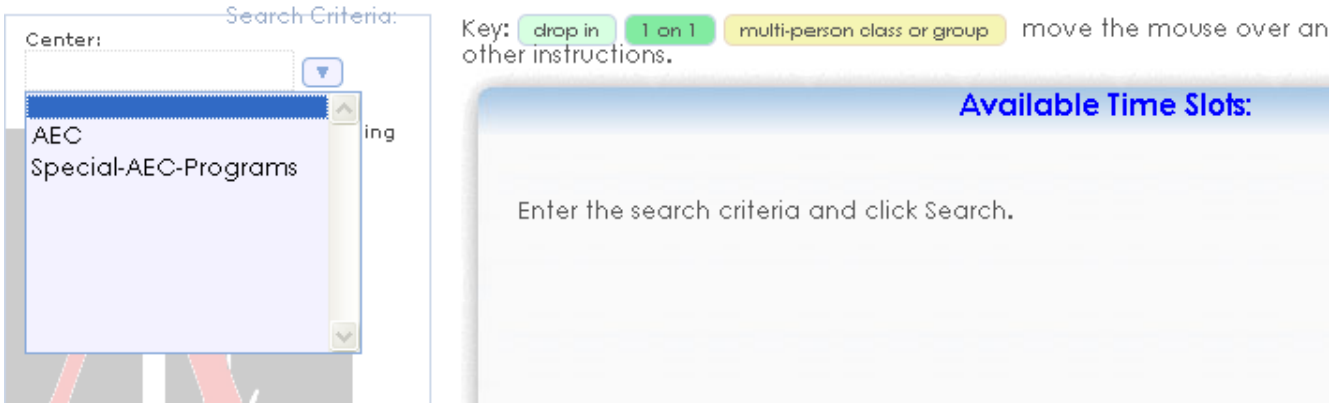
1. From your TutorTrac homepage, select "search availability."



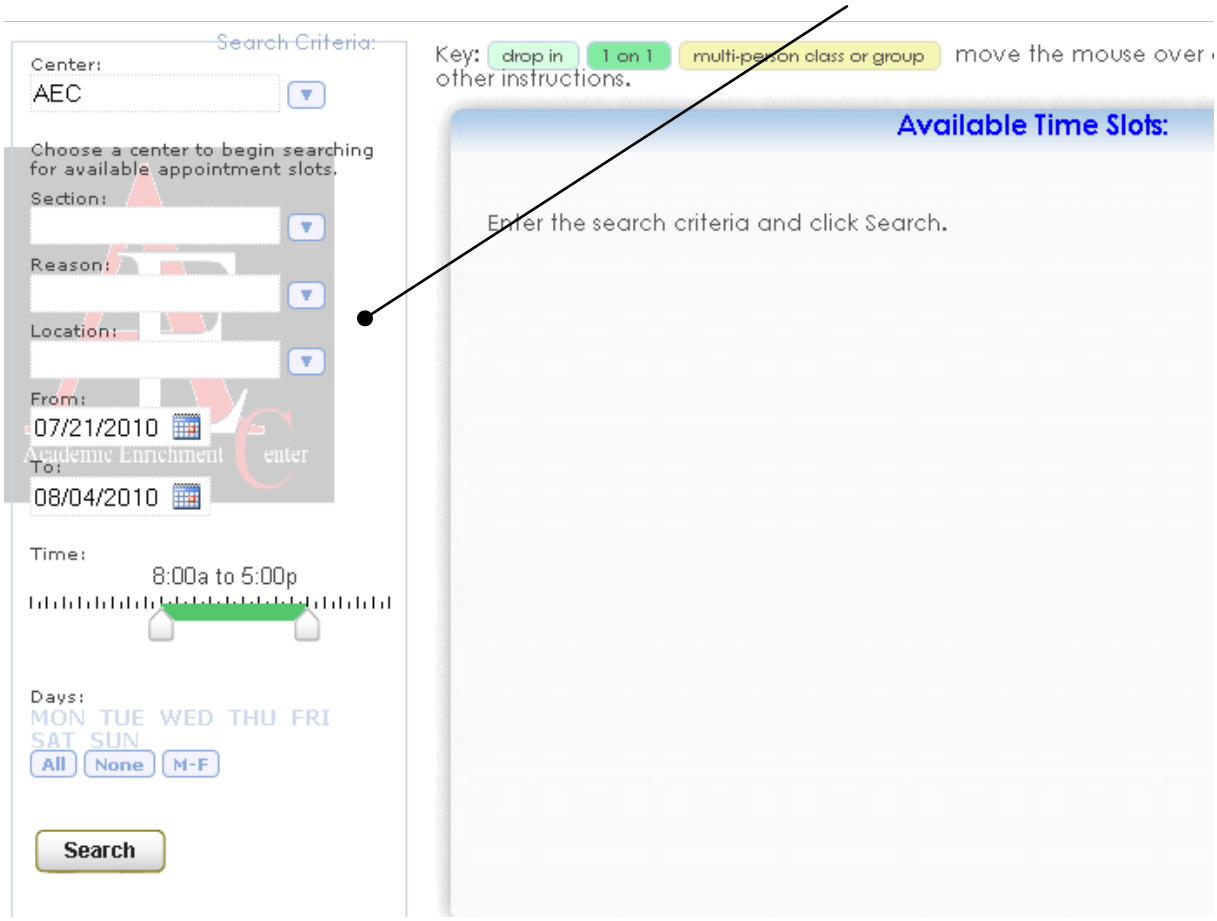
2. The following screen will appear:



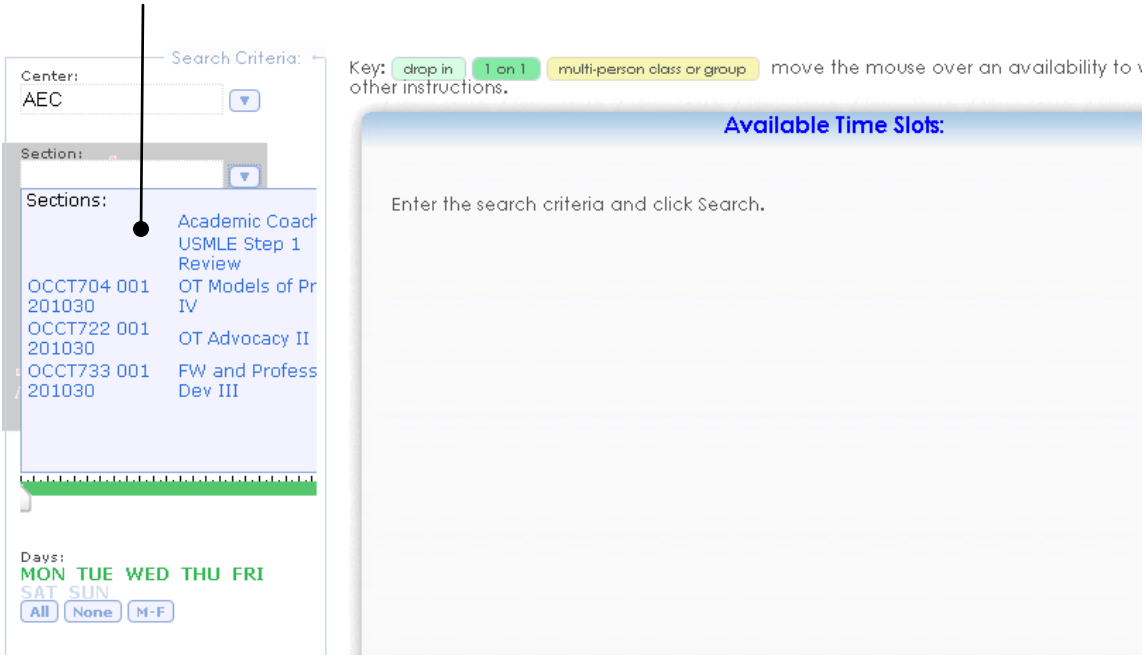
3. From the menu on the left side of the page, search for a tutoring session that matches your needs by filling in the appropriate boxes. First, select the center where tutoring will take place. (*AEC for most tutoring, Special-AEC-Programs for special programs that you will have prior notification about.*)



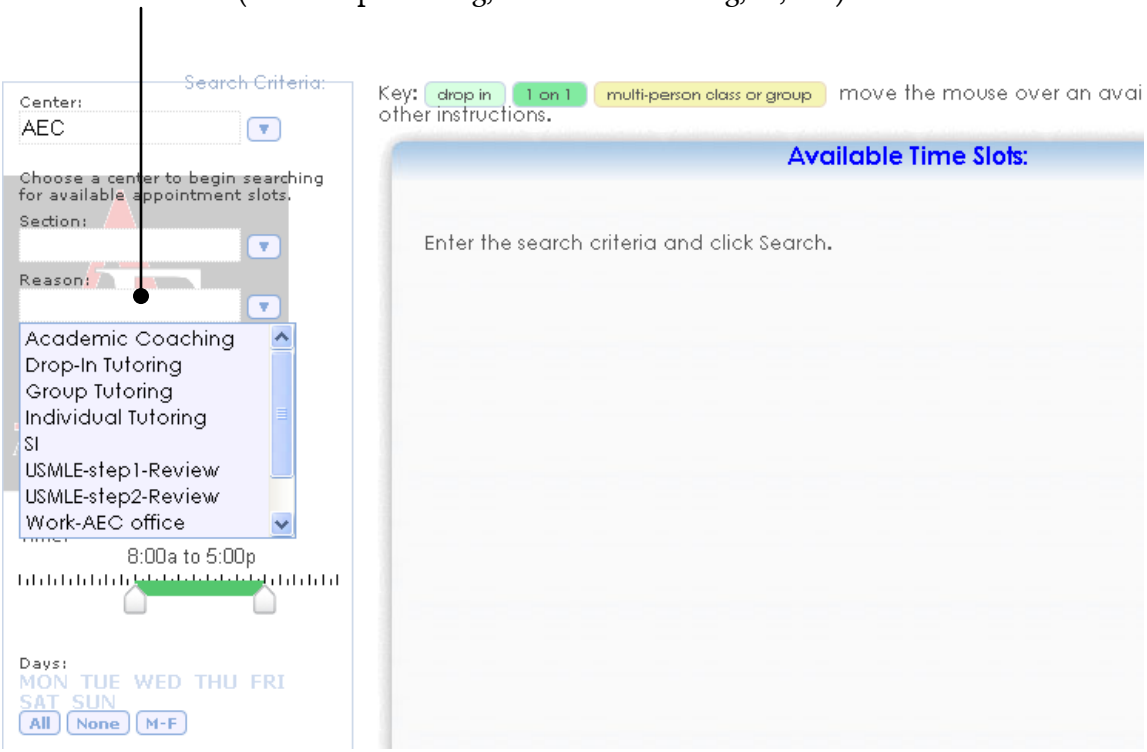
4. The following screen will appear, providing you with additional options.



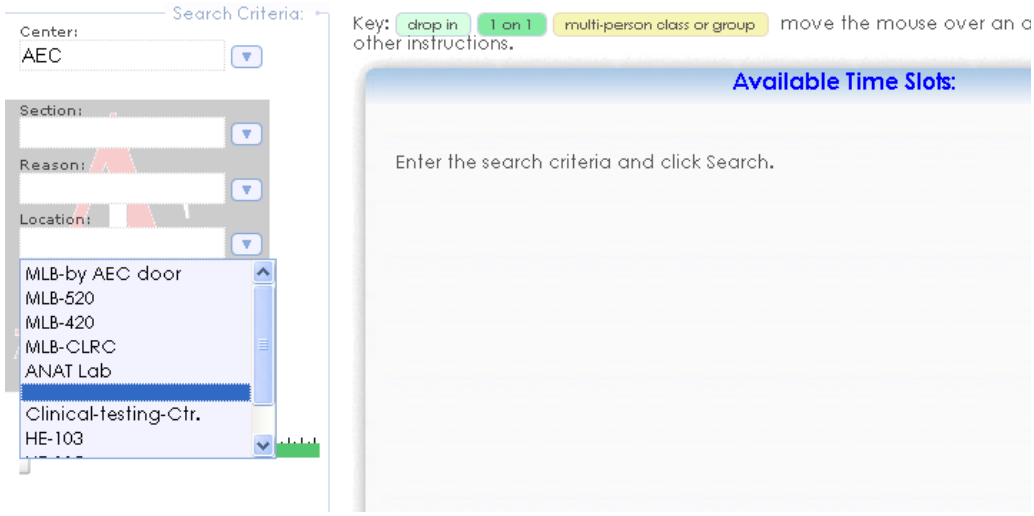
5. Select the subject in which you want to be tutored under "section." (Only academic coaching, USMLE review, and courses in which you are currently enrolled will appear.)



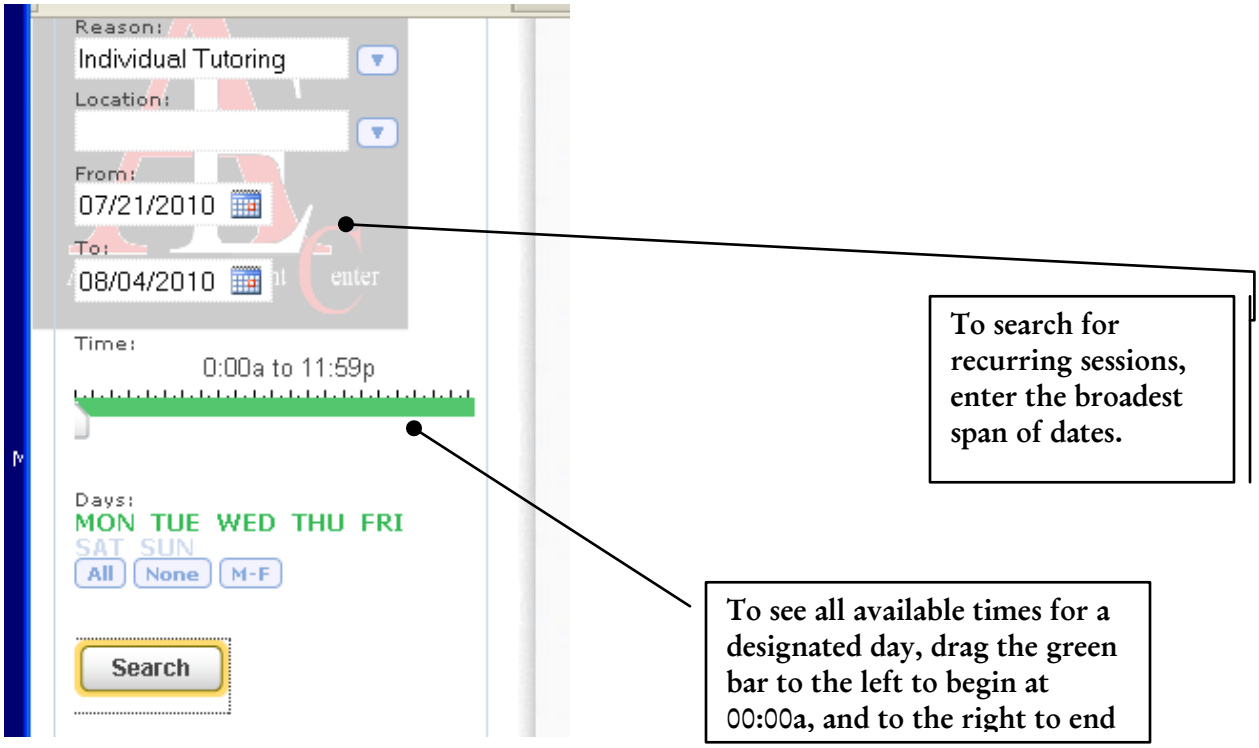
6. Select the reason. (ex. Group tutoring, individual tutoring, SI, etc.)



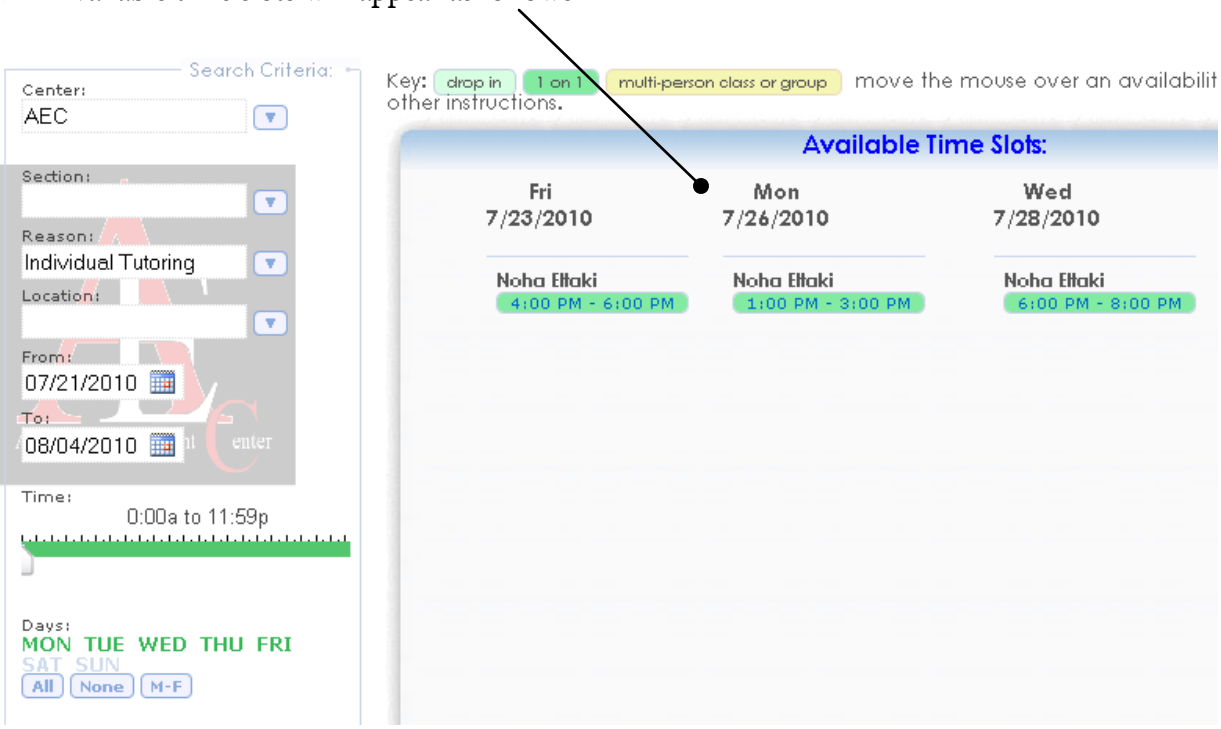
7. Select the location of the tutoring. (For all tutoring sessions occurring in Mulford Library Building, students should meet their tutors outside the AEC office. For sessions occurring in anatomy labs or the clinical testing center, students should meet their tutors at those direct locations.)



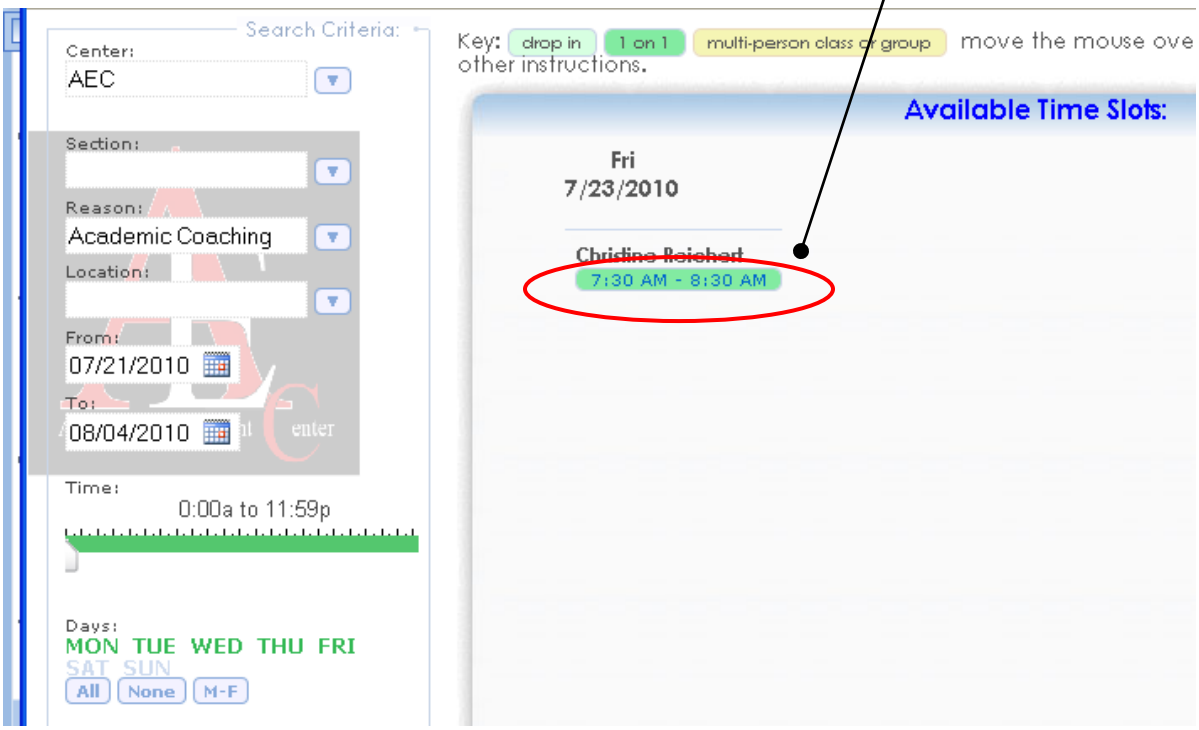
8. Next, enter the correct dates and times during which you wish to search for available tutoring sessions. Click "search."



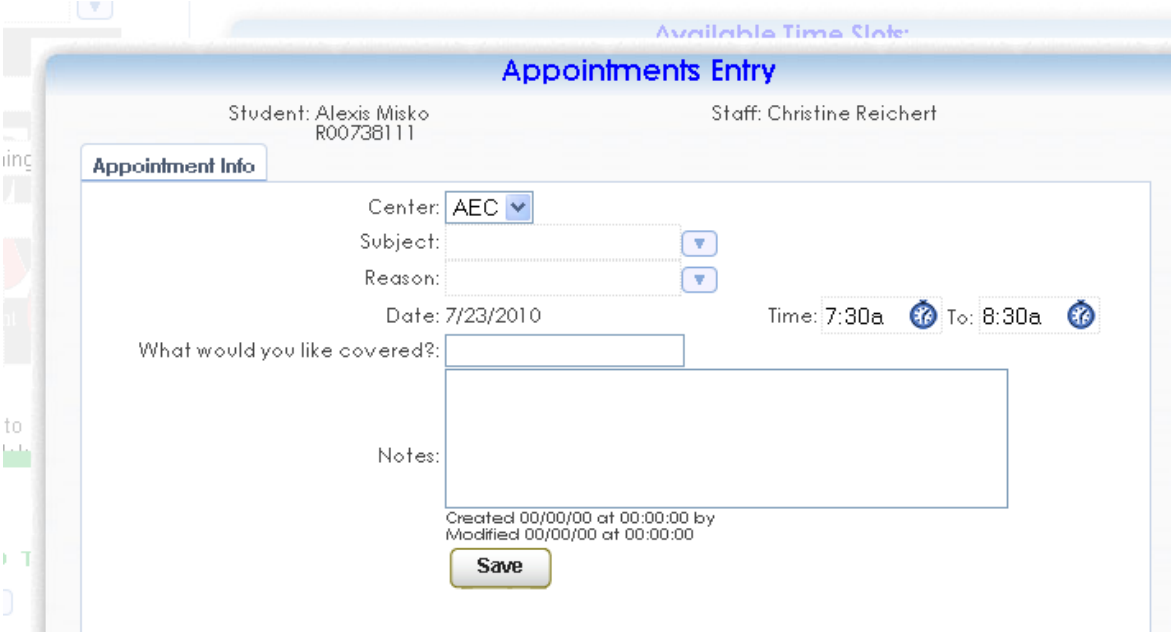
9. Available time slots will appear as follows:



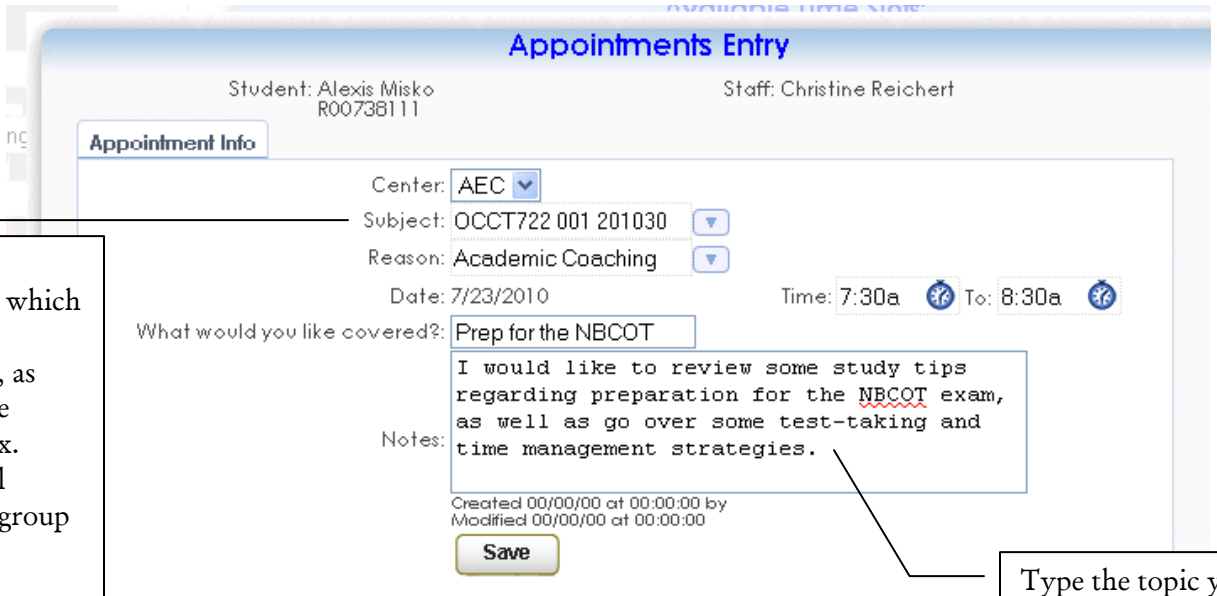
10. After completing enough searches to meet your needs, click on the time listed underneath the desired tutor's name.



11. The following "appointments entry" screen will appear:



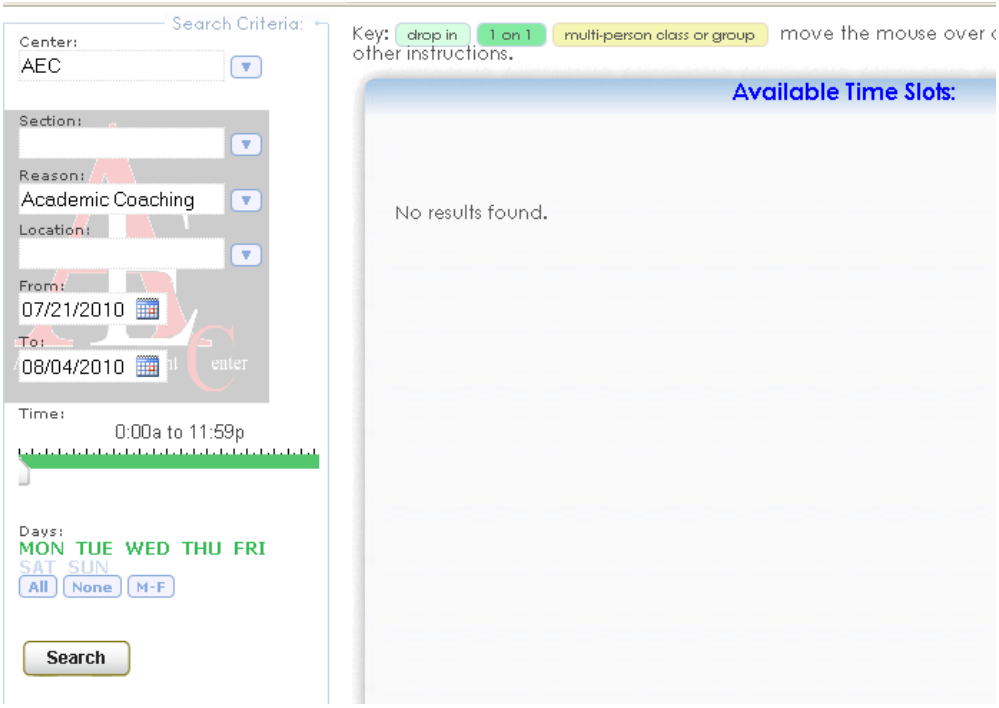
12. Enter your student information as it applies to the tutoring session (the correct date and time should be entered automatically), and **click save.**



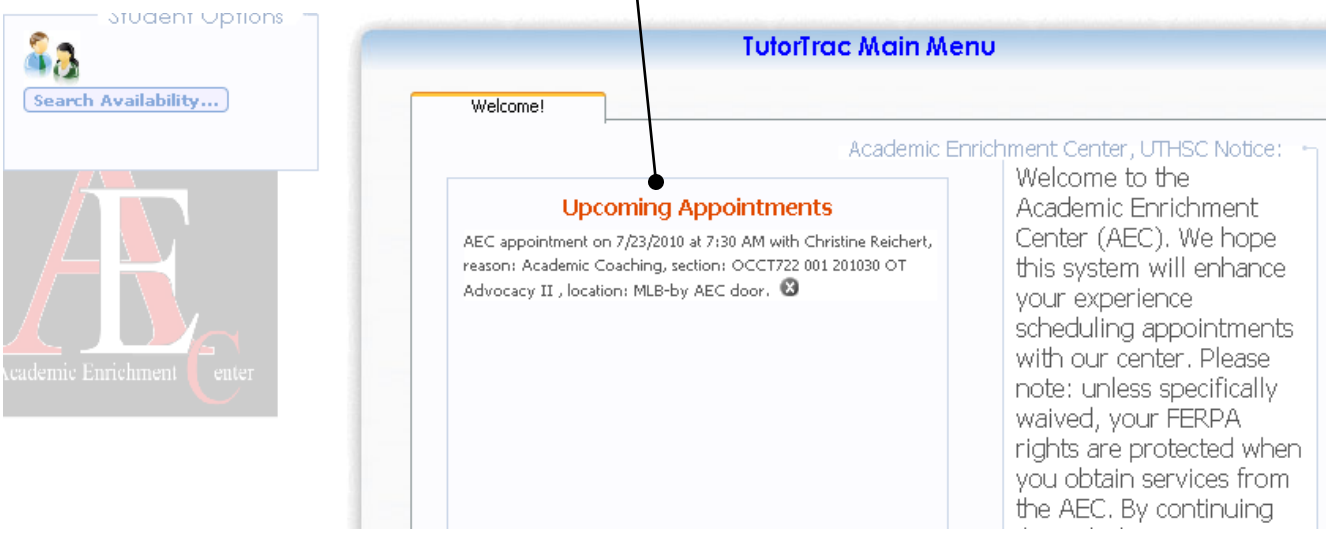
Enter the subject in which you want assistance, as well as the reason. (ex. Individual tutoring, group tutoring, academic

Type the topic you want to cover during the session, and any additional notes to help your tutor plan for the session.

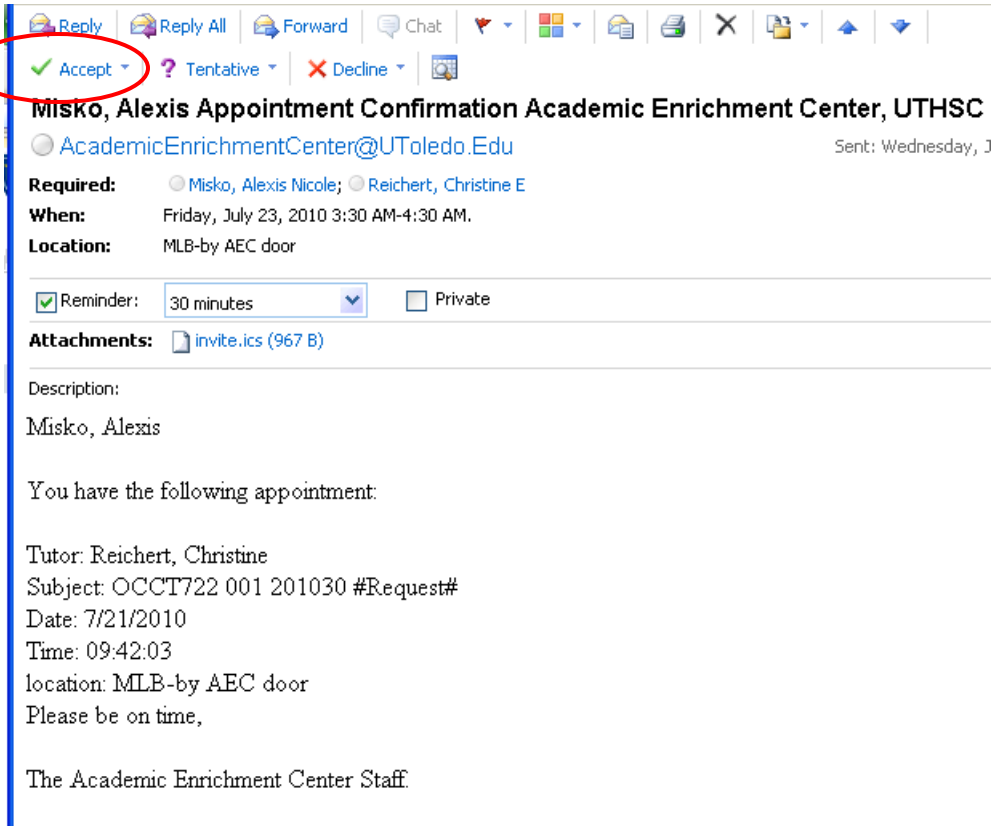
13. After scheduling your appointment, you will be automatically returned to the available time slot home screen.



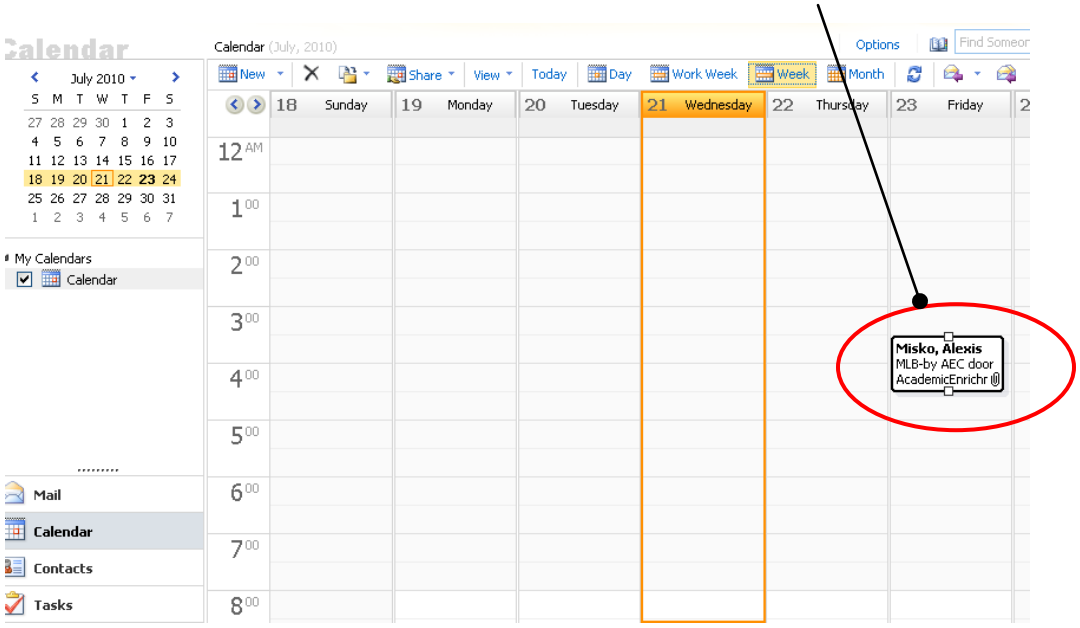
14. By clicking on in the top left hand corner of the screen, you will be returned to your main page. An upcoming appointment reminder should be listed, matching the tutoring appointment you just scheduled.



15. You will receive an automatic email (through your UT email) confirming your appointment. **(To add the appointment to your Outlook calendar, click "accept.")**



(If added, the appointment should appear on your calendar as follows):



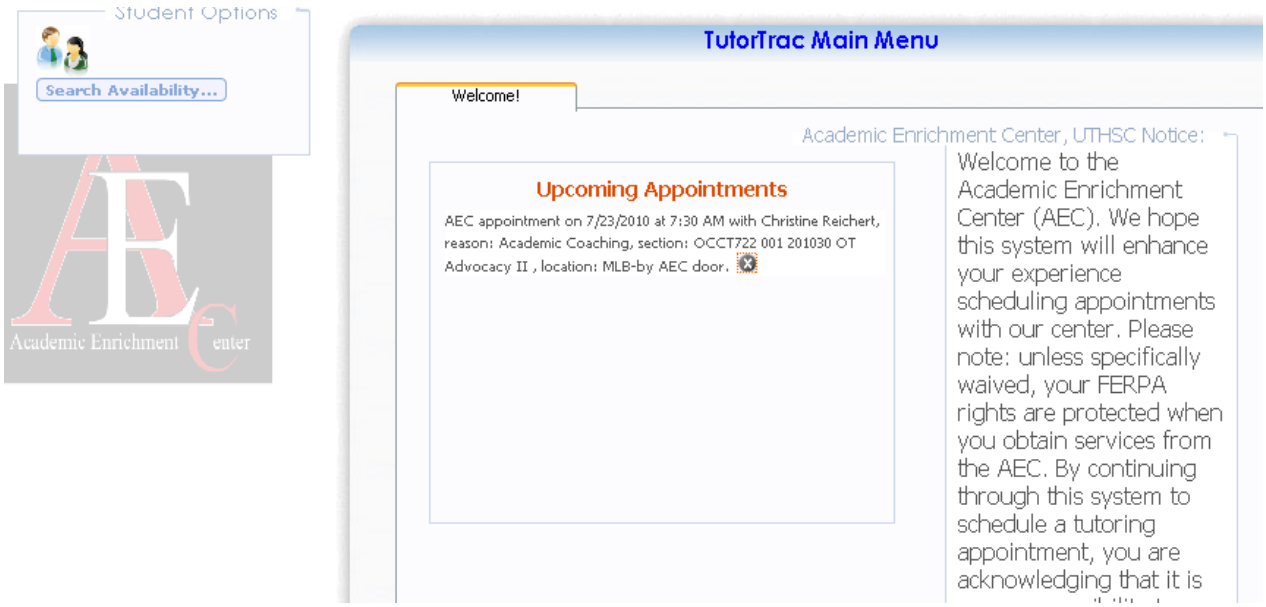
Canceling a Tutoring Session

Students need to notify the AEC staff if they have to cancel a tutoring session. They may do so by:

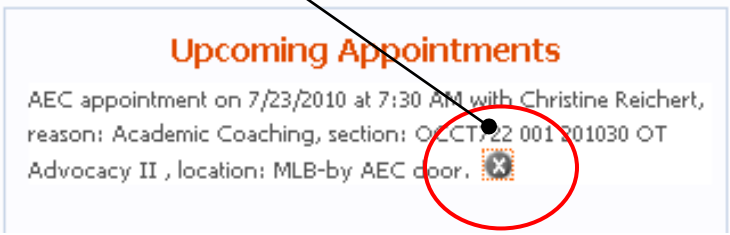
- **Cancelling online, calling** 419.383.4274, or **dropping-in** to the AEC (506-507 MLB) during the hours of operation (8:30 a.m. – 5 p.m.)

Please be considerate to your tutors and cancel at least 24 hours before your scheduled tutoring session. **On a similar note: tutoring sessions must be scheduled at least one day (24 hours) in advance.**

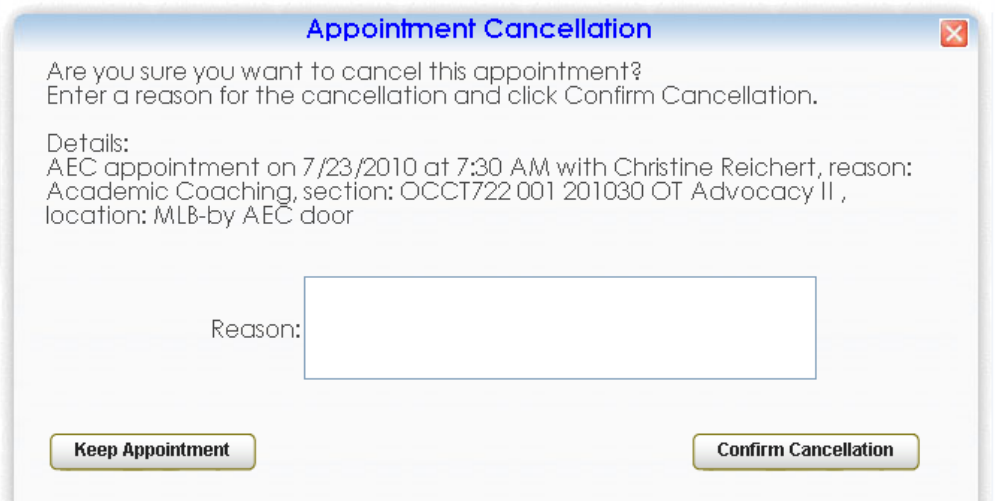
1. To cancel a session online, log in to TutorTrac. Your main page should appear as follows:



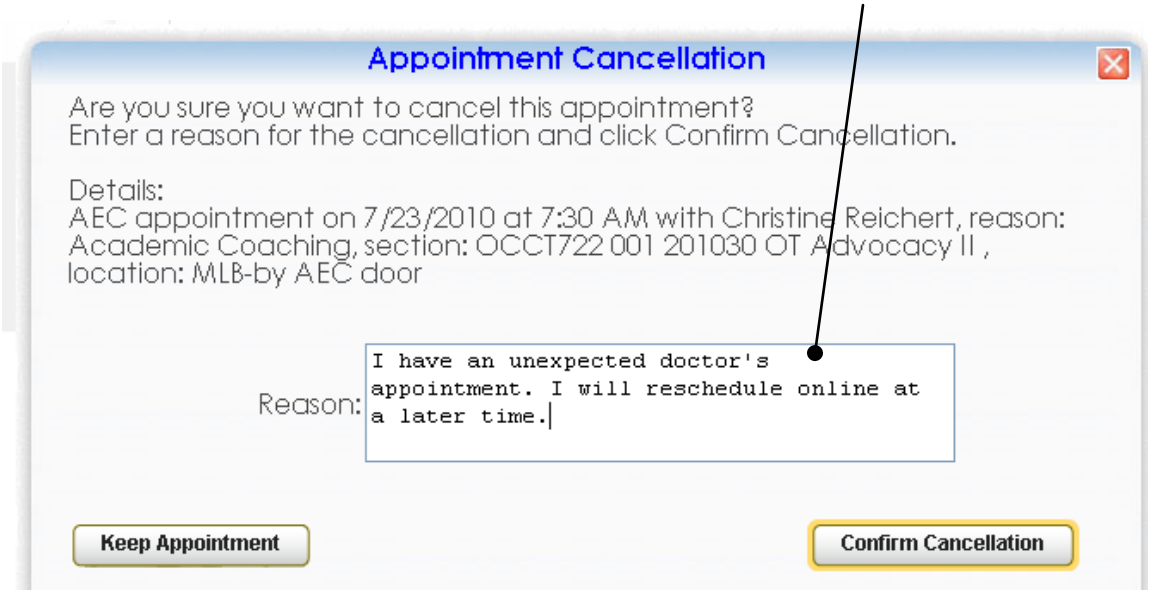
2. Click the **x** after the upcoming appointment reminder that corresponds to the tutoring session you wish to cancel.



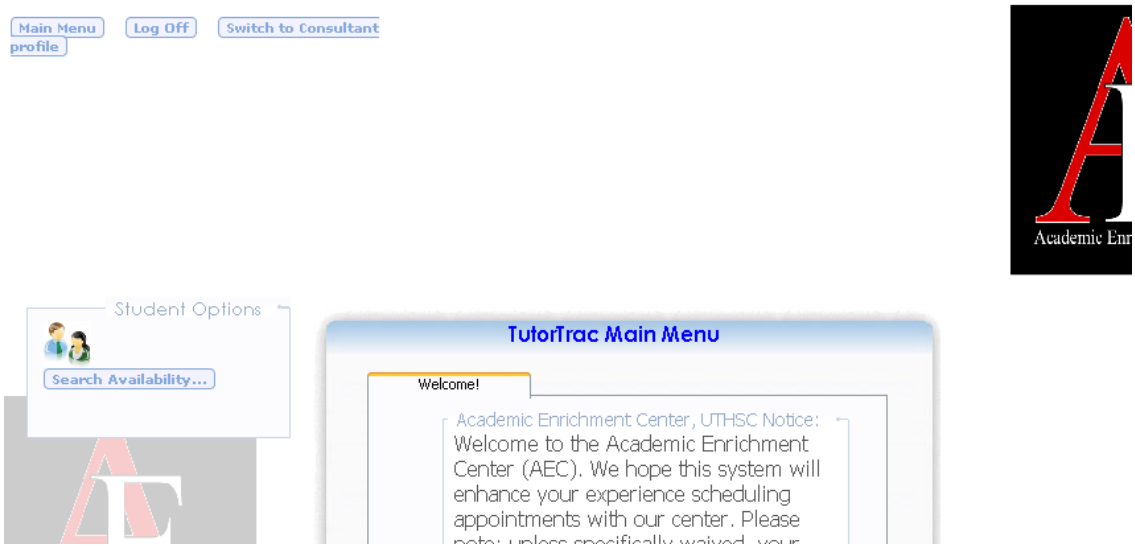
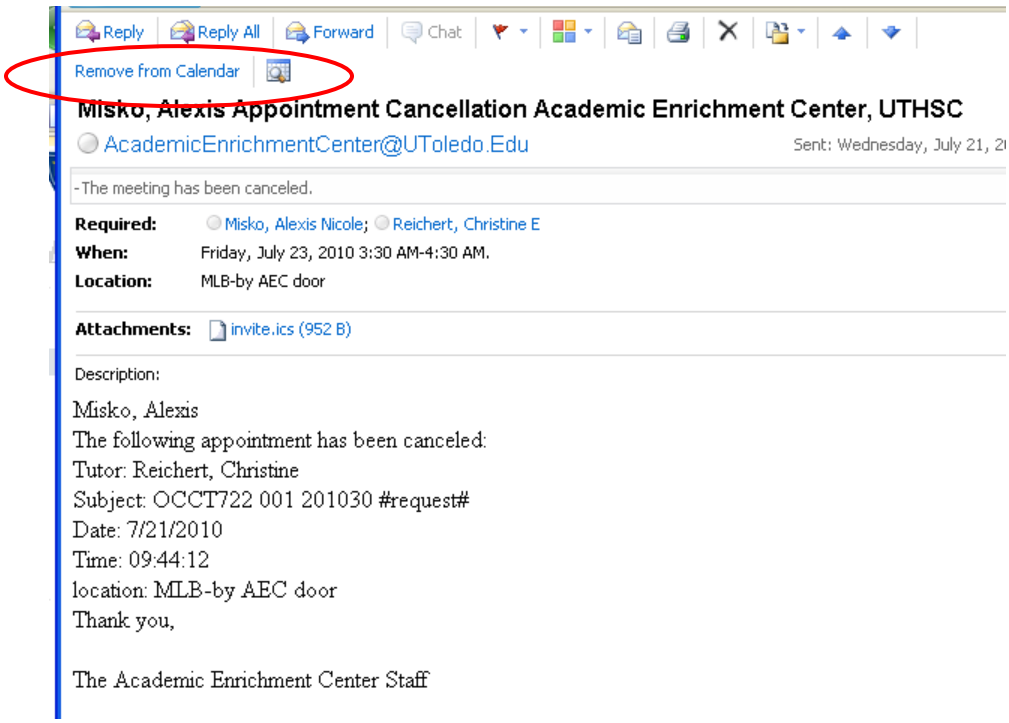
3. An appointment cancellation box will appear.



4. Type the reason for the cancellation into the "reason" box, and **click confirm cancellation.**



5. You will be automatically redirected to your main page, as follows:



6. You will receive an email (through your UT email) confirming the cancellation of your appointment. (Remember to click "remove from [Outlook] calendar," if you wish to do so.)