



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



TUTORTRAC

4.0 Manual

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:



A screenshot of a web page titled "Support Services" with a yellow header bar. The page lists various services in blue text, including African American Student Enrichment Initiatives, Apple Tree Nursery School, Community Policing, Dean of Students, Eberly Center for Women, First Year Experience/First Year Instruction, International Student Services, Latino Initiatives, Learning Collaborative, LGBT Initiatives, Multicultural Student Services, Office of Accessibility, Student Athletic Academic Services, Student Customer Service, Student Disability Services HSC - Academic Enrichment Center, Student Legal Services, Testing Services, TRIO Student Support Services, The Writing Center, Tutoring HSC - Academic Enrichment Center, Tutoring - Learning Enhancement Center, and Vice President for Student Affairs. A callout box on the left contains the text "Click on this link." with a line pointing to the underlined link.

- **FROM YOUR BLACKBOARD HOMEPAGE.**



A screenshot of the Blackboard homepage. The header includes the "UT myBlackboard" logo and "Entry Page Check Bro". Below the header, there is a "Welcome, DL Staff" message and a row of utility buttons: "Bookmarks", "Global calendar", "Password settings", "Preferences", "WebDAV info", and "Course functions". The main content area is divided into two columns. The left column is titled "Courses" and lists three courses: "Faculty Resource Center" (Instructor: DL Staff, My Role: Student), "NURS1000:001 Professional Nursing Orientatn 2009..." (Instructor: Susan Batten, My Role: Designer), and "NURS1000:002 Professional Nursing Orientatn 2009..." (Instructor: Susan Batten). The right column contains "Announcements" (stating "There are no announcements.") and "Institutional Bookmarks" (listing "eLearning and Academic Support Homepage", "Guide to UT Libraries for eLearners", and "Tutoring HSC - Academic Enrichment Center"). A callout box on the left contains the text "Click on this link." with a line pointing to the "Tutoring HSC - Academic Enrichment Center" link in the Institutional Bookmarks section.

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

Welcome

Academic Enrichment Center

Welcome to the Academic Enrichment Center!

Schedule a Tutoring session [here!](#)

TUTORTRAC

[TutorTrac Student User Guide](#)

Click on word "here"

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



- Academic Enrichment Center, UTHSC

Welcome! Please Log In

Students: Please enter your student UTAD ID and password as you do to log into your MyUT portal.

User Name:

Password:

Login

Welcome to TutorTrac

Tracking Software

Welcome to TutorTrac

Redrock Software Corporation.

version 4.0.090819 ©copyright 2004-2010

RedRock Software Corporation

Unauthorized Duplication of Software is Illegal and Protected under Federal Law

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:

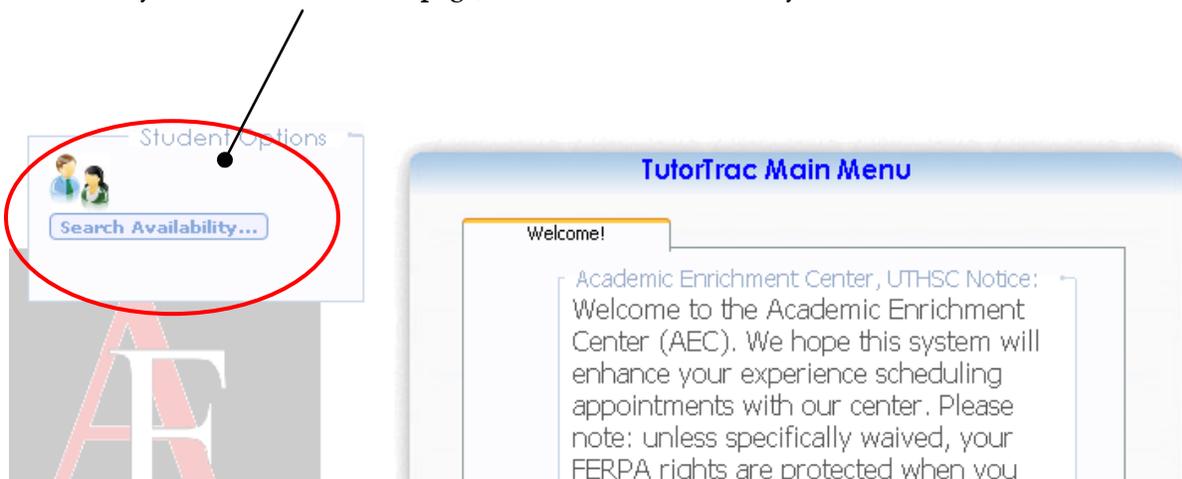
[Main Menu](#) [Log Off](#) [Switch to Consultant profile](#)



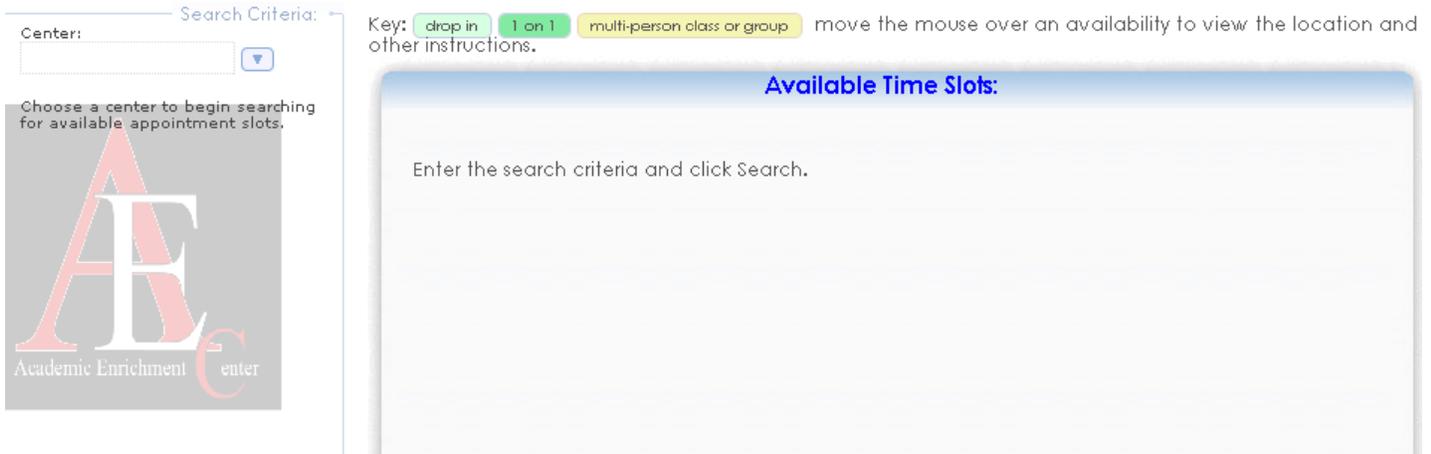
Scheduling a Tutoring Session

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 cancellation 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.

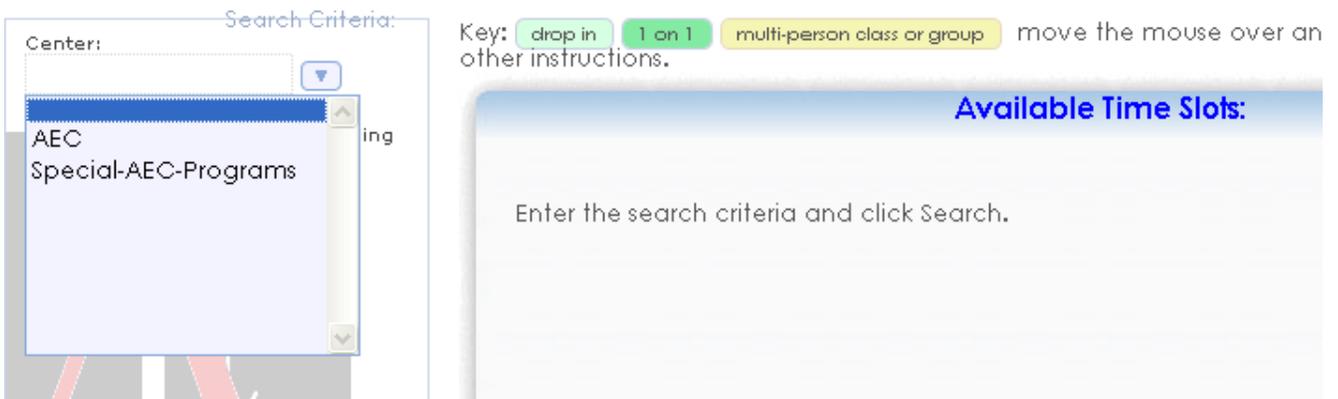
1. From your TutorTrac homepage, select “search availability.”



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.

Search Criteria:

Center: AEC

Choose a center to begin searching for available appointment slots.

Section:

Reason:

Location:

From: 07/21/2010

Academic Enrichment center

To: 08/04/2010

Time: 8:00a to 5:00p

Days: MON TUE WED THU FRI
SAT SUN

Key: move the mouse over other instructions.

Available Time Slots:

Enter the search criteria and click Search.

- 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.)

Search Criteria:

Center: AEC

Section:

Sections:

- Academic Coach USMLE Step 1 Review
- OCCT704 001 201030 OT Models of Practice IV
- OCCT722 001 201030 OT Advocacy II
- OCCT733 001 201030 FW and Professional Development III

Days: MON TUE WED THU FRI SAT SUN All None M-F

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view other instructions.

Available Time Slots:

Enter the search criteria and click Search.

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

Search Criteria:

Center: AEC

Choose a center to begin searching for available appointment slots.

Section:

Reason:

- Academic Coaching
- Drop-In Tutoring
- Group Tutoring
- Individual Tutoring
- SI
- USMLE-step1-Review
- USMLE-step2-Review
- Work-AEC office

8:00a to 5:00p

Days: MON TUE WED THU FRI SAT SUN All None M-F

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view other instructions.

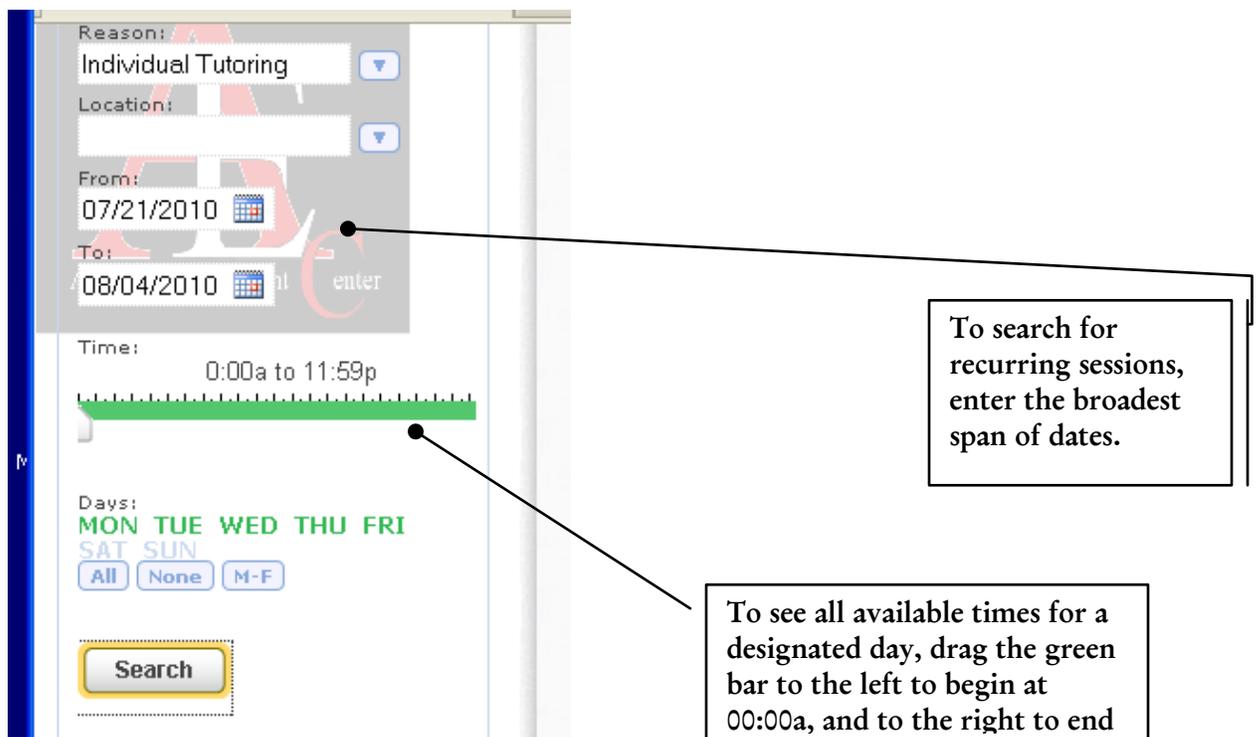
Available Time Slots:

Enter the search criteria and click Search.

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:

Search Criteria:

Center: AEC

Section:

Reason: Individual Tutoring

Location:

From: 07/21/2010

To: 08/04/2010

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI
SAT SUN
All None M-F

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability other instructions.

Available Time Slots:

Fri 7/23/2010	Mon 7/26/2010	Wed 7/28/2010
Noha Elfaki 4:00 PM - 6:00 PM	Noha Elfaki 1:00 PM - 3:00 PM	Noha Elfaki 6:00 PM - 8:00 PM

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

Search Criteria:

Center: AEC

Section:

Reason: Academic Coaching

Location:

From: 07/21/2010

To: 08/04/2010

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI
SAT SUN
All None M-F

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability other instructions.

Available Time Slots:

Fri 7/23/2010
Christina Reichert 7:30 AM - 8:30 AM

11. The following “appointments entry” screen will appear:

The screenshot shows the 'Appointments Entry' form for Student: Alexis Misko (R00738111) and Staff: Christine Reichert. The form includes the following fields and values:

- Center: AEC (dropdown)
- Subject: (empty dropdown)
- Reason: (empty dropdown)
- Date: 7/23/2010
- Time: 7:30a (dropdown) To: 8:30a (dropdown)
- What would you like covered?: (empty text box)
- Notes: (empty text box)
- Created 00/00/00 at 00:00:00 by
- Modified 00/00/00 at 00:00:00
- Save button

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

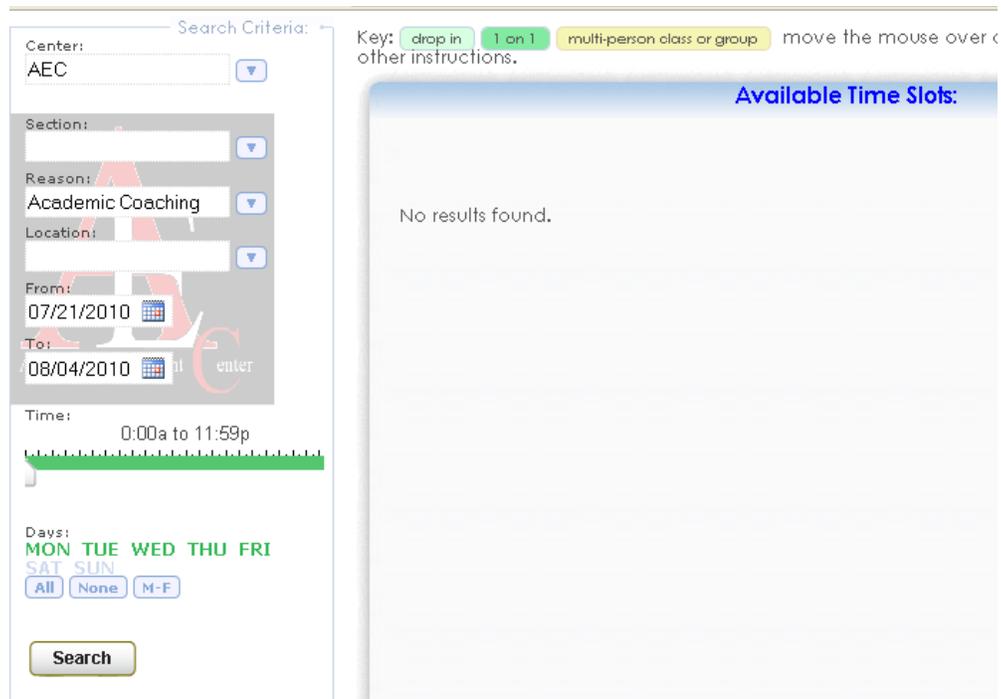
The screenshot shows the 'Appointments Entry' form with the following example data:

- Center: AEC (dropdown)
- Subject: OCCT722 001 201030 (dropdown)
- Reason: Academic Coaching (dropdown)
- Date: 7/23/2010
- Time: 7:30a (dropdown) To: 8:30a (dropdown)
- What would you like covered?: Prep for the NBCOT
- Notes: I would like to review some study tips regarding preparation for the NBCOT exam, as well as go over some test-taking and time management strategies.
- Created 00/00/00 at 00:00:00 by
- Modified 00/00/00 at 00:00:00
- Save button

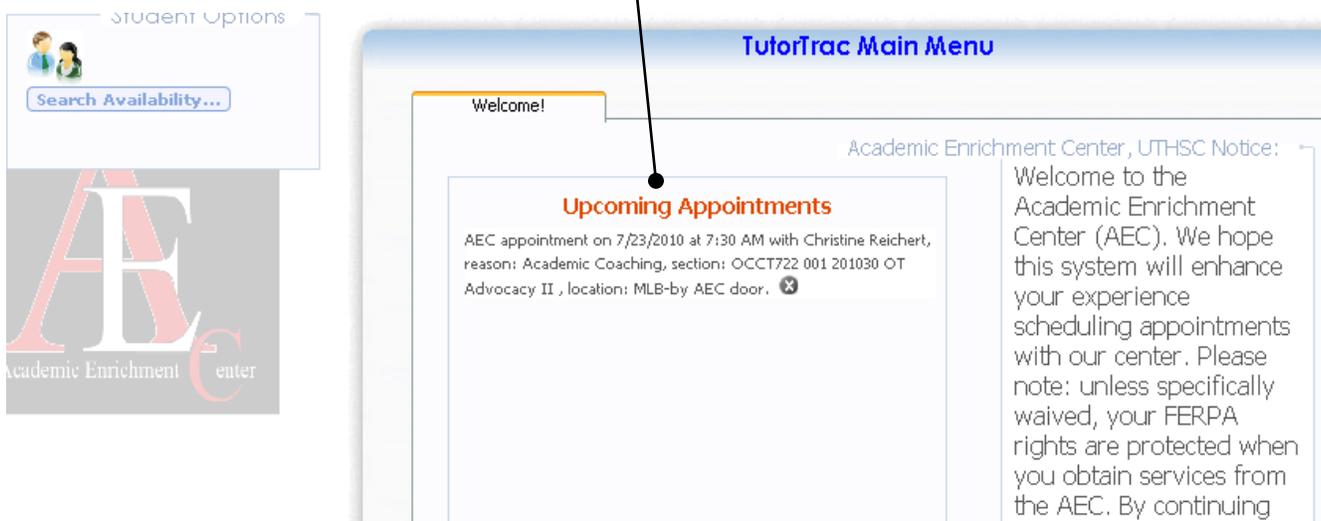
Callout boxes provide instructions:

- Left callout: Enter the subject in which you want assistance, as well as the reason. (ex. Individual tutoring, group tutoring, academic)
- Right callout: Type the topic you want to cover during the session, and any additional notes to help your tutor plan for the session.

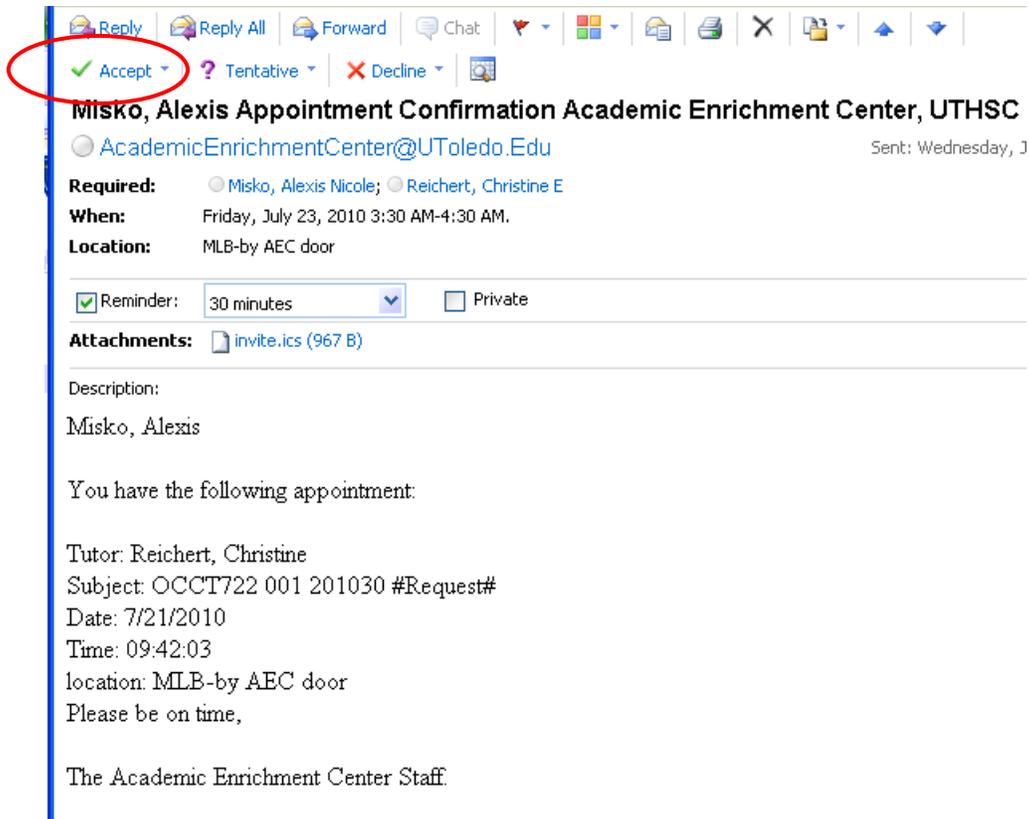
- After scheduling your appointment, you will be automatically returned to the available time slot home screen.



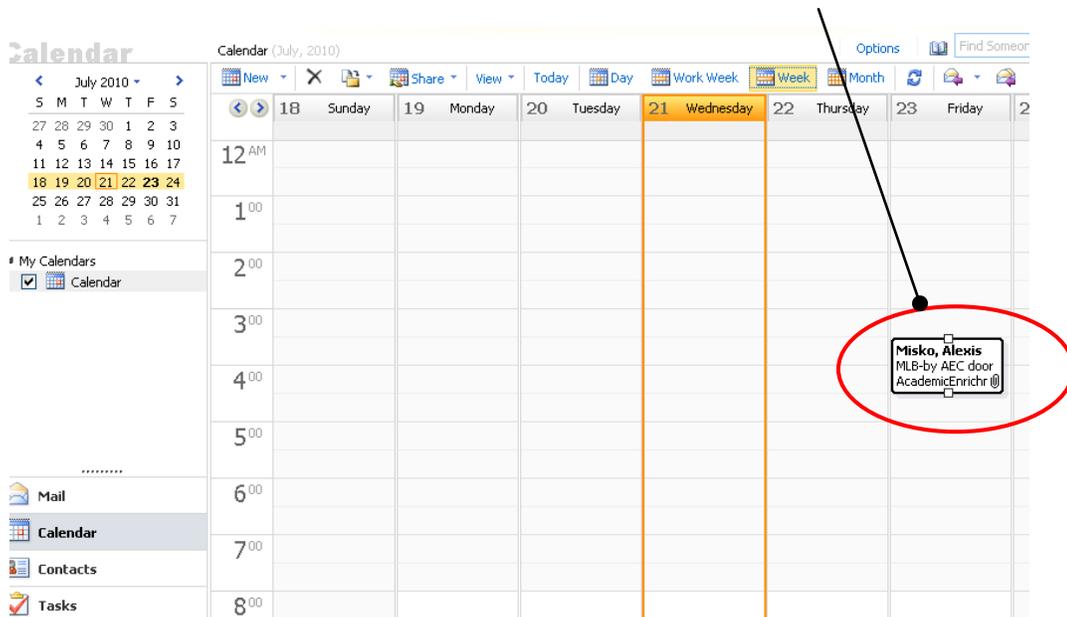
- By clicking on **Main Menu** in the top left hand corner of the screen, you will be returned to your main page. An upcoming appointment reminder should be listed, matching the tutoring appointment you just scheduled.



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):



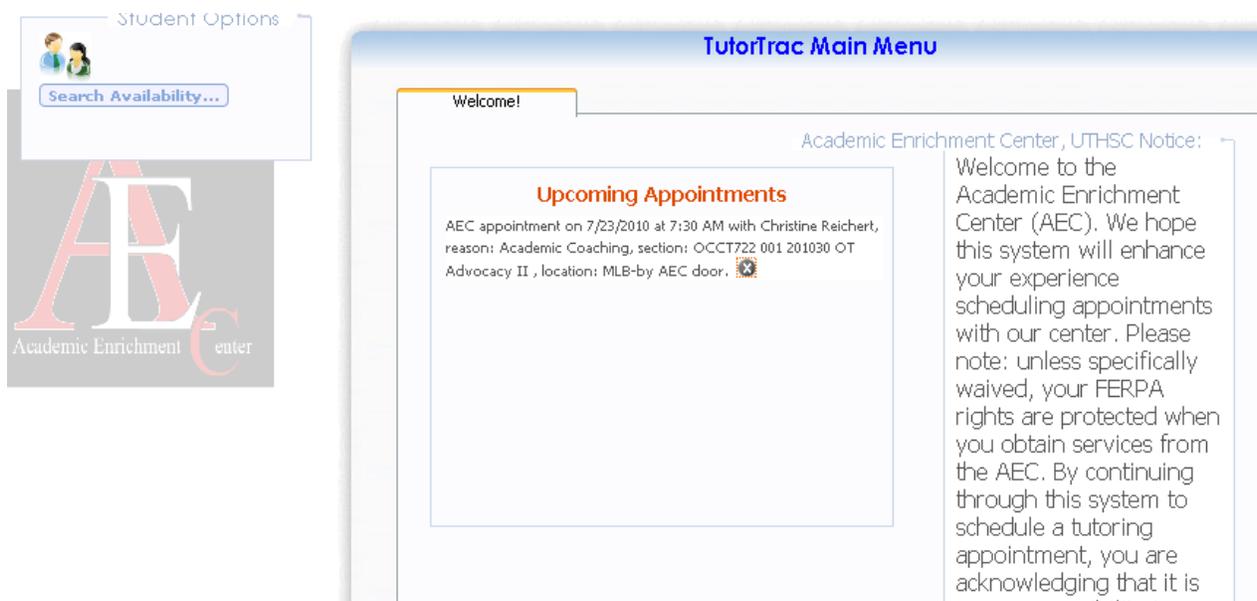
Canceling a Tutoring Session

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

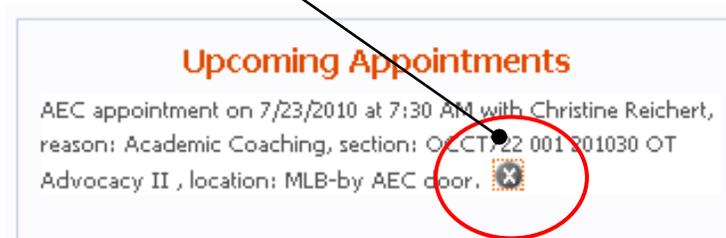
- **Canceling online, calling 419.383.4274, or dropping-in** to the AEC (506-507 MLB) during the hours of operation (8:30 a.m. – 5 p.m.)

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.



Appointment Cancellation [X]

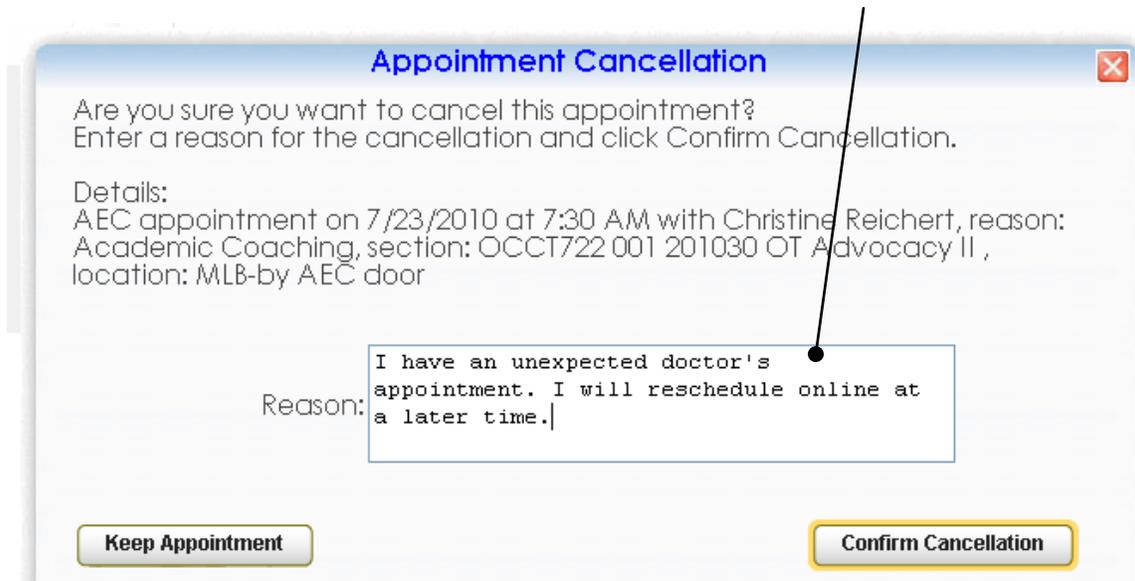
Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
AEC appointment on 7/23/2010 at 7:30 AM with Christine Reichert, reason:
Academic Coaching, section: OCCT722 001 201030 OT Advocacy II ,
location: MLB-by AEC door

Reason:

Keep Appointment **Confirm Cancellation**

4. Type the reason for the cancellation into the “reason” box, and click confirm cancellation.



Appointment Cancellation [X]

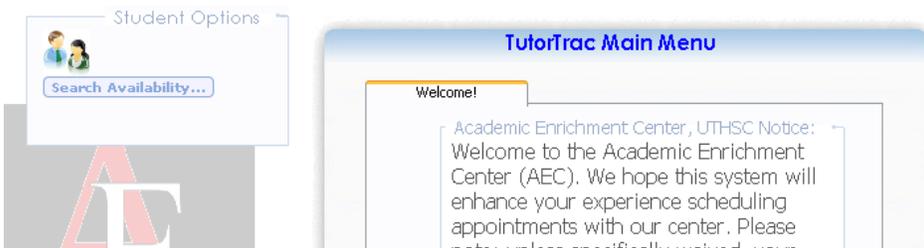
Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
AEC appointment on 7/23/2010 at 7:30 AM with Christine Reichert, reason:
Academic Coaching, section: OCCT722 001 201030 OT Advocacy II ,
location: MLB-by AEC door

Reason:

Keep Appointment **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.)

