



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 Student User Guide

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 following sections highlight of basics for navigating through the system and participating in the AEC tutoring program.

IMPORTANT NOTE:

Effective immediately, 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 Science Building.

This change will eliminate confusion for students and tutors once a tutoring session is scheduled.

Entering TutorTrac

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:



Support Services

- 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
- Vice President for Student Affairs

Click on this Link

- **FROM YOUR BLACKBOARD HOMEPAGE.**



myBlackboard

Welcome, DL Staff

Bookmarks Global calendar Password settings Preferences WebDAV info Course functions

Courses

- Faculty Resource Center
Instructor: DL Staff
My Role: Student
- NURS1000:001 Professional Nursing Orientatn 2009...
Instructor: Susan Batten
My Role: Designer
- NURS1000:002 Professional Nursing Orientatn 2009...
Instructor: Susan Batten

Announcements


There are no announcements.

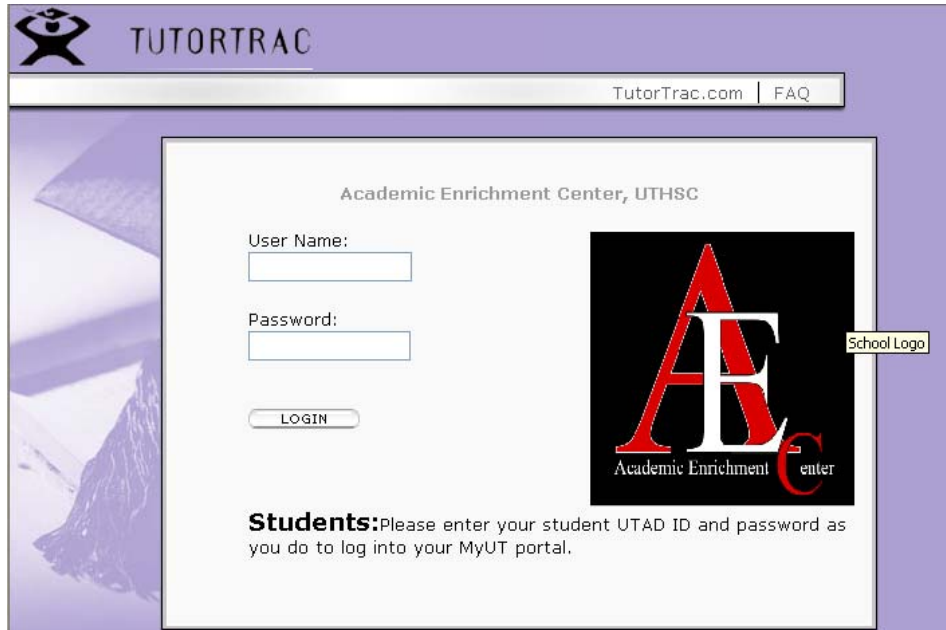
Institutional Bookmarks

- eLearning and Academic Support Homepage
- Guide to UT Libraries for eLearners
- Tutoring HSC - Academic Enrichment Center**

Click on this Link

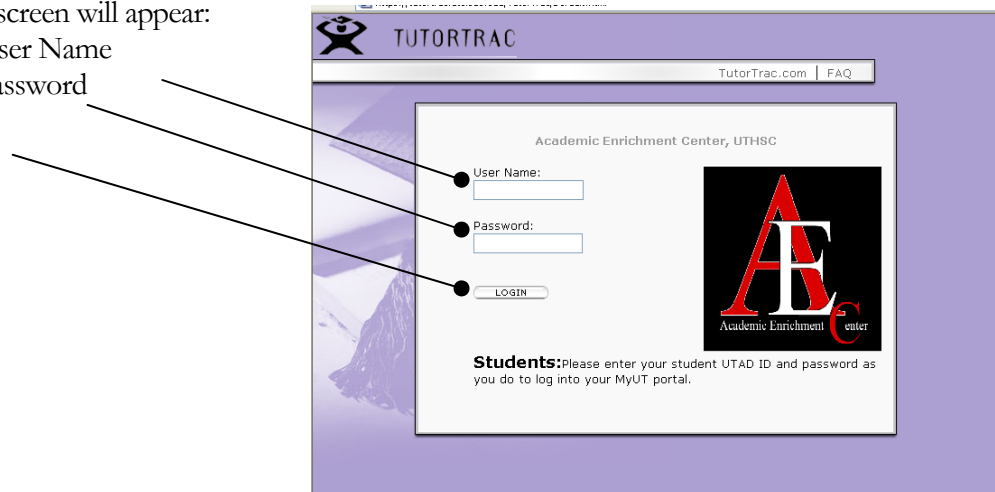
Once you are on the AEC HSC home page, you can schedule your tutoring session.

1. find the Tutor Scheduler (*TutorTrac*) icon that looks like the following (you may have to scroll to the bottom of the screen) : 
2. Click on the icon; the following screen will appear.

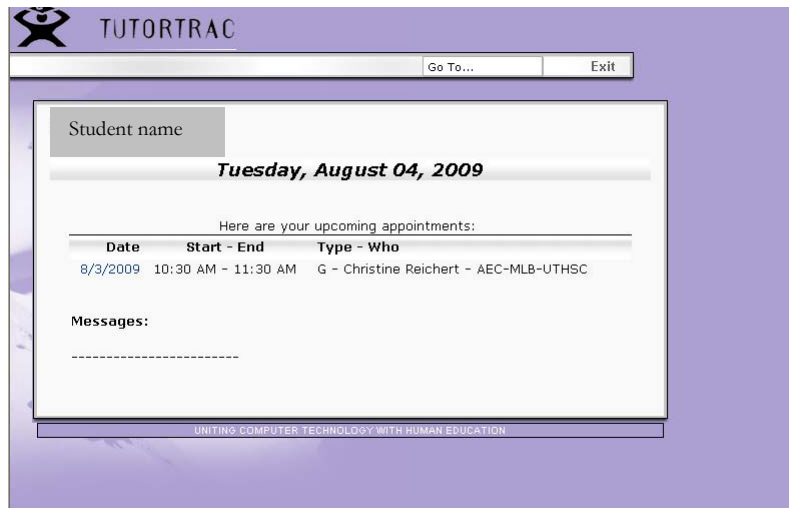


Logging into TutorTrac

1. The following log-in screen will appear:
2. Enter your UTAD User Name
3. Enter your UTAD password
4. Click on "login"

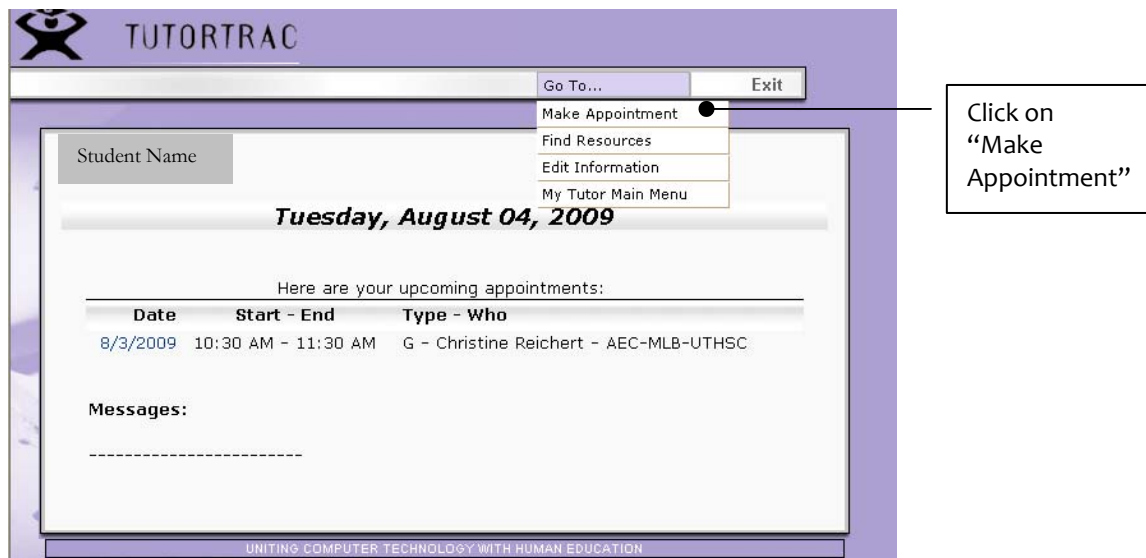


5. The following screen will appear: It will show your name and any previously scheduled appointments.



Scheduling a Tutor Session

1. Click on the "Go To" Button and choose "Make Appointment"



2. The "Availability Search" screen will appear.

- Enter the date range, the type of tutoring (optional), and the subject that you wish help in. The actual course number will be listed (*This is a sample to provide the concept*).

Availability Search:

Look for Tutors with specialties in the following selected areas:

Available from: 8/5/2009
 to: 8/12/2009
 Type:

Biochem
 ANAT
 ANAT Lecture
 PA ANAT
 Neuro
 Histology
 I & I
 Organ
 USMLE Step1
 OBGYN
 Psych
 Surgery
 PT
 OT
 BioMed PhD
 MSBS

Academic Coaching

Please note: your FERPA rights are enforced for any service you receive from the AEC, unless you waive them. If you wish to waive those rights, please come into the AEC office and do so in person. We are located in Mulford Library Building, Room 506/507, 3025 Library Circle, Toledo, Ohio 43614, Phone 419.383.4274, Fax 419.383.3150 e-mail AcademicEnrichmentCenter@Utoledo.edu.

- Click "Search"
- The tutor availabilities will appear at the bottom of the Availability Search Screen.

Available from: 8/5/2009
 to: 8/12/2009
 Type:

Biochem
ANAT
 ANAT Lecture
 PA ANAT
 Neuro
 Histology
 I & I
 Organ
 USMLE Step1
 OBGYN
 Psych
 Surgery
 PT
 OT
 BioMed PhD
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Click on this section for the tutoring session that you are interested in

Search Results:

Click on an availability to schedule an appointment.
 (I=Individual, P=Private Session, G=Group, C=Class, D=Drop-In, E=Electronic, R=Reserved)

Date	Tutor Name	Availability
Wednesday, August 05, 2009	Tim Flesher	<u>I - AEC in MLB on UTHSC - 10:00 AM - 12:00 PM</u>
Thursday, August 06, 2009	Tim Flesher	<u>I - AEC in MLB on UTHSC - 10:00 AM - 12:00 PM</u>
Friday, August 07, 2009	Tim Flesher	<u>I - AEC in MLB on UTHSC - 10:00 AM - 12:00 PM</u>
Saturday, August 08, 2009	Tim Flesher	<u>I - AEC in MLB on UTHSC - 10:00 AM - 12:00 PM</u>
Sunday, August 09, 2009	Tim Flesher	<u>I - AEC in MLB on UTHSC - 10:00 AM - 12:00 PM</u>

- Find the session that best fits your schedule and click on the underlined segment.

7. Complete this form (picking the beginning time and duration), then click “Save.”

The following screen will appear to show you your upcoming appointments.

The screenshot shows a web form for scheduling a tutoring appointment. It is divided into two main sections: "Student Info" and "Appointment Information: (Type=)".

Student Info:
Name: Rebecca Gehring
Student ID: [text box]

Appointment Information: (Type=)
Tutor: Tim Flesher
Date: 8/5/2009
Time: 10:00 AM (dropdown menu)
Location: AEC in MLB on UTHSC
Duration (Hours): 1 (text box)
ID: -1 Recur: 0-9
Request Help In: ANAT (text box)
Visit ID: 0

At the bottom, it says "Created 00/00/00 at 00:00:00 By" and has a "Save Appointment" button.

Callouts with arrows point to:
1. The "Time" dropdown menu: "Click on the beginning time that you desire"
2. The "Duration (Hours)" text box: "Pick the length of time for the tutoring session"
3. The "Save Appointment" button: "Click Save Appointment."

On the left side, there is a small calendar-like interface showing dates and times for 8/6/2009, with options for 10:00 AM, 10:30 AM, 11:00 AM, and 11:30 AM.

Note: Both the tutor and the student will receive a confirming e-mail that the appointment was made. It will indicate the subject, the tutor, the date, time, and place. A reminder will also be sent the night before the tutoring session. 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-mail. If you do not receive a confirmation or think you received one in error, please do not hesitate to reach the AEC staff.

Helpful Tutoring Type KEY:

The Types are indicated by single letters. They different types are as follows:

- **I**= Individual tutoring session
- **G**= Group for a one-time session (This will be what you will choose for SI sessions or group sessions, students must sign up each time for each availability.)
- **D**= Drop-in (Although you may not schedule for drop-in sessions, you will be able to see when they are being held.)

Canceling a Tutor session

Students need to cancel their tutoring sessions at least 24 hours of the scheduled tutoring session, or you will be automatically marked as “missed.” You may cancel the session many ways:

- **Cancel session on-line**
 - Go to your TutorTrac main page.
 - Click on your scheduled appointment and delete it.
- **Cancel session by notifying the AEC staff by:**
 - **Calling** 419.383.4274
 - **e-mailing** AcademicEnrichmentCenter@Utoledo.edu
 - **Dropping-in** to the AEC (506-507 MLB) between the hours of operation 8:30 a.m. – 5:00 p.m.

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