ACADEMIC ENRICHMENT CENTER
The University of Toledo Health Science Campus

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Toledo, Ohio 43614
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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 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](image)

- **FROM YOUR BLACKBOARD HOMEPAGE.**

  ![Blackboard](image)

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):

![TutorTrac Icon](image)

2. Click on the icon; the following screen will appear.

![Login Screen](image)

**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.
3. 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).

4. Click “Search”

5. The tutor availabilities will appear at the bottom of the Availability Search Screen.

6. 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.

Click on the beginning time that you desire

Pick the length of time for the 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, 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 cancelation 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**
  
  o Go to your TutorTrac main page.
  
  o Click on your scheduled appointment and delete it.

• **Cancel session by notifying the AEC staff by:**
  
  o **Calling** 419.383.4274
  
  o **e-mailing** AcademicEnrichmentCenter@Utoledo.edu
  
  o **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.