

[tutortrac.stonehill.edu](http://tutortrac.stonehill.edu)

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**STONEHILL COLLEGE**

Center for Writing & Academic Achievement

Information for tutors, teaching assistants,  
academic peer mentors, and writing  
fellows!

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## **FOR TAS, APMS, AND WRITING FELLOWS**

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# *Introduction*

## Definition of Terms

**Appointment:** a record that a student has scheduled time to meet with a tutor, but has not yet taken place.

**Visit:** a record of an appointment that has occurred, or is in progress. Visits may be logged in real time by logging the student into the system at the start of the visit and logging off at the conclusion.

**Consultant:** a tutor or TA.

**Student:** a student who is being tutored (tutee).

**Trac Navigation:** the menu and search bar found in the upper-left corner of each page. It is the main source of searching and navigating the Trac system.

**Availability:** refers to the *appointed time* that a consultant offers for student appointments or drop-in visits and appears on the schedule.

**Center Kiosk:** master portable log-in kiosk for tutors and students, located at the CWAA's entrance.

**Drop-In Visit:** a visit that was not scheduled, but occurred when the student showed up and utilized services without advance notice.

**Quick Visit:** an entry that is generally recorded after a visit or at the end of a work shift. The Quick Visit is especially helpful to TAs and tutors that do not have access to their laptop during the work shift.

**Profile:** the Center Profile refers to our customized TutorTrac system.

**Center/Subcenter/Group:** these terms are more or less interchangeable; each group or subcenter is a group of users and consultants that have access to various functions, depending upon their job description.

**Sections:** This refers to both generic tutoring subjects (e.g., Chemistry, Math or Physics) as well as individual courses (e.g., MTH125 or CHM113).

**TracMan Icon:**  The TracMan Icon is the image of the Trac symbol that links to the primary menu on the Trac Navigation.

## Policies

**Logging in/out for work:** All tutors must log in and log out of TutorTrac every time that they work.

**Time Sheet:** All tutors, TAs, APMs, and Writing Fellows must log their hours in TutorTrac before submitting their time sheets.

**Accuracy:** Hours recorded in TutorTrac should match the hours listed on the time sheet.

**Visit Notes:** Tutors should record visit notes at the end of a session describing the process

**Tutoring Location:** All tutors, with the exception of Atrium tutors and Math Lab tutors, should conduct their tutoring sessions in the library unless otherwise arranged with the Director.

**Logging Students in:** Students should log themselves in to TutorTrac at the start of an appointment. Tutors can help students if needed, but should not complete the task for the students.

**Review Sessions:** TAs are expected to record student attendance in TutorTrac.

**Missing Work:** If subject tutors or writing tutors are unavailable to cover their shifts, they must also delete their availability for that day from the TutorTrac Schedule.

**Covering Shifts:** If tutors cover someone else's shift, they should create a single-day availability on TutorTrac.

*For Tutors*

## Logging In

https://tutortrac.stonehill.edu/TracWeb40/Default.html

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Welcome! Please Log in

Welcome to the Center for Writing and Academic Achievement's TutorTrac site for scheduling a tutor. Login using your My Hill username and password to schedule an appointment with a tutor. If you have any questions, please come to the center in MacPhaidin 314. Thank you.

User Name:

Password:

Login

Tracking Software  
Welcome to TutorTrac  
BedRock Software Corporation  
version 4.2.121001  
www.go-redrock.com

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Stonehill College - TutorTrac Profile

To log in, go to <https://tutortrac.stonehill.edu/> on Firefox or Chrome. Do not use Internet Explorer. Log in using your myHill username and password.  
\*If you change your password in myHill, it may take 24 hours to update in TutorTrac.

https://tutortrac.stonehill.edu/TracWeb40/main.4sp

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Main Menu Log Off Switch to Consultant profile

Student Options

Search Availability

Visit History

TutorTrac Main Menu

Welcome

Welcome to the Center for Writing and Academic Achievement's TutorTrac System. Please login with your My Hill username and password to access the system.

TutorTrac Profile Notice:

Welcome to TutorTrac.  
To schedule an appointment click on icon to the left labeled "Search Availability"

Switch to Consultant profile

When you first log in, your page may appear as the student page. Click **Switch to Consultant Profile** to be taken to the consultant view. In the future, you should automatically be taken to the consultant view.

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Welcome to TutorTrac  
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Stonehill College

## Logging In (Continued)

The screenshot shows the TutorTrac system interface. At the top, there is a navigation menu with options: Main Menu, Log listing, Schedule, Reports, Enter KIOSK..., My Prefs, Confirm Bio..., Switch to Student Profile..., and Exit. A callout box highlights the 'Switch to Student Profile...' option with the text: "This is what the home page for consultants looks like. If you need to switch back to the student view, just click on the Tracman icon and click **Switch to Student Profile.**"

The main content area includes a 'Log Student:' search box, a 'TutorTrac Main Menu' with tabs for Welcome!, Center Status, Utilization, and Schedule, and a welcome message: "The CWAA is closed for the summer. We look forward to working with you in the fall! Welcome to the Center for Writing and Academic Achievement's TutorTrac System." Below this, there are sections for 'Appointments', 'Quick Visit', and 'Mini Log List'.

At the bottom of the page, there is a footer with the Stonehill College logo, version information (4.2.121001), and contact information: www.go-redrock.com, www.tutortrac.com, www.edvisortrac.net, and ©1999-2011 All Rights Reserved. The date 12/07/02 is also visible.

The URL in the address bar is: <https://tutortrac.stonehill.edu/tracweb40/sjxData.asp?type=switchProfile&dir=cs>

# Setting Preferences

The first time you log in, you should be taken directly to the **My Prefs** page and prompted to set your preferences. However, if this does not happen, or if you need to make any changes to your preferences, simply click the Tracman icon and select **My Prefs**.

javascripnav\_EditPrefs();

Make sure to check off the following boxes: **Calendar, Mini Log List, and Log Student**.

Set your schedule to 10am to 10pm. This will impact the times that appear on your calendar.

Then click **Save Prefs**.

# Selecting Specialties

**Trac Navigation:**

- Main Menu
- Log listing
- Schedule
- Reports
- Enter KIOSK...
- My Prefs
- Confirm Bio...**
- Switch to Student Profile...
- Exit

**Log Student:**

Log Student:

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**TutorTrac Main Menu**

Welcome! Center Status Utilization Schedule

The CWAA is closed for the summer. We look forward to working with you in the fall!

Welcome to the Center for Writing and Academic Achievement's TutorTrac System.

In TutorTrac, the word *sections* is used instead of *courses*. Before you start working, you must set your section specialties, which are the list of classes that you are approved to tutor.

To start, click the Tracman and **Confirm Bio.**

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12/23/2012

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javascript:confirmBio();

**Trac Navigation:**

- Quick Report
- Appointments
- Quick Visit
- Log a Student Visit

**Log Student:**

Log Student:

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Stonehill College - TutorTrac Profile

**Confirm Bio**

Sequence: 5  
First Name: Brittany  
Last Name: Bonanno

General Info Contact Info Section Specialties Reason Specialties

@mth

Section	Term ID	Title
<input checked="" type="checkbox"/> 20312 MTH 101 A 201420	201420	Pre Calculus
<input checked="" type="checkbox"/> 20344 MTH 101 A 201420	201420	Pre Calculus
<input checked="" type="checkbox"/> 20348 MTH 105 B 201420	201420	Finite Mathematics
<input checked="" type="checkbox"/> 20370 MTH 119 A 201420	201420	Applied Calculus for Business
<input checked="" type="checkbox"/> 20371 MTH 119 B 201420	201420	Applied Calculus for Business
<input checked="" type="checkbox"/> 20372 MTH 119 C 201420	201420	Applied Calculus for Business
<input checked="" type="checkbox"/> 20374 MTH 125 B 201420	201420	Calculus I
<input checked="" type="checkbox"/> 20375 MTH 125 C 201420	201420	Calculus I
<input checked="" type="checkbox"/> 20376 MTH 125 D 201420	201420	Calculus I
<input checked="" type="checkbox"/> 20377 MTH 125 E 201420	201420	Calculus I
<input checked="" type="checkbox"/> 20378 MTH 125 F 201420	201420	Calculus I

Once the **Confirm Bio** page pops up, click on the **Section Specialties** tab. Then, select all of the classes that you are approved to tutor.

You can search for specific subjects by typing the @ symbol and abbreviation for your subject into the search bar at the top of the screen.

Writing tutors should already have all subjects selected for them.

Don't forget to click **Save!**

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[www.tutortrac.com](http://www.tutortrac.com)

[www.educatortrac.net](http://www.educatortrac.net)

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Stonehill College - TutorTrac Profile

javascript:findsel();

## Logging In/Out for Work Outside the CWAA

The screenshot shows the TutorTrac main menu interface. At the top, there is a purple header with the Stonehill College logo. Below the header, there is a navigation bar with tabs for "Welcome!", "Center Status", "Utilization", and "Schedule". A central message box states: "The CWAA is closed for the summer. We look forward to working with you in the fall!" and "Welcome to the Center for Writing and Academic Achievement's TutorTrac System." On the left side, there are several utility boxes: "Trac Navigation" with a search bar, "Appointments" with a calendar icon, "Quick Visit" with links for "Quick Visit" and "Batch Visit", and "Mini Log List" with a "Log a Student Visit" button and a table with columns for "ID", "Time In", and "Reason". At the top center, there is a "Log Student:" box with a search icon and a blue arrow pointing to it. A text box on the right contains the following instructions:

On your main screen, there should be a box labeled **Log Student** at the top. If you do not see this box, check your preferences again to make sure it is checked off.

In the box, type in your myhill username and press **Enter**.

At the bottom right, there is a footer with the following text: "version 4.2.121001", "www.go-redrock.com", "www.tutortrac.com", "www.adtutortrac.net", and "©1999-2011 All Rights Reserved".



The screenshot shows the TutorTrac main menu interface with a "Choose A Center" dialog box open. The dialog box contains the following text: "Brittany, Please choose a center to log in or out of:". Below this text is a dropdown menu labeled "Center:" with two options: "Writing Center" (highlighted in blue) and "Writing Fellows". At the bottom of the dialog box is a green "Log In" button with a blue arrow pointing to it. A text box at the bottom of the page contains the following instruction:

Choose the appropriate Center and click **Log In**.

The rest of the interface, including the header, navigation bar, message box, utility boxes, and footer, is identical to the previous screenshot.



## Logging In/Out for Work Outside the CWAA (Continued)

A list of the classes that you are taking this semester and a list of the subjects that you are approved to tutor should appear under the **subject** menu.

Click the appropriate generic subject and select **Work** as your reason.

Select **I am a Tutor/TA** under the *Who were you referred by?* menu. Then, click **Continue**.

You are now logged in for work.

**Choose A Reason**  
Please choose a reason and subject for the visit:

**Subject:**  
20414 SOC 413 A 201420 Seminar: Soc of Education  
20611 ENG 345 A 201420 Top: Advanced Fiction  
20668 APL 075 A 201420 Life After Stonehill  
20745 SOC 470 B 201420 Capstone Intern in Sociology  
ARTICLE  
COVER LETTER  
INTERNSHIP  
PERSONAL STATEMENT  
**WRITING**

**Reason:**  
Interpreting a professor's comments on a paper  
Organizing, listing, diagramming, or outlining  
Paragraph organization, topic sentences and transitions  
Proofreading and formatting techniques  
Research or documenting sources  
Thesis statement and supporting claims with evidence  
Understanding an assignment or text  
**Work**  
Writing style, voice, and persona

Who were you referred by? **I am a Tutor/TA**

**Continue**



Trac Navigation:

Log Student:

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Calendar

**Appointments**

Click to view the schedule

You may also search for

**TutorTrac Main Menu**

Welcome! Center Status Utilization Schedule

The CWAA is closed for the summer. We look forward to working with you in the fall!

**Visits Entry**

enter the note regarding the visit with Brittany Bonanno

Visit Notes:

Tutor did you see: **Brittany Bonanno**

**Continue**

At the end of your shift, don't forget to log out!

Type your myhill username into the **Log Student** box at the top of the screen again and choose the same Center.

Select your own name from the *What Tutor did you see* drop-down menu and click **Continue**.



## Logging into the Center Kiosk as a Subject Tutor

Log Student:  
Log Student:

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TutorTrac Main Menu

Welcome!

Put your myHill username in the **Log Student** bar and click **Enter**.

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11/20/09



Log Student:  
Log Student:

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TutorTrac Main Menu

Welcome!

Choose A Center

Victoria,  
Please choose a center to log in or out of:

Center:

Log In

Select **Subject Tutoring** as your center and click **Log In**.

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## Logging into the Center Kiosk as a Subject Tutor (Continued)

The screenshot shows a Firefox browser window displaying the Stonehill College TutorTrac login page. The page title is "Center Kiosk Main Menu" and the URL is "https://tutortrac.stonehill.edu/TracWeb40/main.asp?ca=1&tc=89". The page features a "Log Student:" field with "ypape" entered. Below this is the "TutorTrac Main Menu" section, which includes a "Choose A Reason" dialog box. The dialog box contains two lists: "Subject:" and "Reason:". The "Subject:" list includes CHEMISTRY, COMMUNICATION, COMPUTER SCIENCE, CRIMINOLOGY, ECONOMICS, ENGLISH, FOREIGN LANGUAGE (highlighted), GRAPHICS, HISTORY, and LEARNING COMMUNITY. The "Reason:" list includes Course content, Homework, Meeting, Review for Exam, Training, Tutoring-Recurring appt., and Work (highlighted). Below the lists is a dropdown menu labeled "Who were you referred by?" with "I am a Tutor/TA" selected. A "Continue" button is located at the bottom right of the dialog box. Two callout boxes provide instructions: one points to the "FOREIGN LANGUAGE" subject and the "Work" reason, and the other points to the "I am a Tutor/TA" dropdown and the "Continue" button.

Select the generic subject you tutor. Then select **Work** as your reason.

Select **I am a Tutor/TA** from the **Referred by** dropdown. Click **Continue**. You are now logged in.

## Logging Out of the Center Kiosk as a Subject Tutor

Log Student:  
Log Student:

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TutorTrac Main Menu

Welcome! Pace, Victoria

Click on your name under the TutorTrac Main Menu Welcome tab.

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Log Student:  
Log Student:

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TutorTrac Main Menu

Welcome! Pace, Victoria

Visits Entry

Please enter the note regarding the visit with Victoria Pace

Visit Notes:

What Tutor did you see: Victoria Pace

Continue

Write comments regarding your sessions and select your name under the **What Tutor did you see** dropdown. Click **Continue**.

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## Logging into the Center Kiosk as a Writing Tutor

The screenshot shows the TutorTrac login interface in a Firefox browser window. The address bar shows the URL: `https://tutortrac.stonehill.edu/TracWeb40/main.asp?tc=1&tc=87`. The page features a purple header with the Stonehill College logo and the text "STONEHILL COLLEGE" and "Stonehill College - TutorTrac Profile". Below the header is a "Log Student:" field with the username "mpillar" entered. A "TutorTrac Main Menu" section displays a welcome message for "McHugh, Mackenzi" and "Morrison, Ryan". A callout box with a black border and white background contains the text: "Enter your myHill username and click Enter." An arrow points from this box to the "Log Student:" input field.

The screenshot shows the same TutorTrac login interface, but with a "Choose A Center" dialog box open. The dialog box contains the text: "Morgan, Please choose a center to log in or out of:". Below this text is a "Center:" label and a list box with three options: "Subject Tutoring", "Teaching Assistant", and "Writing Center". The "Writing Center" option is highlighted in blue. A "Log In" button is visible below the list box. A callout box with a black border and white background contains the text: "Select the **Writing Center** option then click the **Log In** button." Two arrows point from this box to the "Writing Center" option and the "Log In" button.

## Logging into the Center Kiosk as a Writing Tutor (Continued)

Log Student:  
Log Student: [mpillar]

For the subject, select **WRITING** and for the reason, select **Work**.

Welcome! [McHugh, Mackenzi] [Morrison, Ryan]

Morgan  
Please choose a reason and subject for the visit:

Subject:

- 20438 PHL 235 B 201420 Biomedical Ethics
- 20469 PSY 205 A 201420 Theories of Personality
- 20472 PSY 209 A 201420 Social Psychology
- 20482 PSY 315 A 201420 Psychology of Women
- ARTICLE
- COVER LETTER
- INTERNSHIP
- PERSONAL STATEMENT
- WRITING**

Reason:

- Interpreting a professor's comments on a paper
- Organizing, listing, diagramming, or outlining
- Paragraph organization, topic sentences and transitions
- Proofreading and formatting techniques
- Research or documenting sources
- Thesis statement and supporting claims with evidence
- Understanding an assignment or text
- Work**
- Writing style, voice, and persona

Who were you referred by? I am a Tutor/TA

**Continue**

Select the "I am a Tutor/TA" option for the **Who Were You Referred By** dropdown.

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javascript:do\_sub('continue');

## Logging Out of the Center Kiosk as a Writing Tutor

The screenshot shows a web browser window with the URL `https://tutortrac.stonehill.edu/TracWeb40/main.asp?tc=1&tc=88`. At the top left, there is a 'Log Student:' field with a search icon. To the right is the Stonehill College logo. Below this is the 'TutorTrac Main Menu' which displays 'Welcome! Pillar, Morgan'. A blue arrow points from a text box to the name 'Pillar, Morgan'.

**Log Student:**  
Log Student:

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Stonehill College - TutorTrac Profile

**TutorTrac Main Menu**  
Welcome! **Pillar, Morgan**

To log out, click on your name under the TutorTrac Main Menu.

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The screenshot shows the same web browser window as above. A 'Visits Entry' dialog box is open in the center. It contains a text area for 'Visit Notes' and a dropdown menu for 'What Tutor did you see:' with 'Morgan Pillar' selected. A 'Continue' button is at the bottom right of the dialog. A blue arrow points from a text box to the dropdown menu.

**Log Student:**  
Log Student:

**STONEHILL COLLEGE**  
Stonehill College - TutorTrac Profile

**TutorTrac Main Menu**  
Welcome! **Pillar, Morgan**

**Visits Entry**

Please enter the note regarding the visit with Morgan Pillar

Visit Notes:

What Tutor did you see: **Morgan Pillar**

**Continue**

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Stonehill College - TutorTrac Profile

Select your name from the **What Tutor did you see** dropdown and click **Continue**.

# Logging Students Out of the Center Kiosk

The screenshot shows a web browser window displaying the Stonehill College TutorTrac interface. The main menu includes a 'Log Student' search box and a 'TutorTrac Main Menu' button. A user is logged in as 'Cote, Chelsea'. A 'Visits Entry' modal window is open, prompting the user to enter notes for a visit with Chelsea Cote. The 'Visit Notes' field contains the text: 'She came in with a paper about tutoring ELL students in grades K-2. We worked on organizing her paragraphs around a main idea and refining her thesis statement.' The 'What Tutor did you see?' dropdown menu is set to 'Brittany Bonanno'. A 'Continue' button is visible at the bottom right of the form.

Click on the student's name to bring up the **Visits Entry** box.

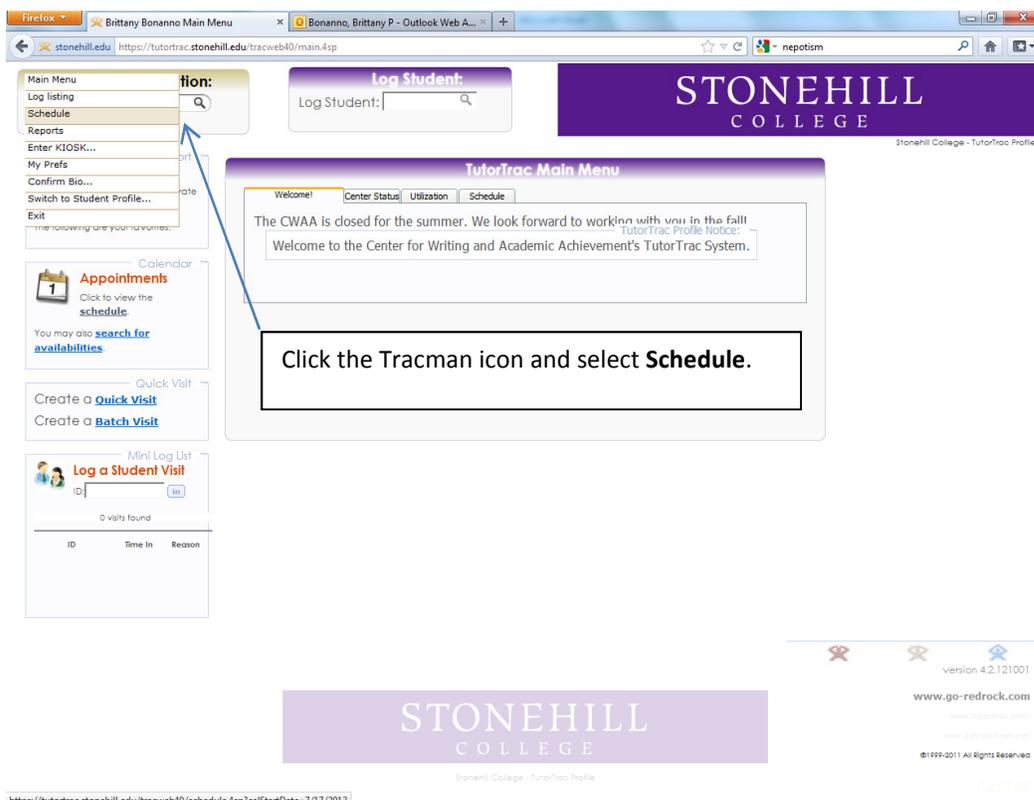
It is required that you fill out the **Visit Notes** section, where you give a brief overview of your session.

Select your name from the **What Tutor did you see** dropdown and click **Continue**.

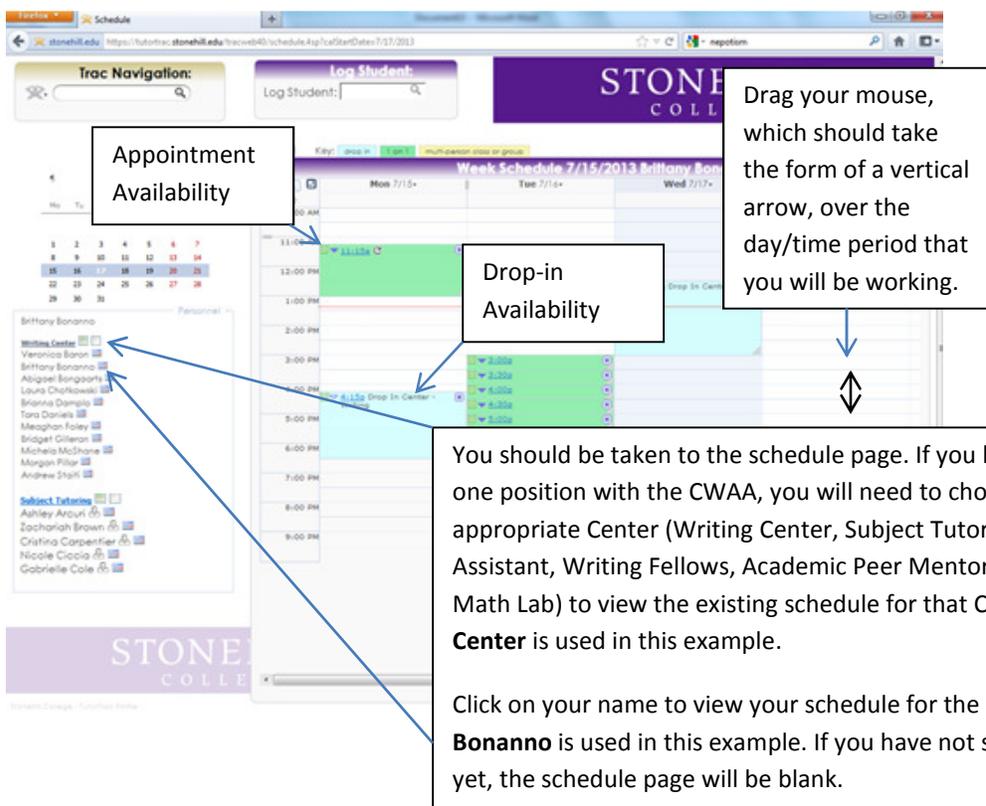
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# Creating a Schedule



https://tutortrac.stonehill.edu/tracweb40/schedule.asp?calStartDate=7/17/2013



## Creating a Schedule (Continued)

Once you drag your mouse over the desired time/day, this box should pop up.

A green colored block indicates appointment hours.

A teal colored block indicates drop-in hours.

**Settings for Writing Tutors Appointment Hours:** Center: Writing Center, Location: Center-Writing, Max: 1 student, Date: Beginning of Semester-End of Semester, Time: Start-End, Divide into Slots: 00:30, Split into availability blocks on save (checked), Autobook: None, Allow option to book weekly (checked), Default: Not checked.

Don't forget to **save!**

*\*Shown in Picture\**

**Settings for Writing Tutors Drop-in Hours:** Center: Writing Center, Location: Center-Writing, Max: 0 students, Date: Beginning of Semester-End of Semester Time: Start-End, Divide into Slots: 00:00, Split into availability blocks on save (not checked), Autobook: None, Allow option to book weekly (not checked), Default: Not checked.

Don't forget to **save!**

*\*Not Shown in Picture\**

**Settings for Subject Tutors Appointment Hours:** Center: All, Max: 1 student, Date: Beginning of Semester-End of Semester Time: Start-End, Divide into Slots: 00:30, Split into availability blocks on save (checked), Autobook: None, Allow option to book weekly (checked), Default: Not checked.

Don't forget to **save!**

**Settings for Subject Tutors Drop-in Hours:** Center: All, Max: 0 students, Date: Beginning of Semester-End of Semester Time: Start-End, Divide into Slots: 00:00, Split into availability blocks on save (not checked), Autobook: None, Allow option to book weekly (not checked), Default: Not checked.

Don't forget to **save!**

## Deleting Availability from the Schedule

Trac Navigation:

Log Student:

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Stonehill College - TutorTrac Profile

Search... Key: drop in | 1 on 1 | multi-person class or group

Week Schedule 7/15/2013 Brittany Bonanno

Mon 7/15+ Tue 7/16+ Wed 7/17+ Thu 7/18+

10:00 AM

11:00 AM 11:15a Drop In Center - Writing

12:00 PM

1:00 PM 12:30p Drop In Center - Writing

2:00 PM

3:00 PM

4:00p In Center -

5:00p

6:00 PM

9:00 PM

Brittany Bonanno

Personnel

Writing Center

Veronica Baron

Abigail Bongiorno

Laura Chokowski

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To delete availability from the schedule, go to the schedule and click the X in the top-right corner of the availability.

Trac Navigation:

Log Student:

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Stonehill College - TutorTrac Profile

Search... Key: drop in | 1 on 1 | multi-person class or group

Week Schedule 7/15/2013 Brittany Bonanno

Mon 7/15+ Tue 7/16+ Wed 7/17+ Thu 7/18+

10:00 AM

11:00 AM 11:15a Drop In Center - Writing

12:00 PM

1:00 PM 12:30p Drop In Center - Writing

2:00 PM

3:00 PM

4:00 PM

Brittany Bonanno

Personnel

Writing Center

Veronica Baron

Brittany Bonanno

Abigail Bongiorno

Laura Chokowski

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Confirm Delete

Are you sure you want to delete this availability? This availability is part of a series, would you like to delete all occurrences of this availability?

Delete This Delete All Cancel

A **Confirm Delete** box pops up.

If you just need to delete availability for the day, click **Delete This**. If you need to delete availability for the semester, click **Delete All**.

# Viewing Visit History

The screenshot shows the TutorTrac Main Menu with the 'Utilization' tab selected. A 'Change Date' dropdown menu is open, showing options from 'Today' to 'Next Year'. Below the menu is a table of visits.

Student	Date	In	Time In	Center	Reason
Bonanno, Brittany F	7/17/2013	09:55:11		Writing Center	Work
Bonanno, Brittany F	7/16/2013	10:52:51		Writing Center	Work
Constantine, Emily G	5/8/2013	20:35:43		Writing Center	Editing to improve clarity, cohesiveness, or conciseness
Vivas, Silvana	5/8/2013	20:03:01		Writing Center	Work
McShane, Michela A	5/8/2013	19:02:40		Writing Center	Work

Below the table, a text box provides instructions:

To view your visit history, log into TutorTrac and click on the **Utilization** button on the main screen.

Select the appropriate dates from the **Change Date** menu.

The list of your work visits should appear on the page.

At the bottom of the page, the Stonehill College logo and version information (version 4.2.121001) are visible.

## Running Reports for CRLA Certification

On your main screen, click the Tracman icon, then click **Reports**.

javascrptreports0;

Select **Students By ??** from the drop-down menu. Then click **Consultant Search** and put in your own name. Select the appropriate dates, which will most likely be the beginning and end of the semester.

Then, click **Generate**.

## Running Reports for CRLA Certification (Continued)

TutorTrac Profile  
TutorTrac

Students/Visits by ??

### Students by Cohort

145 Students found

criteria: from 01/03/2013 to 01/01/2013, Active consultants only, consultant last name = Bonanno

Cohort

	Visits	Hours	Date	Time In	Time Out	Tut Vis Subj	Vis Rtn	Vis Cons	Vis Chr (app rec#)	Appr Time	Appr Subj	Appr Rtn	Appr Cons	Appr Chr	Appr Status
Abi-Jaoude, Thia G	0	0:00													
Abelino, Elizabeth A	0	0:00													
Aguiar, Brianna F	0	0:00													
Ahmad, Ahmad	0	0:00													
Alexander,	0	0:00													
Jacqueline M															
Aramini, Laura A	0	0:00													
Arout, Ashley C	0	0:00													
Ahmad, Marouane	0	0:00													
Balou, Megan E	0	0:00													
Bankert, Joshua K	0	0:00													
Bonan, Veronica R	0	0:00													
Bellini, Jaime L	0	0:00													
Berstein, Tyler J	2	1:07													
			02/4/2013	6:57 PM	7:42										
						RR									
			4/28/2013	7:06 PM	7:26										
						RR									
Barthold, Amanda N	0	0:00													
Bither, Polley E	1	0:10													
			3/22/2013	3:14 PM	3:20										
						RR									
Bonanno, Brittany F	2	2:00													
			7/17/2013	2:50 PM	3:50										
						RR									
			7/17/2013	2:53 PM	3:53										
						RR									
Tully, Shannon K	0	0:00													
Ungaro, Christine E	0	0:00													
Van Loonhoven,	0	0:00													
Drew															
Vesco, Daniela	0	0:00													
Vargas, Nicole M	0	0:00													
Vivas, Shvona	0	0:00													
Wax, Daphn F	0	0:00													
Wingert, Evelyn A	0	0:00													
Yousif, Alwaleed M	0	0:00													
Zesto, Joseph H	0	0:00													
Total:			23	23:00		145 students									
Grand Total:			23	23:00		145 students									

The report opens in a new tab.

The important part of the report is the bottom table, which lists the total number of hours that you have tutored.

For CRLA certification, you need at least 25 hours. You must print out this report for the CWAA's records before receiving CRLA certification.

## Viewing Student's Visit History

**\*This cannot be done through the Kiosk. You must login to Tutortrac on another CWAA computer or through a new Firefox tab.\***

After logging into Tutortrac, click the **Switch to Consultant profile** option.

Hover the mouse over the magnifying glass in the **Trac Navigation** search bar and click **Students**.

# Viewing Student's Visit History (Continued)

The screenshot shows the 'Students Listing' window with a table of student records. A callout box points to the 'List Options' menu, which includes options like 'List All', 'Search...', 'Lists...', 'Send HTML Note', 'Post a Document', 'Batch Visit Entry...', 'Flagged Students...', and 'Related Date...'. The 'Search...' option is highlighted.

ID	Name	Last Date In	Status	Logged In
000510677	Aceto, Shannon E	00/00/00		
00054819	Ackerman, Katherine E	8/29/2013		
000285590	Acosta, Lauren A	12/16/2013		
00053368	Adamkiewicz, Marta A	12/2/2013		
000364959	Adams, Maria L	9/15/2013		
00054213	Addison, Raymond J	00/00/00		
000611367	Adduci, Michael	00/00/00		
000156377	Adler, Suzanne A	00/00/00		
000122144	Adrien, Sophia R	00/00/00		
000158410	Afeltra, Julia K	12/2/2012		
000495348	Agnew, Jeffrey D	00/00/00		
000373312	Agostini, Samuel L	1/30/2014		
000554694	Aguilar, Brianna P	5/2/2013		
00053809	Aguilar, Joseph L	00/00/00		
000053113	Ahem, Andrew T	12/2/2013		
000055409	Ahem, Colin M	00/00/00		
000042442	Ahem, Casey R	00/00/00		
000561530	Ahmed, Ahmed	4/15/2013		
000285753	Aiken, Andrea L	00/00/00		
000091233	Ajrali, Kevin J	00/00/00		
000128856	Ajajima, Thomas J	00/00/00		
000370508	Albano, Jessica	00/00/00		
000521851	Albert, Armaly E	12/14/2013		
000045547	Albrecht, Jillian E	00/00/00		
000046783	Aldortia, Lindsay M	00/00/00		
000550516	Alexander, Jacqueline M	12/16/2013		
000041194	Alfredson, Austin R	00/00/00		
000594572	Allbrandt, Holly M	00/00/00		
000044844	Alicea, John M	00/00/00		
000156716	Allen, Paige E	00/00/00		
000156350	Allen, Stephanie M	00/00/00		

The screenshot shows the 'Students Search' window. A callout box points to the 'Last Name' field, which contains the text 'faracilas'. The 'Search' button is also highlighted.

Enter the student search criteria:

Search option: **New Search**

General Info | Visit Info | Appointments | Documents

Search in List:

Barcode:

ID:

Last Name: **faracilas**

First Name:

City, St ZIP:

Ethnicity:

Gender:

Referred By:

Status:

Major:

Grad/Und:

College:

Class:

Cohort:

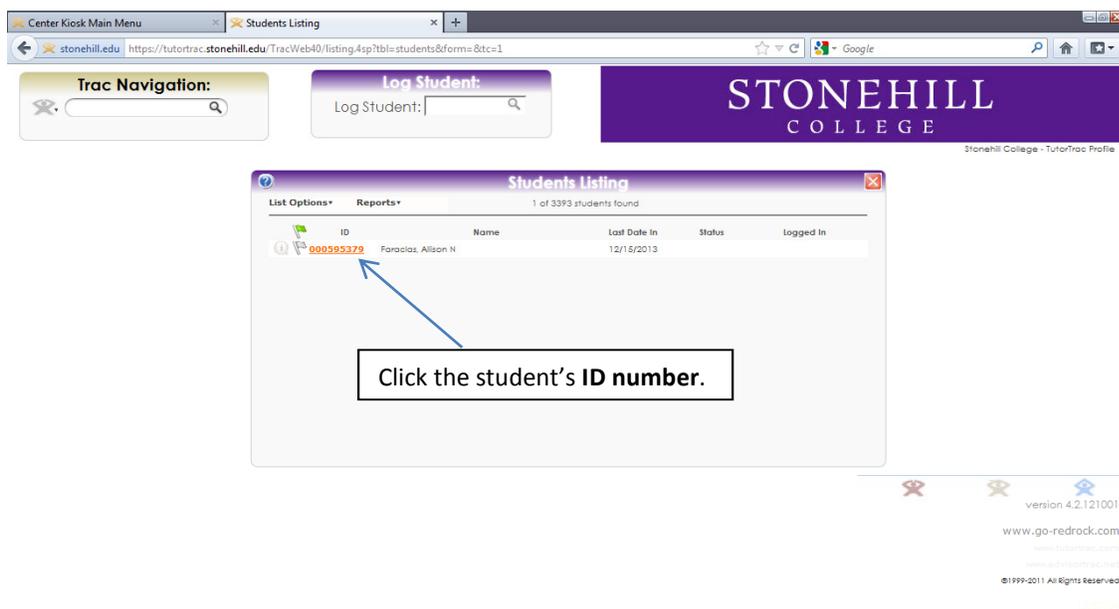
Limit Results:

**Search**

ID	Name	Last Date In	Status	Logged In
000576783	Abbott, Anthony J	00/00/00		
000153387	Abbott, Kelley F	8/29/2013		
000552425	Abi-Jaoude, Tina G	12/16/2013		
000577677	Aboujaoude, Maria A	12/5/2013		
000331851	Ahmed, Armaly E	12/14/2013		
000045547	Albrecht, Jillian E	00/00/00		
000046783	Aldortia, Lindsay M	00/00/00		
000550516	Alexander, Jacqueline M	12/16/2013		
000041194	Alfredson, Austin R	00/00/00		
000594572	Allbrandt, Holly M	00/00/00		
000044844	Alicea, John M	00/00/00		
000156716	Allen, Paige E	00/00/00		

Type in the **Last Name** of the student tuttee, and then click **Search**.

## Viewing Student's Visit History (Continued)



Center Kiosk Main Menu | Students Listing

stonehill.edu https://tutortrac.stonehill.edu/TracWeb40/listing-4sp?tbl=students&form=&tc=1

Trac Navigation:

Log Student:

**STONEHILL COLLEGE**

Stonehill College - TutorTrac Profile

**Students Listing**  
1 of 3393 students found

ID	Name	Last Date In	Status	Logged In
000595379	Paraclos, Allison N	12/15/2013		

Click the student's ID number.

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javascriptopenStudent(3276, 640, 580);

Center Kiosk Main Menu | Students Listing

stonehill.edu https://tutortrac.stonehill.edu/TracWeb40/listing-4sp?tbl=students&form=&tc=1

Trac Navigation:

Log Student:

**STONEHILL COLLEGE**

Stonehill College - TutorTrac Profile

**Student Entry**  
1 of 3393 students found

General Info | Documents | Visit Summary | **History** | Class Schedule

ID: 000595379  
Barcode: H50490745  
Name: Paraclos, Allison N  
Email: aParaclos@students.stonehill.edu

Back

Click on the History tab.

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## Viewing Student's Visit History (Continued)

Center Kiosk Main Menu | Students Listing

stonehill.edu | https://tutortrac.stonehill.edu/TracWeb40/listing.asp?tbl=students&form=&tc=1

Trac Navigation: [Search]

Log Student: [Search]

STONEHILL COLLEGE

Students Listing | 1 of 3393 students found

Student Entry

General info | Documents | Visit Summary | **History** | Class Schedule

ID: 000595379  
Name: Faraclos, Allison N  
Status:

Visits | Appointments | Messages

20 visits found | Page 1 of 2

Date	Total Time (Min)	Subject/Reason	Center/Consultant
<a href="#">12/15/2013</a> 7:48 PM - 8:25 PM	37	20285 EDU 102 B 201420 Editing to improve clarity, cohesiveness, or conciseness	Writing Center McShane, Michela[53]
Who were you referred by? Self			
<a href="#">12/15/2013</a> 1:48 PM - 3:19 PM	90	20285 EDU 102 B 201420 Editing to improve clarity, cohesiveness, or conciseness	Writing Center Pillar, Morgan [253]
We went through and made sure Allison was answering the questions for her prompt. We added information and arguments to strengthen her paragraphs. We also formed a conclusion.			
Who were you referred by? Self			
<a href="#">12/13/2013</a> 4:05 PM - 5:02 PM	56	20285 EDU 102 B 201420 Editing to improve clarity, cohesiveness, or conciseness	Writing Center McShane, Michela[53]
Who were you referred by? Self			
<a href="#">12/10/2013</a> 6:07 PM - 7:02 PM	55	20427 FHL 100 H 201420 Editing to improve clarity, cohesiveness, or conciseness	Writing Center Pillar, Morgan [253]
Allison and I reconstructed her arguments to make them stronger. We took out pieces of her essay that did not support her claims, and made sure she was answering all her assigned questions.			

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Stonehill College - TutorTrac Profile

*For Teaching  
Assistants, Academic  
Peer Mentors, and  
Writing Fellows*

## Logging In

Stonehill College

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Welcome! Please Log in

Welcome to the Center for Writing and Academic Achievement's TutorTrac site for scheduling a tutor. Login using your My Hill username and password to schedule an appointment with a tutor. If you have any questions, please come to the center in MacPhaidin 314. Thank you.

User Name:

Password:

Login

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Welcome to TutorTrac  
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Stonehill College - TutorTrac Profile

To log in go to <https://tutortrac.stonehill.edu/> on Firefox or Chrome. Do not use Internet Explorer. Log in using your myHill username and password.

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TutorTrac Main Menu

Welcome to TutorTrac.

To schedule an appointment click on icon to the left labeled "Search Availability"

Search Availability...

Visit History...

Student Options

Switch to Consultant profile

Log Off

Main Menu

STONEHILL COLLEGE

Stonehill College

When you first log in, your page may appear as the student page. Click **Switch to Consultant Profile** to be taken to the consultant view. In the future, you will automatically be taken to the consultant view.

## Logging In (Continued)

The screenshot shows the TutorTrac main menu interface. On the left, there is a 'Trac Navigation' menu with options like 'Main Menu', 'Log listing', 'Schedule', 'Reports', 'Enter KIOSK...', 'My Prefs', 'Confirm Bio...', 'Switch to Student Profile...', and 'Exit'. A 'Log Student' search box is located at the top center. The main content area is titled 'TutorTrac Main Menu' and includes a 'Welcome!' message, a 'Center Status' tab, and a notice about the CWAAC being closed for the summer. A callout box with a blue arrow pointing to the 'Switch to Student Profile...' option in the navigation menu contains the following text:

This is what the home page for consultants looks like. If you need to switch back to the student view, just click the Tracman icon and select **Switch to Student Profile**.

At the bottom of the page, there is a 'STONEHILL COLLEGE' logo and footer information including the version number (4.2.121001), the website (www.go-redrock.com), and copyright information (©1999-2011 All Rights Reserved).

The URL in the browser's address bar is: <https://tutortrac.stonehill.edu/tracweb40/ajx/Data.asp?type=switchProfile&dir=cs>

# Setting Preferences

The first time you log in, you should be taken directly to the **My Prefs** page and prompted to set your preferences. However, if this does not happen, or if you need to make any changes to your preferences, simply click the Tracman icon and select **My Prefs**.

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javascript:nav\_EditPrefs();

Make sure to check off the following boxes:  
**Calendar, Mini Log List, and Log Student.**

Set your schedule for 10am to 10pm. This will impact the times that appear on your calendar.

Then click **Save Prefs**.

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## Selecting Specialties

**Trac Navigation:**

- Main Menu
- Log listing
- Schedule
- Reports
- Enter KIOSK...
- My Prefs
- Confirm Bio...
- Switch to Student Profile...
- Exit

**Log Student:**

Log Student:

**STONEHILL COLLEGE**

Stonehill College - TutorTrac Profile

**TutorTrac Main Menu**

Welcome! Center Status Utilization Schedule

The CWA is closed for the summer. We look forward to working with you in the fall!

Welcome to the Center for Writing and Academic Achievement's TutorTrac System.

In TutorTrac, the word *sections* is used instead of *courses*. Before you start working, you must set your section specialties, which should be the course(s) that you are working with for the semester.

To start, click the Tracman icon and select **Confirm Bio**.

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javascriptconfirmBio();

**Trac Navigation:**

**Log Student:**

Log Student:

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**TutorTrac Main Menu**

Welcome! Center Status Utilization Schedule

**Confirm BIO**

Sequence: 5

First Name: Brittany

Last Name: Bonanno

General info Contact info Section Specialties Reason Specialties

@mth      51 Sections found Page 1 of 3

Section	Term ID	Title
<input checked="" type="checkbox"/> 20012 MTH 101 A 201320	201320	Pre Calculus
<input type="checkbox"/> 20366 MTH 101 A 201300	201420	Pre Calculus
<input type="checkbox"/> 20368 MTH 105 B 201420	201420	Finite Mathematics
<input type="checkbox"/> 20370 MTH 119 A 201420	201420	Applied Calculus for Bus
<input type="checkbox"/> 20371 MTH 119 B 201420	201420	Applied Calculus for Bus
<input type="checkbox"/> 20372 MTH 119 C 201420	201420	Applied Calculus for Bus
<input type="checkbox"/> 20374 MTH 125 B 201420	201420	Calculus I
<input type="checkbox"/> 20375 MTH 125 C 201420	201420	Calculus I
<input type="checkbox"/> 20376 MTH 125 D 201420	201420	Calculus I
<input type="checkbox"/> 20377 MTH 125 E 201420	201420	Calculus I
<input type="checkbox"/> 20378 MTH 125 F 201420	201420	Calculus I

Once the Confirm Bio page pops up, click the **Section Specialties** tab. Then, select the class(es) that you will be working with for the semester.

You can search for your specific subject by typing the @ symbol and abbreviation for the subject into the search bar at the top of the screen.

Don't forget to click **Save**!

javascriptfindsel();

## Creating a Quick Visit

On your main screen, click on **Create a Quick Visit**. The Visits Entry page pops up.

The screenshot shows the TutorTrac Main Menu with the 'Visits Entry' form open. The form includes the following fields and values:

- Student ID:** 000044514
- Student Name:** Bonanno, Brittany P
- Date:** 07/17/2013
- Time In:** 2:53p
- Time Out:** 3:53p
- Location:** Center - Writing
- Center:** Writing Center
- Subject:** 20309 ENV 200 B 20142I
- Reason:** Work
- Consultant:** Bonanno, Brittany
- Notes:** 7 Students came to my review session about the environment. John Doe, Jane Doe
- Who were you referred by?:** I am a Tutor/TA

Buttons: Save, Save and New. User may not delete visits.

First, click on **Student ID**, enter your last name, and click **Enter**. Once your name populates, click it. Then, select the **Date** of the visit, as well as the **Time In** and **Time Out**.

**\*You must click Save before continuing\***

After saving, the **Center** and **Subject** fields should populate. Choose the appropriate selections.

Select the **Reason** for the visit (TA: Exam Prep, APM: Review Session, etc.) and write up any visit notes.

You must include the names of the students who you worked with!

Once you are finished, click **Save** again.

# Viewing Visit History

The screenshot shows the TutorTrac interface for Stonehill College. The main menu includes tabs for Welcome, Center Status, Utilization, and Schedule. The Utilization tab is active, displaying a list of visits for all consultants between 1/1/2013 and 12/31/2013. A 'Change Date' dropdown menu is open, showing options like Today, Yesterday, Tomorrow, This Week, This Month, This Year, Last Week, Last Month, Last Year, Next Week, Next Month, and Next Year. A text box with arrows pointing to the Utilization tab and the Change Date menu provides instructions on how to view the visit history.

**TutorTrac Main Menu**

Welcome | Center Status | **Utilization** | Schedule

The following visits occurred between 1/1/2013 and 12/31/2013 for all consultants.

754 visits found

Student	Date In	Time In	Center	Reason
Bonanno, Brittany F	7/17/2013	09:55:11	Writing Center	Work
Bonanno, Brittany F	7/16/2013	10:32:51	Writing Center	Work
Constantine, Emily G	5/8/2013	20:35:43	Writing Center	Editing to improve clarity, cohesiveness, or conciseness
Vivas, Silvana G	5/8/2013	20:03:01	Writing Center	Work
McShane, Michela A	5/8/2013	19:02:40	Writing Center	Work

**Change Date:**

- Today
- Yesterday
- Tomorrow
- This Week**
- This Month
- This Year
- Last Week
- Last Month
- Last Year
- Next Week
- Next Month
- Next Year

**To view your visit history, log into TutorTrac and click on the Utilization tab on the main screen.**

**Select the appropriate dates from the Change Date menu.**

**The list of your work visits appear on the page.**

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14:27:33

*For Students*

# Logging In

https://tutortrac.stonehill.edu/TracWeb40/Default.html

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Welcome! Please Log in

Welcome to the Center for Writing and Academic Achievement's TutorTrac site for scheduling a tutor. Login using your My Hill username and password to schedule an appointment with a tutor. If you have any questions, please come to the center in MacPhaidin 314. Thank you.

User Name:

Password:

Login

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Welcome to TutorTrac Redrock Software Corporation  
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To log in go to <https://tutortrac.stonehill.edu/> on Firefox or Chrome. Do not use Internet Explorer. Log in using your myHill username and password. If you recently changed your password in myHill, it may take 24 hours to update in TutorTrac.

https://tutortrac.stonehill.edu/TracWeb40/main.Asp

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Main Menu Log Off Switch to Consultant profile

Student Options

Search Availability...  
Visit History...

TutorTrac Main Menu

Welcome

Welcome to TutorTrac.

To schedule an appointment click on icon to the left labeled "Search Availability"

TutorTrac Profile Notice: Welcome to the Center for Writing and Academic Achievement's TutorTrac System. Please login with your My Hill username and password to access the system.

This is your main screen. From here, you can view the schedule for drop-in tutoring, make appointments, and view your visit history.

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## Viewing the Tutoring Schedule

https://tutortrac.stonehill.edu/tracweb40/main.asp

Main Menu Log Off Switch to Consultant profile

STONEHILL COLLEGE

Student Options

Search Availability... Visit History...

TutorTrac Main Menu

Welcome!

Welcome to the Center for Writing and Academic Achievement's TutorTrac System. Please login with your My Hill username and password to access the system.

TutorTrac Profile Notice:

Welcome to TutorTrac.

To schedule an appointment click on icon to the left

After logging in, click **Search Availability**.

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https://tutortrac.stonehill.edu/tracweb40/searchavail.asp

Firefox Search Availabilities Stonehill College - A Catholic colleg...

stonehill.edu https://tutortrac.stonehill.edu/tracweb40/searchavail.asp

Main Menu Log Off Switch to Consultant profile

STONEHILL COLLEGE

Search Criteria:

Center: Writing Center

Section: 20611 ENG 345 A 2014

Days: MON TUE WED THU FRI SAT SUN

Search

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

Available Time Slots:

Enter the search criteria and click search.

To search

1. Choose

2. Select

3. When

If you are looking for a writing tutor, select **Writing Center** from the Center drop-down. If you are looking for a subject tutor, select **Subject Tutoring** from the Center drop-down.

Select the class that you are seeking help in from the **Section** drop-down.

Choose the weekday(s) that you are available. If a day is GREEN, then it will show up in your search results; if it is gray, then it will be omitted from your search results.

Then, click **Search**.

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## Viewing the Tutoring Schedule (Continued)

Center: Writing Center

Section: 20611 ENG 345 A 2014

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

Search

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

Sun 8/25/2013	Mon 8/26/2013	Thu 8/29/2013	Sun 9/1/2013
Brittany Bonanno bbonanno@students.stonehill.edu 7:00 PM - 10:00 PM	Brittany Bonanno bbonanno@students.stonehill.edu 12:30 PM - 5:15 PM 7:00 PM - 10:00 PM	Brittany Bonanno bbonanno@students.stonehill.edu 4:00 PM - 7:00 PM	Brittany Bonanno bbonanno@stude 7:00 PM - 10:00 PM

All available hours for drop-in tutoring and appointments will appear on the screen. Drop-in tutoring hours are shown in blue, while appointment hours are shown in green.

If no results appear on the search screen, it indicates that a tutor is not available for that particular subject on a regular basis. Instead of using TutorTrac, please stop by the CWAA to be put in contact with a tutor.

STONEHILL COLLEGE

version 4.2.121001

# Making an Appointment

Center: Writing Center  
Section: 20611 ENG 345 A 2014  
Days: MON TUE WED THU FRI SAT SUN  
Search

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

Available Time Slots:

Sun 8/25/2013	Mon 8/26/2013	Thu 8/29/2013	Sun 9/1/2013
Britlany Bonanno bbonanno@students.stonehill.edu 7:00 PM - 10:00 PM	Britlany Bonanno bbonanno@students.stonehill.edu 7:00 PM - 10:00 PM	Britlany Bonanno bbonanno@students.stonehill.edu 4:00 PM - 7:00 PM	Britlany Bonanno bbonanno@stud... 7:00 PM - 10:00 PM

After viewing the schedule for tutoring, click your desired appointment slot. All available appointment slots are shown in green, while drop-in tutoring hours are denoted in blue.

Center: Writing Center  
Section: 20611 ENG 345 A 2014  
Days: MON TUE WED THU FRI SAT SUN  
Search

Appointments Entry

Student: Britlany Bonanno 00044514  
Staff: Britlany Bonanno

Appointment Info

Center: Writing Center  
Location: Center - Writing  
Subject: 20611 ENG 345 A 2014  
Fund:  
Reason: Thesis statement and s...  
Date: 8/26/2013  
Time: 12:30p To: 1:30p

Notes:  
I am working on a paper about Chaucer and I am not sure if my thesis statement is consistent throughout the entire essay. If we get a chance, I also want to check on the effectiveness of my transitions.

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

Save

The Center, Subject, Time, and Location should already be filled in based on your search criteria.

Select a **Reason** for the appointment and enter in any additional **notes** that might be helpful for the tutor to know in advance.

Then, click **Save**. You will receive an e-mail confirmation of your appointment.

## Viewing Visit History

The screenshot shows the TutorTrac main menu. In the top-left corner, there is a 'Student Options' section with two buttons: 'Search Availability...' and 'Visit History...'. A blue arrow points from a text box to the 'Visit History...' button. The main menu area contains a 'Welcome to TutorTrac.' message and a 'TutorTrac Profile Notice'.

**On your main screen, click the Visit History button in the top-left corner.**

The screenshot shows the 'Visits Listing' page. The page title is 'Visits Listing' and the URL is <https://tutortrac.stonehill.edu/tracweb40/listing.4sp?tbl=visits&form=studvis>. The page features a search bar and a list of visits.

**Visits Listing** 95 visits found Page 1 of 5

	Date In	Time In	Time Out	Hrs	Center	Consultant	Reason	Subject
(i)	9/16/2012	6:52 PM	10:01 PM	3.13	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/17/2012	6:56 PM	9:54 PM	2.95	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/19/2012	10:54 AM	6:10 PM	7.26	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/9/2012	6:48 PM	10:03 PM	3.24	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/10/2012	6:57 PM	9:54 PM	2.94	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/12/2012	2:57 PM	3:08 PM	0.19	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/13/2012	9:57 AM	11:02 AM	1.07	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/23/2012	5:51 PM	10:07 PM				Work	WRITING
(i)	9/21/2012	1:00 PM	3:00 PM				Work	WRITING
(i)	9/20/2012	6:00 PM	7:00 PM				Work	
(i)	9/19/2012	2:30 PM	3:30 PM				Work	WRITING
(i)	9/11/2012	1:00 PM	2:00 PM				Work	
(i)	9/11/2012	9:00 AM	10:00 AM	1.00	Writing Center	Bonanno, Brittany	Work	
(i)	9/24/2012	8:24 PM	10:24 PM	2.00	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/26/2012	10:25 AM	1:10 PM	2.75	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/27/2012	9:55 AM	10:59 AM	1.07	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	9/27/2012	3:45 PM	3:52 PM	0.11	Writing Center	Bonanno, Brittany	Constructing an argument	20047 PHL 223 A 201320
(i)	9/30/2012	5:56 PM	9:58 PM	4.03	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	10/1/2012	7:03 PM	9:55 PM	2.87	Writing Center	Bonanno, Brittany	Work	WRITING
(i)	10/3/2012	5:14 PM	8:22 PM	3.13	Writing Center	Bonanno, Brittany	Work	WRITING

**This screen lists all your visits in chronological order.**

## Logging into the Kiosk for Subject Tutoring

Log Student:  
Log Student: nlopera

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Log the your name into the **Log Student** box.

Choose A Center

Nathaly,  
Please choose a center to log in or out of:

Center:  
Subject Tutoring  
Teaching Assistant  
Writing Center

Log In

Select **Subject Tutoring** as the center to be logged into. Click **Log In**.

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Log Student:  
Log Student: nlopera

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Select the course in which you need help.  
Then select your reason for seeing the tutor.

Choose A Reason

Nathaly,  
Please choose a reason and subject for the visit:

Subjects:  
20204 ITA 231 A 201420 Intermediate Italian I  
20326 HCA 105 A 201420 Healthcare Foundations  
20329 HCA 170 A 201420 Disability?  
20331 HCA 200 A 201420 Creative Process  
20742 HIS 100 I 201420 COR: America During Cold War

Reasons:  
Course content  
Homework  
Review for Exam  
Tutoring-Recurring appt.

Who were you referred by?  
I am a Tutor/TA  
Self  
Academic Services  
Athletics  
Faculty Member

Continue

Select who you were referred by  
and then click **Continue**.

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## Logging into the Kiosk for Writing Tutor Appointment

The screenshot shows the TutorTrac login page. At the top, there is a 'Log Student:' field with the username 'jcoote' entered. Below it is the 'TutorTrac Main Menu' and a 'Choose A Center' dropdown menu. The dropdown menu is open, showing three options: 'Subject Tutoring', 'Teaching Assistant', and 'Writing Center'. A 'Log In' button is visible below the dropdown menu.

**Log Student:**  
Log Student: jcoote

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TutorTrac Main Menu

Choose A Center

Chelsea,  
Please choose a center to log in or out of:

Center:

- Subject Tutoring
- Teaching Assistant
- Writing Center

**Log In**

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Type in your MyHill username into the **Log Student** box and click **Enter**.

Select **Writing Center** and then click **Log In**.

The screenshot shows the TutorTrac interface after logging in. It displays the 'Choose A Reason' dropdown menu and the 'Who were you referred by?' dropdown menu. The 'Choose A Reason' menu is open, showing a list of subjects and reasons. The 'Who were you referred by?' menu is also open, showing options like 'I am a Tutor/TA', 'Self', 'Academic Services', 'Athletics', and 'Faculty Member'. A 'Continue' button is visible at the bottom right.

**Log Student:**  
Log Student: jcoote

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TutorTrac Main Menu

Choose A Reason

Chelsea,  
Please choose a reason and subject for the visit:

Subject:

- 20302 EDU 435 A 201420 Practicum: Elementary Education
- 20305 EDU 440 A 201420 Practicum: Reflective Seminar
- 20823 SPA 490 A 201420 Dir Study: Teaching in Spanish
- 20847 EDU 207 C 201420 Eng Lang Learners in Classroom
- ARTICLE
- COVER LETTER
- INTERNSHIP
- PERSONAL STATEMENT

Reason:

- Editing to improve clarity, cohesiveness, or conciseness
- Grammar issues and writing mechanics
- Interpreting a professor's comments on a paper
- Organizing, listing, diagramming, or outlining
- Paragraph organization, topic sentences and transitions
- Proofreading and formatting techniques
- Research or documenting sources
- Thesis statement and supporting claims with evidence
- Understanding an assignment or text
- Writing style, voice, and persona

Who were you referred by?

- I am a Tutor/TA
- Self
- Academic Services
- Athletics
- Faculty Member

**Continue**

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Select the **course** that your assignment is for, as well as the main **Reason** for your visit.

If a faculty member, Academic Services, or athletics did not request that you visit the Center, choose the **Self** option. Then click **Continue**.