

Viewing Visit History

The screenshot shows the TutorTrac Main Menu with the 'Utilization' tab selected. The page displays 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 points to the 'Utilization' button and the 'Change Date' menu.

TutorTrac Main Menu

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

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

Change Date: [Dropdown Menu]

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	0:32:51	Writing Center	Work
Constantine, Emily G	5/8/2013	00:35:43	Writing Center	Editing to improve clarity, cohesiveness, or conciseness
Vivas, Silvana G	5/8/2013	00:03:01	Writing Center	Work
McShane, Michela A	5/8/2013	9:02:40	Writing Center	Work

WRITING

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.

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For Students

How to Log In to TutorTrac

How to View the Tutoring Calendar

How to Make an Appointment

Logging In

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

STONEHILL COLLEGE

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
RedRock Software Corporation
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RedRock Software Corporation
Unauthorized Duplication of Software is Illegal and
Protected under Federal Law

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STONEHILL COLLEGE

Stonehill College - TutorTrac Profile

Stonehill College - TutorTrac Profile

STONEHILL COLLEGE

Stonehill College - TutorTrac Profile

To log in go to <https://tutortrac.stonehill.edu/> on Firefox or Chrome. Internet Explorer will work, but we have an older version that will not support all of the features and functions on TutorTrac. Log in using your myHill username and password.

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

STONEHILL COLLEGE

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.

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Stonehill College

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

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:

To schedule an appointment click on icon to the left

After logging in, click on the **Search Availability** button in the top-left corner of the screen.

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STONEHILL COLLEGE

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

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

Main Menu Log Off Switch to Consultant profile

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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 the center you are looking for.

2. Select the class you are looking for.

3. When you are ready, click search.

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

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

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@studc 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.

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Making an Appointment

The screenshot shows the Stonehill College tutoring appointment system interface. The browser address bar displays the URL: `https://tutortrac.stonehill.edu/tracweb40/searchavail4.asp`. The page header includes the Stonehill College logo and navigation links like "Main Menu", "Log Off", and "Switch to Consultant profile".

On the left, search criteria are set to "Writing Center" and "20611 ENG 345 A 2014". The "Available Time Slots" table shows slots for Brittany Bonanno on Sun 8/25/2013, Mon 8/26/2013, Thu 8/29/2013, and Sun 9/1/2013. The slot for Monday, 8/26/2013, is highlighted in blue, indicating it is a drop-in tutoring hour.

A text box with a blue arrow pointing to the blue slot contains the following text:

After viewing the schedule for tutoring (see the previous section for more instructions about viewing the schedule), click on your desired appointment slot. All available appointment slots are shown in green, while drop-in tutoring hours are denoted in blue.

The screenshot shows the "Appointments Entry" form in the Stonehill College tutoring appointment system. The form is pre-filled with information from the search criteria:

- Student: Brittany Bonanno 00044514
- Staff: Brittany Bonanno
- 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

The "Notes" field contains the following text:

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.

A "Save" button is visible at the bottom of the form. A text box with blue arrows pointing to the "Reason", "Notes", and "Save" fields contains the following text:

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 should receive an e-mail confirmation of your appointment.