TutorTrac

All Peer Tutors and Teaching Assistants are required to account for the hours that are submitted on the myHill Time Sheet by telling us what you have done and who you have worked with. TutorTrac is the program that we use for this purpose.

This is an important and necessary step because we have to report exactly what you do, along with many other details about the Teaching Assistant/Peer Tutor Program. **It is essential that we have complete and accurate records in TutorTrac in order to keep the program funded.** Our department now employs approximately 200 students; it would be impossible for us to keep track of everyone.

Simply submitting your hours on your myHill Time Sheet is not sufficient; we need to know what you have been doing during those hours that you are being paid for. In this time of financial cut-backs, every program at Stonehill College is being scrutinized, and without a record of what you have done, we will not get the financial support necessary to continue with the Peer Tutor/TA Program.

Tutors and TAs who are not compliant with this important part of the job will be in jeopardy of losing the position. We will send a reminder to you if your TutorTrac records do not match your time sheet; and for TAs, if necessary, we will notify your professor. If you have any questions or problems, please let us know and we will be happy to help you.

You are able to access the program by going to http://tutortrac.stonehill.edu

Please see the TutorTrac Guide for complete instructions.

Instructional TutorTrac Videos
available on the CWAA website