TutorTrac for Staff

LOGINS:

Kiosk Login – Setting up the Kiosk for Student Login:

Click on the TutorTrac icon: 🍄
This goes to http://TutorTrac.davenport.edu (or type in the URL, if the shortcut is not available). At the login screen, type in the login for the kiosk (from the list below) and click on “Login.” It is not case-sensitive.

User Name:
Kiosk-Alma
Kiosk-BayCity
Kiosk-Caro
Kiosk-Dearborn
Kiosk-Flint
Kiosk-GR-Fulton
Kiosk-GR-Lettinga
Kiosk-Holland
Kiosk-Kalamazoo
Kiosk-Lansing
Kiosk-Merrillville
Kiosk-Midland
Kiosk-Saginaw
Kiosk-SouthBend
Kiosk-Warren

Password: tutoring
**Student login on Kiosk:**

Once the kiosk is open, have the student login by entering their student ID number in the box labeled “Enter Student ID Number.”

If they are not in TutorTrac, they will receive the following message and can be entered in by the tutor before they try again. If they mistyped their student ID, have them click on “Return” to retype it.

If this is your student ID number, it is not in the TutorTrac records. See a tutor to be added.

Welcome to Davenport Tutoring,

**ID entered:** 777

If this is incorrect, click **Return** to try again.
If the student is in the TutorTrac database, the student gets the default location of the kiosk that has been logged in. They select the subject and reason for their visit and click on “Continue.”

```
Welcome to Davenport Tutoring, Jill Student

Please select a center: Warren

Select a Subject:
- BIOD125 Anatomy
- INTD2001 Diversity in Society
- COMM120 Presentation Techniques
- OTHER

Select a Visit Reason:
- Tutoring
- Test-CLEP
- Test-COMPASS
- Test-Competency
- Test-DANTES
- Test-Distance Learning
- Test-HESI
- Test-Make-up
- Test-Frometric IT Cert
- Test-VUE
- Study Group

Continue
```
Their name will come up on a Welcome screen, along with any messages they have. If a tutor has added a message while they are logged in, they will receive the message on logging out. They only have about 30 seconds to read the message before it returns to the sign-in screen. The message then disappears and will not be seen again. If they did not have a chance to read their message, you can review it for them or resend it to them by logging in with your personal login (coming up later).

Welcome to Davenport Tutoring, Jill Student

Section LEARNING200605

<table>
<thead>
<tr>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/31/2006</td>
</tr>
<tr>
<td>Student, Jill</td>
</tr>
<tr>
<td>You have the following appointment tomorrow:</td>
</tr>
<tr>
<td>Tutor: Tutor, Test</td>
</tr>
<tr>
<td>Subject: Accounting help</td>
</tr>
<tr>
<td>Date: 9/1/2006</td>
</tr>
<tr>
<td>Time: 8:00 AM</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Please be on time,</td>
</tr>
<tr>
<td>-Tutoring Center Staff.</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>8/31/2006</td>
</tr>
<tr>
<td>Your visit was terminated due to the fact that you did not log out. Please log out before leaving the center.</td>
</tr>
<tr>
<td>Thank you</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
</tbody>
</table>
Tutor Login on Kiosk:

Tutors can login to the Kiosk the same way the students do, using a number assigned by the TutorTrac administrator (not their direct username/password combination). This logs them in and tracks their time. Davenport University is not using this option at this time, since that is usually done with e-time. To do administrative tasks, such as enter sessions in manually, tutors should not login while in the Kiosk mode but need to log in directly with their personal login at the main login screen.

Kiosk Mode Login Screen:

Direct TutorTrac Login Screen:
How to Login Directly as a Tutor:

At the same login screen that you use to login as a Kiosk, login with your personal *username* and the password *starting*. The username is the first initial of your first name and the entire last name. If you have a hyphenated name, the hyphen is removed and the two names are run together. Examples:

Jane Doe-Anonymous: jdoeanonymous
John Doe: jdoe
If you are not in the database, you will get this message and will need to call Julie Gotch, Gary Franchy or Mary Etter to get entered in.

Access Denied

You have entered an incorrect Tutor Password

If you feel this is an error please consult your system administrator.

Return  Login

The first time you login, you will need to enter a new password and click on “Save Changes” to complete the change. You may edit or add to your information as well.
TUTOR ADMINISTRATIVE TASKS:

How to Enter Subject Expertise:

On the same page while you are changing your password, there is a list of classes and subjects in the “Available Specialties” list. (If you miss this opportunity, you can still select your specialties on your next login by going to “Edit Contact Info” on your drop down menu.)
Click on a class or subject (it will only let you do one at a time) and click on the “Add” button to put it in your own personal list of Tutor Specialties. You may mix both classes and subjects, or stick to just class numbers, or just subjects in your selections. This is how students and other tutors will search for you by specialties. If you are an expert in the subject, enter the subject as well as all the classes under it.

If you select a choice by accident and it moves into the Tutor Specialties list, highlight it in the Tutor Specialties list and click on the “Subtract” button to remove it from your list.
Once you are content with the list of tutor specialties, click on the “Save Changes” button.
**Entering Your Schedule (Create Availability):**
In order to allow students to schedule sessions with you as a tutor, you need to fill in your schedule by clicking on the “Create Availability” button in the top right corner.

There are three sections on the Availability Information page. The top half of the page allows you to set the **Availability for the beginning date and type** of session. The middle part of the page has to do with **Funding** (a portion of TutorTrac we are not using) and the tutoring center location (defaults to the tutor’s primary location). The bottom of the page is where you specify **Recurring Information**.
Availability for the Beginning Date:

Make sure your name is in the Tutor box. You can either navigate to the correct date by clicking on the “previous” or next” buttons.

A second way you can get to the date you want to be at is by clicking on the date. This opens a little box for you to put the date you want in it:

A third way is to enter the date if it is different from today’s date. Enter the start time of your shift 8a being 8 am and 2p being 2 pm. Enter the duration. If you are going to be there for 2 ½ hours, enter 2.5; 2 hours and 15 minutes, enter 2.25.

a) Type:

Under “Type” select what type of session you are scheduled for by using the drop-down menu. The tutors will usually select the type “Individual” to allow students to make appointments. This will also allow them to accept drop-in sessions.
Individual:
Available to see one student at a time.

Private session:
Available to see one student at a time. This appointment repeats based upon the recurring information at the bottom of the availability screen, allowing for standing appointments.
**Group:**
Available to see groups of students. **Max Students** field – To restrict the number of students who can sign up, enter a number and TutorTrac will not allow sign up of students over that number. For all types except Drop-In, enter a **Subject** or enter an asterisk in the field to allow the first student to sign up to decide on the subject. For groups, select the **Group Reason** from the drop-down menu.

**Availability Information:**

![Availability Information Table]

**Class:**
Available to see a class. **Max Students** field – To restrict the number of students who can sign up, enter a number and TutorTrac will not allow sign up of students over that number.

**Electronic/Online:**
Allows students to schedule a time that they may not physically come in but e-mail or call the tutor.

**Drop-In:**
Does not allow students to make appointments with the tutor during this period of time. It holds the tutor’s schedule open for drop-ins.

**Reserved:**
This does not allow students to make appointments and the tutor is unavailable to see drop-ins, but it shows that the tutor is working (perhaps on a special project).
### b) Subject:

For all types except Drop-In, enter a **Subject** or for Groups, you may enter an asterisk in the field to allow the first student to sign up to decide on the subject.

### c) Location:

Location is optional and allows you to specify a meeting place (Room number, etc.) other than the tutoring center.
d) Group Reason:

Availability Information:

Funding/Center Information:
You can ignore the central section called “Funding /Center Information.” We are not using this feature. The tutoring center location defaults to the tutor’s primary location.
Recurring Information:
If you have a set schedule and the hours are regular, you can use the bottom half of the screen to set multiple dates.

a) Type:
Under the drop-down menu “Type,” select the reoccurring pattern:
- Daily – every day until the interval is fulfilled
- Weekly – example: every Thursday
- M-F – Monday through Friday until the interval is fulfilled
- MWF – Monday, Wednesday and Friday until the interval is fulfilled
- MW – Monday and Wednesday until the interval is fulfilled
- TTH – Tuesday and Thursday until the interval is fulfilled

b) Total Remaining:
Fill in the number of additional days for the pattern to repeat. If you enter “10” in the Total Remaining box, the pattern will enter for 11 sessions in the calendar. That means, if you have selected MW for Monday and Wednesday, you will not get 10 more Mondays and 10 more Wednesdays, but 10 more total.

c) Interval:
Fill in the “Interval” box with how many weeks apart the availability pattern expressed under “Type” is to be repeated. The usual is “1” for a weekly occurrence, “2” for every other week. Important: If you leave 0 in the Interval box, all the recurrences will save on a single day.
d) Splitting Available Time Into Increments:
There is a check box allowing you to split your time up into increments. Check this box BEFORE you save your availability and enter the interval (.5 for half an hour, .75 for ¾ of an hour) if you wish to show the students the usual block of time allotted is 30 minutes or 45 minutes.

Recurring Information (Optional):
Type: Weekly
Total Remaining: 9
Interval: 2

Note: To delete a recurring availability: First change the total remaining to 0, then save. Then delete the availability.

Split this new availability into increments of 0.5 hours.

Save

e) Examples:
Example 1: If you work Mondays and Wednesdays from 2–4 pm for 10 weeks:
1) On the top, in the “Date” box you would enter your starting date (a Monday), and 2p in the “Start Time box.”
2) On the bottom, under Recurring Information, you would fill in “Type” as MW, “Total Remaining” as 19 (9 more Mondays and 10 Wednesdays) and “Interval” as 1.
Example 2: If you work every other Saturday from 1-4 for 10 weeks:

1) On the top, in the “Date” box you would enter your starting date, and 1p in the “Start Time box.”
2) On the bottom, under Recurring Information, you would fill in “Type” as Weekly, “Total Remaining” as 4 and “Interval” as 2.

You will need to create a new availability for each block of time. For example, if you work a split shift, 10-12 am and 1-2 pm on the same day, you will need to enter a record for the 10-12 am and one for the 1-2 pm. Use the “Go To…” drop-down menu and select “Create new.”
Another way to reach the “Create Availability” for the week is to use the “Go To...” drop-down menu to select “Week Schedule.”
This brings up the week and allows you to preview what is already there before going in to the “Create Availability” area. To see the previous or next week click on the arrows by the date at the top or click on the date and enter a date.
Changing Your Scheduled Availability:

Deleting Availabilities:
When deleting, be careful, because there isn’t an “undo” option!

To delete some of the availability times in your schedule, you can do it either at the individual day screen:
or you can go to the weekly schedule. Use your “Go To…” drop-down menu and select “Weekly Schedule.”
Find the correct date by clicking on the “Next” arrow at the top right of the page. At either screen, click on the correct date and time to be deleted. If it is not divided up into time segments, deleting it is easier.
a) Deleting one undivided block of sessions
When you have clicked on the time you want to delete, at the new screen, click on the "Delete" button at the bottom of the screen. **This deletes just this session.**

<table>
<thead>
<tr>
<th>Availability Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutor: Tutor15 Test</td>
</tr>
<tr>
<td>Date: 12/04/2006</td>
</tr>
<tr>
<td>Start Time (ex: 8:00 a.m.): 8:00 AM</td>
</tr>
<tr>
<td>Duration (Hours): 2</td>
</tr>
<tr>
<td>Type: D</td>
</tr>
<tr>
<td>Max Students: 9</td>
</tr>
<tr>
<td>Subject: Drop-in Visits</td>
</tr>
<tr>
<td>Group Reason:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding/Center Information (Optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund:</td>
</tr>
<tr>
<td>Center: Women</td>
</tr>
<tr>
<td>This allows students attending a group to track attendance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recurring Information (Optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: MWF</td>
</tr>
<tr>
<td>Interval: 1</td>
</tr>
<tr>
<td>Total: 4</td>
</tr>
<tr>
<td>Remaining: 4</td>
</tr>
<tr>
<td>Recurr ID: 132</td>
</tr>
</tbody>
</table>

Note: To delete a recurring availability, first change the total remaining to 0, then save. Then delete the availability.

To see the changes, go to "Return" on the top drop-down menu.
At the schedule window, click your browser’s “Refresh” button to see the changes on that screen.
b) Deleting multiple sessions

To delete multiple sessions, you must delete them in accordance to how they were created. You will need to pay attention to the “Type” under the “Recurring Information” section. What is in that window will determine what is deleted. If under “Type” the pattern is MW, to delete all the remaining Mon & Wed sessions, change the number under “Total Remaining” to 0. Click on the “Save” button at the bottom. This deletes all future Mon & Wed sessions except the one you are in. Then if you want to delete this session as well, click on the “Delete” button at the bottom.

![Availability Information](image)

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c) Deleting Portions of Sessions that are not Divided into Increments that have Appointments in them:

Before you can delete a portion of a block, it must be subdivided into increments. When you originally set up a block of time for appointments and do not divide it into increments, if a student or (tutor for the student) makes an appointment in the middle of that block, the session may look as if it is divided into increments, but it may not be.

If a tutor scheduled the appointment in an undivided block of time, they have the option at the time, of dividing the block of time into increments similar to the current appointment increment that they are scheduling. If they don’t select that option, or if the student scheduled it (they don’t have the option to divide the block into increments), the block of time really isn’t sub-divided, though it may appear to be so. This is only an issue if you want to delete portions of the session.
In the following example, you want to delete the 10 am – 10:30 am slot. An availability was created for a block of time from 8 am – 12 pm. It was not subdivided into increments. A tutor made an appointment for the Jill Student from 10:30 am – 11 am, but did not select the option to sub-divide the block of time into similar increments. This is how it would look:

The only way to tell if the session is divided into increments is to go into one of the time slots and look at the “Duration” field amount. If you click on the 11 am – 12 pm digits, you will see this at the top of the screen:

Though you clicked on 11 am – 12 pm, it tells you that the Start time is 8 am and the duration is 4 hours, which doesn’t match the 1 hour time slot you just
selected. Now you know it isn’t subdivided and you need to subdivide it in order to delete just a portion of it.

On the main screen, click on the name of the student.
Click on the checkbox that says “Split Availability using this Appointment.” Then click on the “Save Appointment” button.

If you select the “GoTo” drop-down menu and select “Return,” then use your browser to refresh the page, it will look exactly the same, but now you can delete portions of the block of time.

To delete from 9:30-10:30 am, click on the 8 am – 10:30 am time slot. At the screen, change the duration from 2.5 hours to 1.5 hours and click on the “Save” button. Return and refresh the page and you will see that it has changed to this:
d) Deleting Sessions Divided into Increments:

There is no easy way for you to do this in your account. The administrator can. If you have a date you wish to remove as available and the session is divided into increments, please e-mail Julie Gotch and she can take it out in one step.

You can still delete it on your own, but it is more time consuming. Once the block of time is divided into segments, you must delete each segment as described in a) & b). If you have a two hour segment from 8 am – 10 am divided into ½ hour sessions, if you delete 8:30-9 am and change all the Total Remaining to 0, as described in b), it will delete all future 8:30-9 am sessions, but not the other sessions in the two hour block (so 8 – 8:30 am, 9 - 9:30 am, 9:30 – 10 am will all remain). You must follow the steps in a) & b) to remove each of them.

**Editing:**

To edit an availability, click on the time you wish to modify. In the example below, click on 8:00 AM – 11:00 AM.

---

**Test Tutor15 Main Menu**

Create Availability...  Create Date Block...

Friday, January 05, 2007

Start - End  Who/Type

8:00 AM – 11:00 AM

**Messages:**

**Tutors:** Welcome to the Tutoring Center!
To change the time to 8:00 AM – 10:00 AM, change the Duration from 3 hours to 2 hours.

To change the time to 9:00 AM – 11 AM, change the start time to 9:00 am and change the Duration to 2 hours.

Click on “Return” in the “Go To” drop-down menu. Then click on your browser’s refresh button to see the changes.

If you wish to delete a section of the availability, see the Delete portion of this document.

If the edits you’re making cover just one day on a recurring availability (one Saturday, when you work every Saturday), click on the “Modify this entry only” button under the “Recurring Information” section. This will change this day’s schedule, but no other reoccurring times you have established.

If you are modifying all instances of recurrence from a certain day forward, click on the time of the first instance you wish to modify, make the changes and make sure you do not click on the checkbox in front of “Modify this entry only.”
Note: Where it can get tricky is if you have a recurring availability of several days (for instance Monday and Wednesday). If you modify the entry, without clicking on the “Modify this entry only” checkbox, it will modify all the Monday and Wednesday availabilities. If you only want to change all the Mondays, you have two options:

1) delete the Mon & Wed availability and create two new ones, one for Mondays and one for Wednesdays
2) go to each Monday and make the change, clicking on the checkbox in front of “Modify this entry only.”

Blocking Out One of Your Scheduled Times:
Sometimes you may be in the tutoring/learning lab, but may be unavailable to students, working on a project or administrative duties. For those times, you can show that you are there but unavailable by blocking out a time. You can change the status of an availability by doing this or create an entirely new item on the schedule.

To block out a time, click on “Create Date Block…” at the top right of the main box. You do not have to be on the date you want to block out, but sometimes it is good to look at what your schedule is for that day on TutorTrac before you create the block.
At the screen, put in the correct time and date that you want to block out. If it is for a range of dates, put the beginning date and ending date in the top two boxes. Deselect the days of the week that do not correspond with your dates. Whatever you put on the Notes field is what will appear on the schedule. To save your block, click on the “Save” button at the bottom right.

To set up a block for every Wednesday between two dates, deselect all the days of the week except Wednesday.

Entering a Student who is not in TutorTrac:

You must search for the student record before entering a new one. This avoids duplicate records. Select “Search Students” in the “Go To...” drop-down menu.
First, search for a student by student ID and then by name to see if they are actually there, but there are mistakes in their record. If you just press the search button without entering any criteria, it will bring up all the records.

Check the results list for the student.

You can even list all students and browse, if you have difficulty with the spellings. Under “List Options...” select “List All.”
Once you are sure they are not in TutorTrac, select any student on the list by clicking on their ID number. Once a student record is open, your options change on your “Go To…” drop-down menu to include “New Record.”
Enter the student’s ID number in two places: the first field labeled “ID” and at the bottom of the form “Login name”. Then enter their last name, first name, middle name, address, e-mail, phone number, and gender. In the password at the bottom of the screen, enter the student’s birth date in the format YYMMDD. Click on Save when you have entered all the information.
**How to Send a Student a Message:**

**One student:**
To send a message to a student, on the “Go to...” drop-down menu select “Send Note.”
Enter the student’s ID number and press “Find Student.” Again, you must know the student’s ID number at this screen, for there is no student lookup here.
If the student is not in TutorTrac’s records, then it will say “No student found” by the Name.
Once you have the correct student, fill in the message and click “Send Message.” The message will stay on the screen after it has been sent. You will need to click on the “Go to…” drop-down menu to return to the Main Menu. If you send it twice, it will appear twice.

When the student next logs in or out, they will see the message. Other messages the students may see are of upcoming appointments or missed or canceled appointments. The messages for the student only stay on the screen for about 30 seconds. If there are quite a few, they may not get through them all before the login kiosk goes back to the login screen for the next student.

If the student needs to see the messages again, you can search for the student, click on their record and at the “View” drop-down menu, select “Message History.” Click on the message you would like to re-display and change the date to 00/00/00 and the message will appear again when they log in or out.
**Group of students:**
To send a message to a group of students, select “Search Students” on the “Go To...” drop-down menu.
At the search screen, fill in the criteria to retrieve the students you want to leave messages on TutorTrac for. For some groups, we may not have the search criteria to do so. You can send a message on TutorTrac to all the students on one campus who may login by filling in the campus name on the Custom Fields section in the middle of the page. It is best to use a wildcard on each side of the word, if you are not sure how something will be listed. The wildcard for TutorTrac is the @ sign. For example: @Lettinga@ will retrieve all the “Lettinga Campus” ones or any that might say “Grand Rapids – Lettinga.”

When the list of students is retrieved, click on the “List Options” drop-down menu and select “Send Note.”
All students:

To send a message to a group of students, select “Search Students” on the “Go To...” drop-down menu.
At the search box, do not enter any criteria, just click on “Search.” This will retrieve all students entered into TutorTrac.

When the list of students is retrieved, click on the “List Options” drop-down menu and select “Send Note.”

Another option is to have the administrator enter a message on the main screen that will be seen by anyone who logs in to TutorTrac at any of the campuses.
Logging a Student in or out:

If a student has left and forgot to logout, the system will log them out automatically at 10:30 pm and will assign their session a ½ hour time allotment. You may also log them out manually and adjust their session time. Login to TutorTrac with your personal password and use the “Go To...” drop-down menu to select “Log List.”
On the Log List, you will see what students are logged in.

You have the option to:

1) type in their student ID number at the top of the screen, which will log out the student (counting all the time) and take you to the exit survey,
2) click the “Logout” button, which will count all the time they have been logged in (use option #1 and this option for someone who just walked out but forgot to log out- you want all the time spent with them and want it counted),
3) click the “Terminate” button, which will log them out but only count the time as ½ hour (use this option when you are not sure when the student left or how much time was spent with them). This is the only one that will not take you to the Exit survey.

If you do not use option 1 or 2, TutorTrac will automatically do option 3 for any students still logged in at 10:30 pm.
Adding or Modifying a Student Tutoring Session After the Fact:

To add a tutoring session after it has already occurred or add information to one that was logged in, use the “Go To…” drop-down menu to select “Log List.”

Click on “Batch Visit Entry.” This is designed primarily to enter an unrecorded tutoring session (for instance one that occurred in your office, not at the tutoring center where the student would login).
To enter a tutoring session, adjust the date, time and duration. Enter the time, 8a being 8 am and 2p being 2 pm (which will change to military time when you move to the next field), and the duration in minutes; this will cause the Time Out field to populate. Or if you are not sure of the duration, enter the time out and the minutes will pop in there when you go to the next field.

Type and select from the drop-down menus as much information as you can. On the second half of the form, enter the student ID for the session you want to record (unfortunately, there is no look-up for the students at this screen), enter in your notes and click on “Save.” If you plan to do a number of sessions with different people but plan to use the same information in the “Notes” field, click on the checkbox for “Remember Notes,” so you don’t have to keep re-typing it.

To add notes to a session where the student logged in, fill in the top portion of the form and click on “Search.” TutorTrac will try to find a login that matches the criteria and will list any possible matches at the bottom of the page under “Similar Visits.” (It will default to visits made today without any search necessary.)
Here is a sample:

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Center</th>
<th>Time</th>
<th>Subject</th>
<th>Reason</th>
<th>Custom 1</th>
<th>Custom 2</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/21/2006</td>
<td>Student, Jill</td>
<td>Halland</td>
<td>21:18</td>
<td>OTHER</td>
<td>Test-Competency</td>
<td></td>
<td></td>
<td>Testing</td>
</tr>
<tr>
<td>12/21/2006</td>
<td>Student, Jill</td>
<td>Warren</td>
<td>1:01</td>
<td>Other</td>
<td>Tutoring</td>
<td></td>
<td></td>
<td>Writing help</td>
</tr>
<tr>
<td>12/21/2006</td>
<td>Student, Jill</td>
<td>Warren</td>
<td>26:25</td>
<td>OTHER</td>
<td>Study Group</td>
<td></td>
<td></td>
<td>Great help</td>
</tr>
<tr>
<td>12/21/2006</td>
<td>Student, Jill</td>
<td>Warren</td>
<td>0</td>
<td>COMM120</td>
<td>Tutoring</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you click on the date at the front of the line representing the visit you want, you can edit the subject, the reason, and the notes (though not the time).

**Other Options on the Log List Screen:**

“SI Batch Visit Entry” is similar to the Batch Visit Entry, but it is for recording a supplemental instruction session.

“Search Students” is just another way to get to the same search screen as from the “Go To...” drop-down menu.

“Search Appointments” is where you can search for tutors by center (campus), by subject specialty, by name of the tutor, by type of appointment available, or by dates.

![Availibility Search](image-url)
Results will display below:

**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*

<table>
<thead>
<tr>
<th>Date</th>
<th>Tutor Name</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, December 22, 2006</strong></td>
<td><em>Tutor10, Test</em></td>
<td>G - 1:00 PM - 1:15 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 1:15 PM - 1:30 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 1:30 PM - 1:45 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 1:45 PM - 2:00 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 2:00 PM - 2:15 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 2:15 PM - 2:30 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 2:30 PM - 2:45 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 2:45 PM - 3:00 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 3:00 PM - 3:15 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 3:15 PM - 3:30 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 3:30 PM - 3:45 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G - 3:45 PM - 4:00 PM -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting, Main desk - 0/8</td>
</tr>
</tbody>
</table>

You can click on the times to go ahead and schedule an appointment (for those types of appointments that can be booked).

"Schedule" is another way to go by center to see what tutors are associated with each Tutoring/Learning Center and what their availabilities are. Click on the campus name at the top of the screen to select which campus’ tutors you would like to see. At the top of the list, it will say which Center, then the tutors will appear alphabetically. You can scroll through dates by using the “next” and “previous” buttons at either side of the date. You can create availabilities here as well.
"Log In/Out Resources" If you have resources you keep in your Tutoring/Learning Center (like dictionaries or thesauruses) which you wish to keep track of or even check out to the students or tutors, you can have Julie Gotch enter them and this is where you would search for them. Currently, this feature is not in use.

Other Choices on the “Go To…” Drop-down List on the Main Menu:

Tutors by Date:

To see a list of dates and times that tutors are available, go to “Tutors by Date” on your “Go To…” drop-down menu.
A search box at the top of the page allows you to bring up schedules by tutor name, center name, dates or a combination of those. Fill in your searching selections and click on “Generate.” (Currently, we don’t use the sub-menues of location & classification.)

The search criteria above brought this list:

**Thursday, December 21, 2006**

<table>
<thead>
<tr>
<th>Time</th>
<th>Tutor15, Test</th>
<th>Tutor16, Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 AM</td>
<td></td>
<td><strong>Jill Student ACCT314</strong></td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D - Drop-In Visits**
If you scrolled down, you would see the subsequent days through 1/15/2007 listed. You can schedule and edit appointments from this page, but not availabilities.

**Recent Visits Listing:**
You can see a list of students who have come into your location in the last 21 days. On the “Go To...” drop-down menu on the main menu, select “Recent Visits Listing.”

This will bring up a summary list of the visits for only your site.

The students’ names are hyper-linked. If you click on their name, you can see a little more information on the visit, and add notes, change the reason and assistance category.
You can add notes and make changes on the visit information: reason, assistance category, and the Center. After you make the changes, click “Save” to save them.

**Tutor Utilization:**
Tutor Utilization produces a report that shows you about a month of only your recent activity, two weeks before and two weeks after the current date. On the “Go To…” drop-down menu on the main menu, select “Tutor Utilization.”
Here is a sample report.

Pay Code Report:
Davenport does not use the Payroll feature of TutorTrac.


<table>
<thead>
<tr>
<th>Date</th>
<th>Availability</th>
<th>Group No.</th>
<th>Published / Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2006</td>
<td>10:00 AM - 2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/11/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/12/2006</td>
<td>2:00 PM - 5:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/15/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/16/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/17/2006</td>
<td>5:00 PM - 5:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/19/2006</td>
<td>3:00 PM - 3:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/21/2006</td>
<td>10:00 AM - 11:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/22/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/23/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/26/2006</td>
<td>10:10 AM - 11:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/27/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/29/2006</td>
<td>9:30 AM - 10:00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor Availability Details

Standard Report

TutorTrac
Davenport Tutoring

Staff meetings: 9:00 AM - 10:00 AM

Working in Tutoring Studios: 10:00 AM - 10:30 AM

5:00 PM - 5:30 PM Student, Mr. Moyer

5:30 PM - 6:00 PM Student, Mr. Moyer
Week Report:
The Week Report shows by default a week’s worth of only your schedule, starting with the current day. On the “Go To...” drop-down menu on the main menu, select “Week Report.”
You can schedule and edit appointments from this page, but not availabilities.

You can show any set of days’ schedule for yourself by changing the dates in the search parameters (even including more days than just seven) and clicking on “Generate.”
Week Schedule:
You’ve already been introduced to this one. This shows you the week’s schedule from Monday through Sunday, with the current day highlighted in black. On the “Go To...” drop-down menu on the main menu, select “Week Schedule.”
Here is a sample screen:

You can edit or create availability from this screen or navigate to other dates.
**Edit Contact Information:**
You’ve already been introduced to this one (see the section on “How to Enter Subject Expertise”). This screen allows you to change your contact information, your password, or your subject specialties. On the “Go To...” drop-down menu on the main menu, select “Edit Contact Info.”

Here is a sample screen:

![Sample Screen](image)

**Send Note:**
Send note was covered under the “How to Send a Student a Message” section previously in this document.