How to Schedule an Appointment in TutorTrac
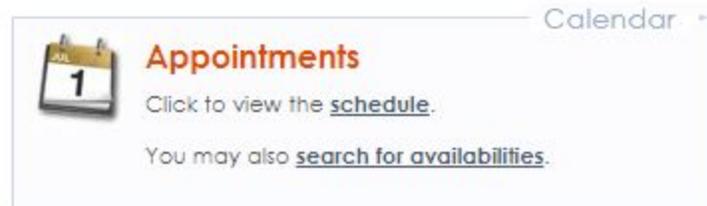
1. To schedule a new appointment for a student user with a tutor, click on the "search for availabilities" tab on the left side of the screen.

Calendar

Appointments

Click to view the schedule.

You may also search for availabilities.

2. Next, fill out the search criteria on the left side of the screen. Each criterion is required.

Student:

Center:
Rowley G105 ▼

Section:
BIO1 ▼

Reason:
Writing Consultation - One-o ▼

From:
07/02/2019

To:
07/09/2019

Time:
0:00a to 11:59p

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

[Search]

a. Enter the student user's name or student ID number and select the student.
b. Select the appointment location from the "Center" drop-down.
c. Select the class they want to work on from the "Section" drop-down.
d. Select the reason the tutoring appointment from the "Reason" drop-down.
e. Use the time scroll to select the desired/available times and days. Options shown in green will be included in the search.

3. Once you have chosen all of the desired parameters for the appointment, click "Search."

4. Your search will provide a list of available appointments organized by day and tutor.

a. **Hint:** If you receive a message that says the system could not find what you are looking for, make sure your search criteria are correct. If you continue to receive this message, there might not be any appointments available in the desired times with the type of tutor the student user wants to work with.

5. Click on the desired time slot. A box titled "Appointments Entry" will appear.

6. The "Appointments Entry" box should prepopulate with the selected location, subject, reason, date, and time criteria.
   a. If the student user would like a 60 minute appointment, select that appointment length under the "Appointment Duration" drop down.
   b. Enter any notes for the tutor about the appointment. This may include specific content the student wants to cover, an assignment they have brought in, or anything else the student wants the tutor to know beforehand.

Appointments Entry

Student: ████████████████ @marymount.edu   Staff: Ardavan Movahed

Appointment Info

Please include some notes for your tutor on what you'd like to discuss. Make sure to come prepared with all course materials. We look forward to seeing you!

Center: Rowley G105 ▼

Subject: BIO   194   ▼

Reason: Course Content - One-on-on ▼   Status: ▼

Date: 7/2/2019   Time: 2:30 PM   To: 3:00 PM
                                                        Appointment Duration: 30 ▼ minutes

Notes: [   ]

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

Save   ☐ Automatically create the visit when this appointment is saved.
        ☐ Override and send confirmation when this appointment is saved.