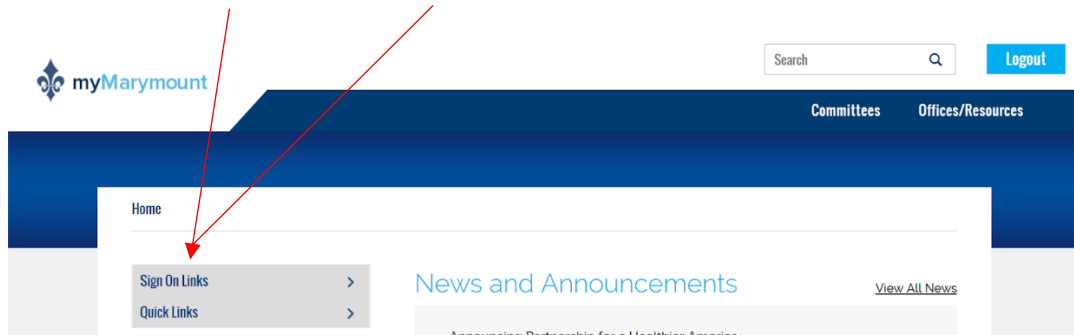


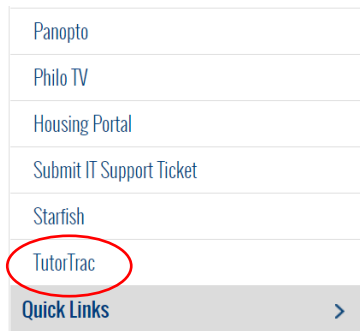
## How to Schedule an Appointment in TutorTrac

### Logging into TutorTrac

1. You can access TutorTrac by searching my.marymount.edu and logging into Marynet with your Marymount username and password. You will then be directed to the Home page where you will see the “Sign-On Links” and “Quick Links” on the left side of the page.



2. Access TutorTrac by clicking the drop-down bar for “Sign-On Links” and scroll to the very bottom of the list. Click on the link for TutorTrac.

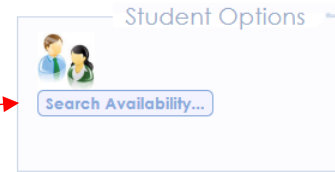


3. After clicking on the sign-on link for TutorTrac, you should be automatically directed to the login for TutorTrac where you can then enter your Marymount username and password.
4. Once you have logged in, you should see the TutorTrac Main Menu in the center of the page, above a welcome message.



## Scheduling an Appointment

- To schedule a new appointment with a tutor, click on the “Search Availability” tab on the left side of the screen.



- Next, select when and where you would like to have a tutoring appointment, and what course you want to work on.

- Select the location where you would like to have an appointment from the “Center” drop-down at the top of the search criteria.
- Select the class you want to work on from the “Section” drop-down. **This step is required.**
- Select the reason for your tutoring appointment from the “Reason” drop-down (i.e., Writing Consultation, Math, Science, etc.). **This step is required.**
- Use the time scroll to select your desired/available times and days. Options shown in green will be included in the search. **Default selections will show all availability.**

- Once you have chosen all of the desired parameters for your appointment, click “Search.”
- Your search will provide a list of available appointments organized by day and tutor.

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:			
Tue 5/28/2019	Wed 5/29/2019	Thu 5/30/2019	Fri 5/31/2019
Your account has overrides, allowing you to override any scheduling restrictions.			
<b>Dominique Nicolaides</b> 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	<b>Dominique Nicolaides</b> 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	<b>Dominique Nicolaides</b> 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	<b>Dominique Nicolaides</b> 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM
<b>Jessica Willmore</b> 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM	<b>Jessica Willmore</b> 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM	<b>Jessica Willmore</b> 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM	

- All appointments will either be 30 minutes or 60 minutes in length, with a student being allowed no more than one 60-minute appointment per day. (For questions regarding longer appointments and/or special accommodations, please contact Dr. Lygie Hinkle at [lhinkle@marymount.edu](mailto:lhinkle@marymount.edu).)

- b) **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 your desired times with the type of tutor you want to work with. Additionally, if you receive the message below after searching for available time slots for a certain course, please feel free to fill out the survey found in the link provided.

#### Available Time Slots:

Your account has overrides, allowing you to override any scheduling restrictions.

No results found.

If you are not able to find a tutoring appointment, please fill out this survey <https://forms.gle/e7kxmqsywNGk5Uh7> to let us know in which areas we need additional support and resources moving forward.

9. Once you have selected the time you would like, click on that time slot. A box titled “Appointments Entry” will appear with a few sections for you to fill out about your appointment.
- Select your “Reason” from the drop-down options (i.e., Writing Consultation, Math, Science, etc.). **This step is required.**
  - Next, choose your appointment length (30 or 60 minutes) from the “Appointment Duration” drop-down.

### 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: EN102 A1 194 ▾

Reason: Writing Consultation - Walk ▾

Status: ▾

Date: 5/28/2019

Time: 11:00 AM To: 11:30 AM

Appointment Duration: 30 ▾ minutes

Notes:

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

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

- You can enter how you heard about the CTL Tutoring Services in the “Who referred you” section.
- In the “Notes” section, enter any notes for your tutor about the appointment. This could include specific content you wish to cover, the assignment you will be bringing in, or anything else you want the tutor to be aware of.