Setting SysAdmin Preferences in Tutortrac

1. The first time you log in to Tutortrac, you should be taken directly to the "My Prefs" page and prompted to set your preferences. However, if this does not happen, or if you need to make any changes to your preferences, click the Tutortrac icon in the top left corner of the screen and select "My Prefs."

Main Menu	in:	Log Student: Log Resource:	
Log listing	٩	Log Russent Q Log Resource Q	MARYMOUNT
Schedule		or Budent (D: Q	UNIVERSITY
Reports			- CTL Tute
Inter KIOSK	Outer Depart		
Execute Wizard	a report.	TutorTrac Main Menu	
Ay Prefs			
Utilities and Prefs	Calendar -	Welcome! Center Status Utilization	
User Guide		The Center for Teaching and Learning Tutoring Program provides peer tutoring and writing support to enhance the quality of student learning and	
FAG		is certified by the College Reading and Learning Association (CRLA) at two levels. The tutoring schedule for Summer 2019 is now live in the MU	
lutor/irac.com		portal under Tutoring & Writing Assistance in the Center for Teaching and Learning section. This semester we have three peer tutors on staff, as	
Request Support		well as Brainfuse, our online tutoring provider.	
Exit	g.		
You may also <u>search fo</u>	or availabilities		

2. A window titled "My Preference Entry" will appear with various boxes to check, depending on your main screen preferences.



- 3. Make sure to check off the following boxes for "Main Menu Options": Quick Reports, Calendar, Mini Log List, Quick Visit, and Center Status. You can also show messages, get information from Tutortrac with the Tip of the Week, and adjust menu colors with Color Picker.→
- In the "Every Page" section ensure that you have Log Student (at top of every page) checked. You may also adjust the font size, include sound, and include Log Resource on each page.
- 5. For "Scheduling," set your schedule to match Hub Tutoring hours.
- 6. Click "Save Prefs."