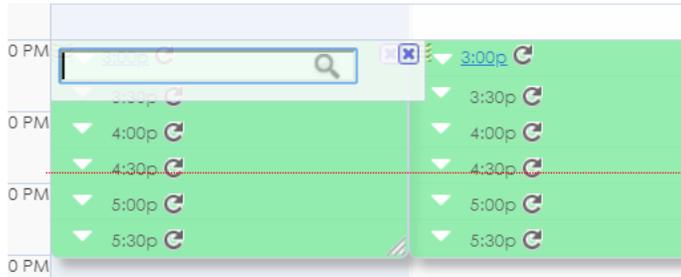
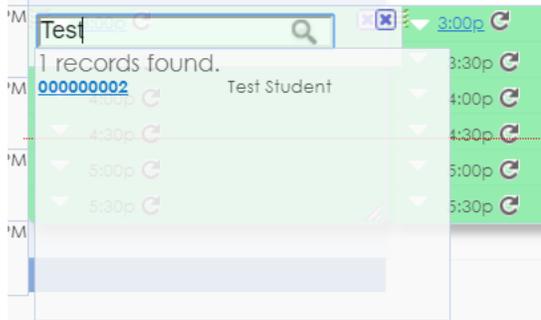


## How to Create an Individual Appointment for a Student in Tutortrac

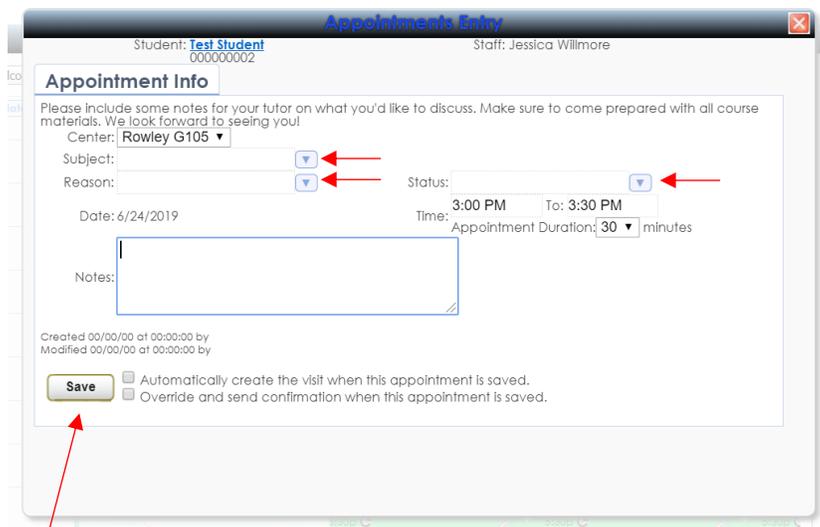
1. To schedule an appointment, you must have a green “availability” slot open for the desired time (you can create an “availability slot as needed. See “Creating a Tutoring Schedule in Tutortrac” for more details).
2. Click once on the white arrow of the availability slot that contains the desired appointment time.



3. Type in the last name or MU ID of the student in the box that appears, and then click on the corresponding name/ID in the drop-down list.



4. In the “Appointments Entry” box that appears, enter the necessary information about the appointment by clicking on the arrows and choosing from the drop-down lists. Wait to change the status entry box until the appointment time has passed. **Do not click “Automatically create the visit when this appointment is saved.” This will create a duplicate record in the system.**

A screenshot of the 'Appointments Entry' form in Tutortrac. The form includes fields for Student (Test Student, 00000002), Staff (Jessica Willmore), Appointment Info, Subject, Reason, Status, Date (6/24/2019), Time (3:00 PM to 3:30 PM), Appointment Duration (30 minutes), and Notes. A 'Save' button is visible at the bottom. Red arrows point to the Subject, Reason, Status, and Save buttons.

5. Click save.