## How to Log a Student Visit in Tutortrac

1. Log in to Tutortrac using your MU username and password, and switch to consultant profile, which is located in the top left corner of the screen.



2. Click on the "Schedule" tab under the Tutortrac main menu to view your schedule and the appointments you have for the day/week.

TutorTrac Main Menu							
	Welcome! Center Status Utilization Schedule						
	The Center for Teaching and Learning Tutoring Program provides peer tutoring and writing support to enhance the quality of student learning and 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 portal under Tutoring & Writing Assistance in the Center for Teaching and Learning section. This semester we have three peer tutors on staff, as well as Brainfuse, our online tutoring provider.						

3. After you have finished an appointment with a student, go to your schedule and click on the time next to the student's name for the appropriate session.

2:00 PM			
3:00 PM S - 3:000 C	- 3:00p C	≝_ 3:00p <b>C</b>	
3:30p C	3:30p C	3:30p C	
4:00 PM 4:00p C	4:00p C	4:00p C	
5:00 M Vriting Consultation -	5:00p C	5:00p C	
One-on-one EN227 A1 194::	5:30p C	🗢 5:30p 😋 💋	

- 4. In the "Appointments Entry" box that appears:
  - a. Double check that the information is correct under the "Appointment Info" tab
  - b. **Under the "Visit Info" tab**, enter any notes to document what happened during the appointment, any tips or suggestions you had for the student, future steps the student may take, and any resources you may have used during the session.

- c. Select the status as **Attended** if the student attended the session, **Missed** if the student did not attend the session, and **Canceled** if the student asked for the appointment to be canceled.
- d. <u>Do not click "Automatically create the visit when this appointment is saved." This will</u> <u>create a duplicate record in the system.</u>

	A	ppointment	s Entry					
Student:			Staff:					
Appointment Info	Visit Info	Document						
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 V Subject: EN227 A1 194								
Reason: Writing Consulta	ition - One-	Status	Attended					
Date: 4/2/2010		Timo	5:00 PM	To: 6:00 PM				
Dule. 0/3/2019 Move Id	»	line	Appointmen	nt Duration: 60 ▼ minutes				
Notes:	1		//					
Created 6/3/2019 at Modified 6/3/2019 at								
Save Automatically create the visit when this appointment is saved. Override and send confirmation when this appointment is saved.								

5. Click "Save."