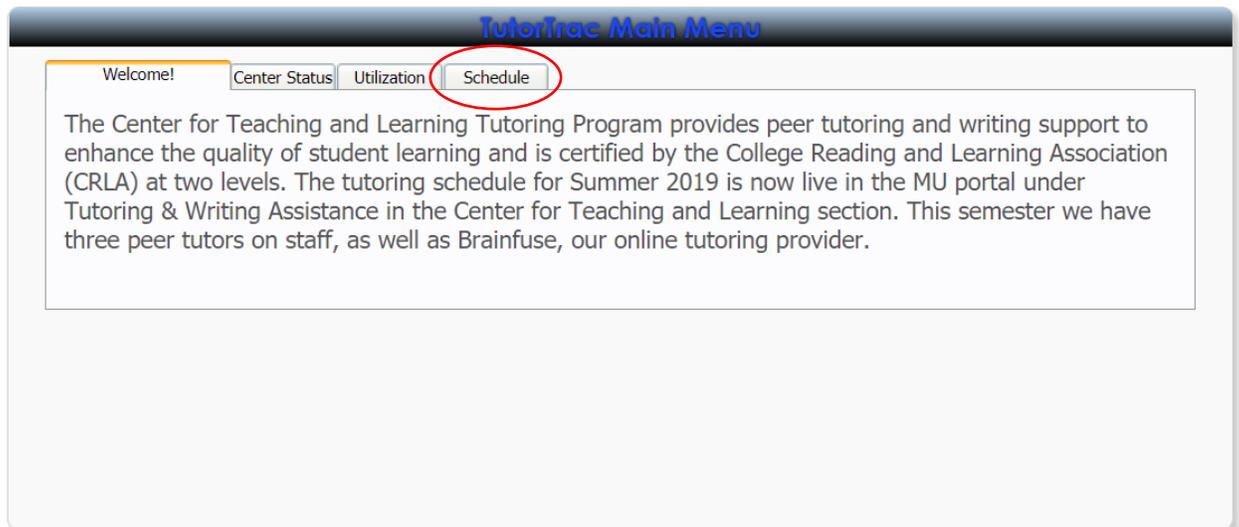


How to Log a Student Visit in Tutortrac

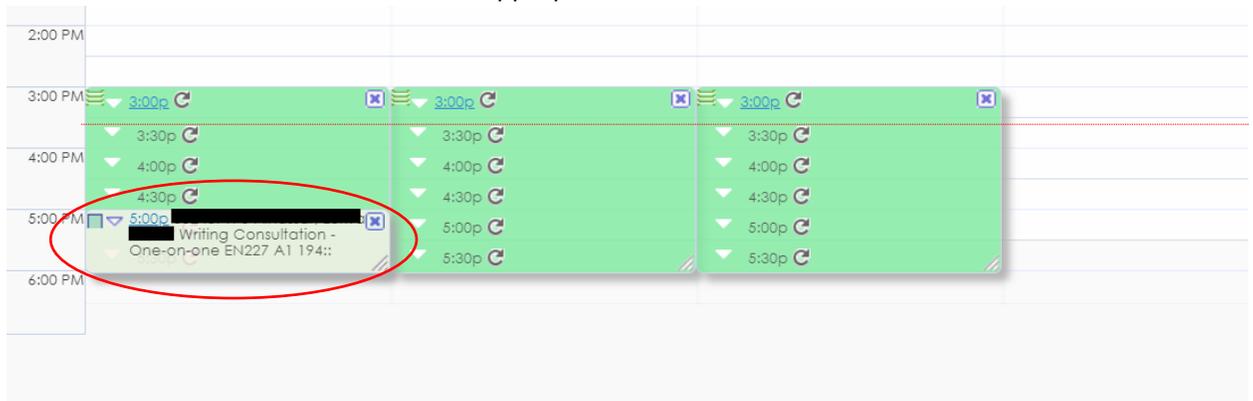
1. Log in to Tutortrac using your MU username and password, and switch to consultant profile, which is located in the top left corner of the screen.



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



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.



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. **Do not click “Automatically create the visit when this appointment is saved.” This will create a duplicate record in the system.**

Student: [REDACTED] Staff: [REDACTED]

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 ▾

Subject: EN227 A1 194 ▾

Reason: Writing Consultation - One- ▾

Status: Attended ▾

Date: 6/3/2019 [Move To...](#) Time: 5:00 PM To: 6:00 PM

Appointment Duration: 60 ▾ minutes

Notes: Outcome notes

Created 6/3/2019 at [REDACTED]
Modified 6/3/2019 at [REDACTED]

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

- 5. Click “Save.”