How to Log In a Student in Tutortrac from the CTL

1. Log in to Tutortrac with your MU username and password. Then click "Switch to Consultant Profile" located in the upper left corner.





2. Once you have switched to your consultant profile, you will see the "Tracman" icon in the upper left corner. Click and hold this icon to open up the menu items and click on "Log Listing."

Trac Navigation	Log Student:
Log listing	Log Student:
Schedule	
Reports	
Enter KIOSK	
My Prefs	TutorTrac Main Menu
Confirm Bio	
Switch to Student Profile	Center Status Utilization Schedule
Exit	The Center for Teaching and Learning Tutoring Program provides
Create a <u>Quick Visit</u> Mini Log List	enhance the quality of student learning and is certified by the Coll (CRLA) at two levels. The tutoring schedule for Summer 2019 is n Tutoring & Writing Assistance in the Center for Teaching and Lear three peer tutors on staff, as well as Brainfuse, our online tutoring
Log a Student Visit	

- 3. After clicking "Log Listing," a list will appear showing the students that are currently logged into the kiosk at Rowley G105.
 - a. If the student has not been assigned to anyone or they are a walk-in, it will say "Waiting to see First Available" under **Consultant.**

0	L	og Visits Listing	
T	•	1 Log Visits found	
ID	Time In	Center / Reason / Subj	Consultant
B	7/15/2019 3:50 PM	Rowley G105 Writing Consultation - One-on-one IT535 A3 194	waiting to see First Available

b. If the student is already assigned to you, it will say "Waiting to See – (Your Name)" under **Consultant.**

e Log Visits Listing				
Student Name 🔻		1 Log Visits found		
ID	Time In	Center / Reason / Subj	Consultant	
B	6/24/2019 3:53 PM	Rowley G105 Writing Consultation - One-on-orie AA320 A1 194	Willmore, Jessica	
Check resource in/out to				

- 4. To log the student in, click on the image of a person sitting in a chair with a clock next to their head.
- After clicking this image, a new window will appear with the same appointment information, but the image of the person sitting will change to the image of two people shaking hands. This shows that the student is now logged in for their appointment.

Log Visits Listing			
Student Name 🔻]	1 Log Visits found	
ID	Time In	Center / Reason / Subj	Consultant
	 ► 6/24/2019 3:53 PM 	Rowley G105 Writing Consultation - One-on-one AA320 A1 194	Willmore, Jessica
Check resource in/out to			

6. You can now begin your appointment!