## How to Setup a Tutoring Schedule in TutorTrac
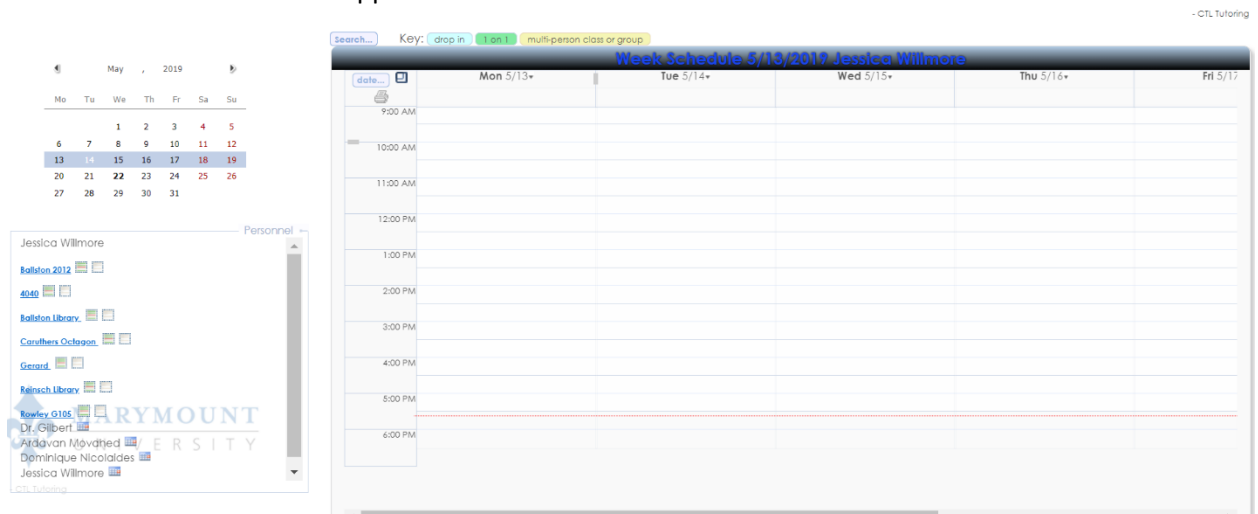
Getting to Your Tutoring Schedule

1. Login to TutorTrac through my.marymount.edu using your Marymount username and password.
2. When you reach the main page of TutorTrac, switch from your student profile to the consultant profile. You can find this button in the upright left corner of the screen.

3. Next, under the section titled "Calendar," click the hyperlink in the sentence "Click to view the schedule."
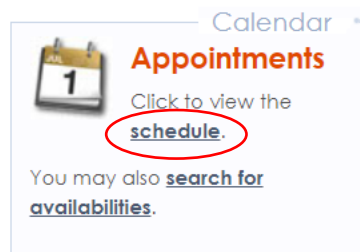
4. After clicking on the hyperlink, a calendar that has "Week Schedule, (dates of the week), Your Name" at the top should take up most of the webpage. This default schedule shows your appointments for all centers. On the left side of the screen, you will see the different CTL tutoring satellites, followed by a list of active tutors for the semester. To see your schedule for a specific center, click on a center, then your name in the "Personnel" list, and your week schedule for this center will appear.


5. Above the list of satellite locations, there will be a smaller calendar where the current week is highlighted in blue. If you wish to see another week on the schedule, simply click on one of the days of the desired week, and that week's schedule will pull up in the Week Schedule section.

Creating an "Availability" Slot

6. To setup your schedule for a certain day, make sure that you are underneath the correct day on the larger calendar. When you have placed your cursor correctly, it will turn into a small arrow with two heads.
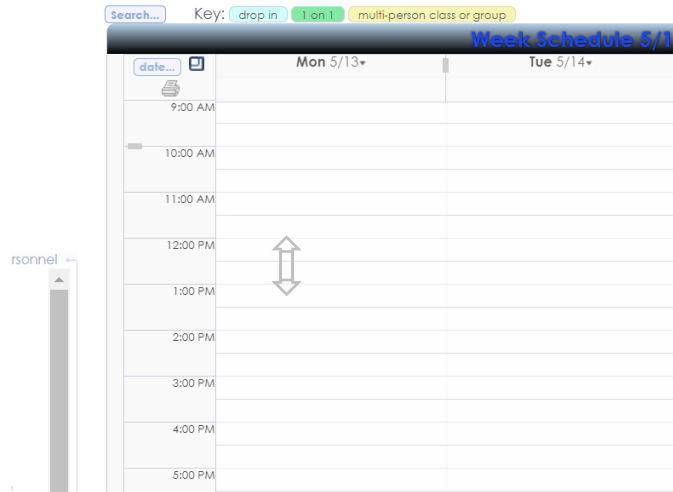
7. To create an "availability" slot, Hover over the top arrowhead over the time you want to select, right click, hold, and drag down until the desired end time of your shift.
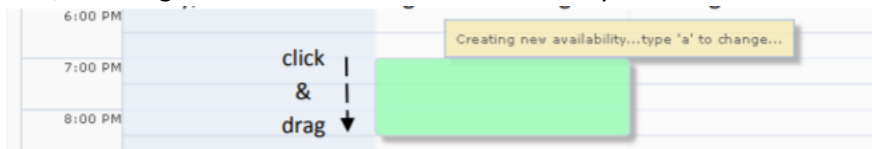
8. Once you let go, a scheduler box will appear.
    a. Choose the correct **center & location**.
    b. Change the "**Max**:" to 0 for Drop-In tutoring, 1 for 1-on-1 tutoring, or greater than 2 for Group or Lab tutoring.
    c. Choose the appropriate **date range**. If this availability occurs the same way every week, change the "To:" date to the last day of the current semester.
    d. Make sure the **time** for your availability is correct.
    e. Choose the **days** of the week that you will have this same availability.

    f. For the line "**Divide into Slots**" enter 30 minutes (00:30) so that students can have the option for 30 minute or 1 hour sessions.

g. Double check to make sure that all of the information is correct and click "Save." Once you do this, the scheduler box will close, and you will see a new box on your schedule.