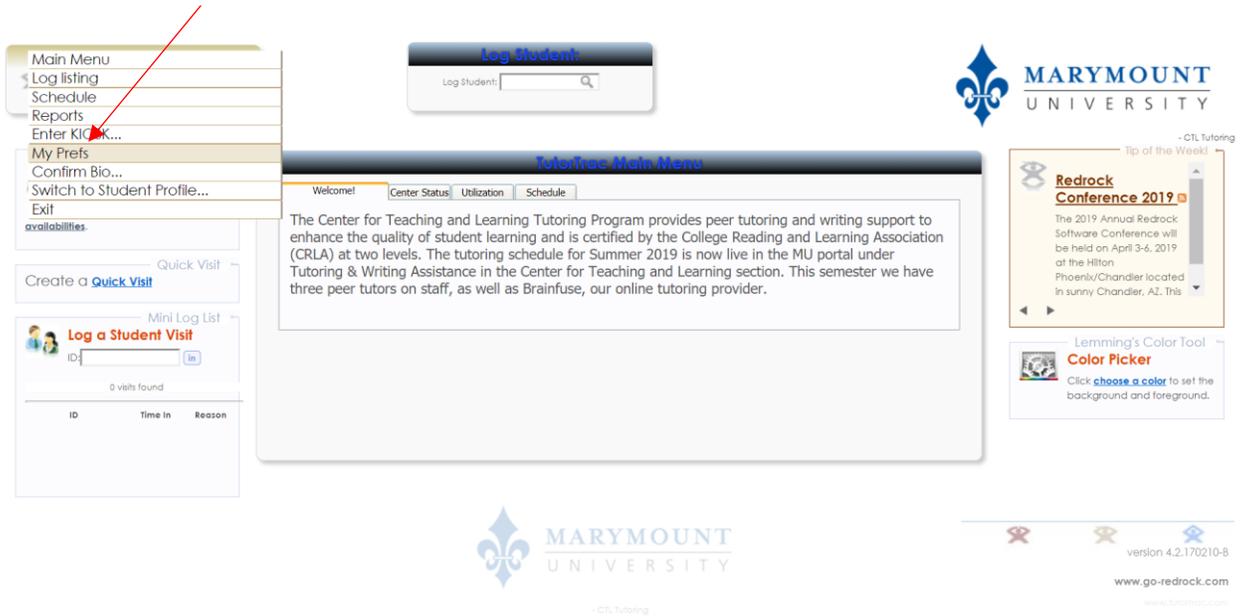


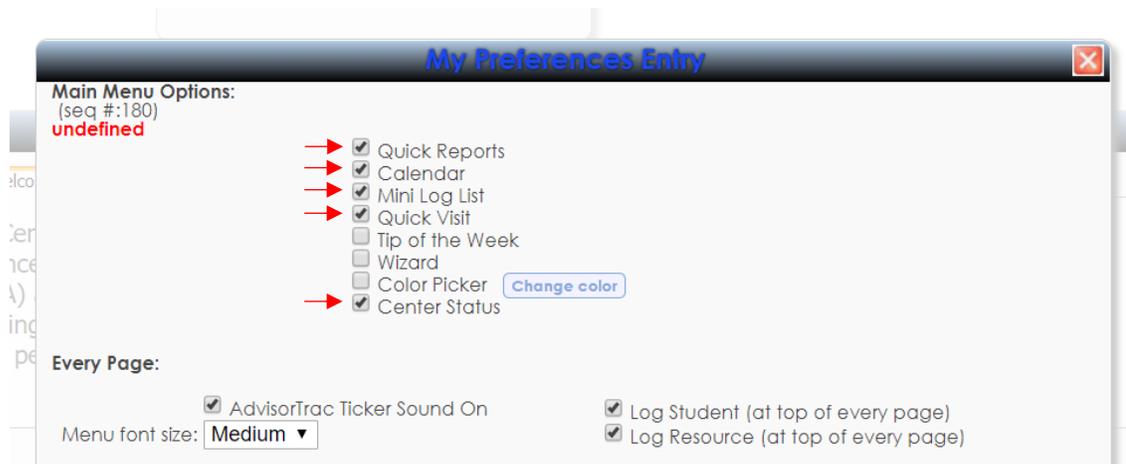
Setting Tutor Preferences in Tutortrac

1. The first time you log in to Tutortrac, you should be taken directly to the “My Prefs” page and prompted to set your preferences. However, if this does not happen, or if you need to make any changes to your preferences, simply click the Tutortrac icon in the top left corner of the screen and select “My Prefs.”



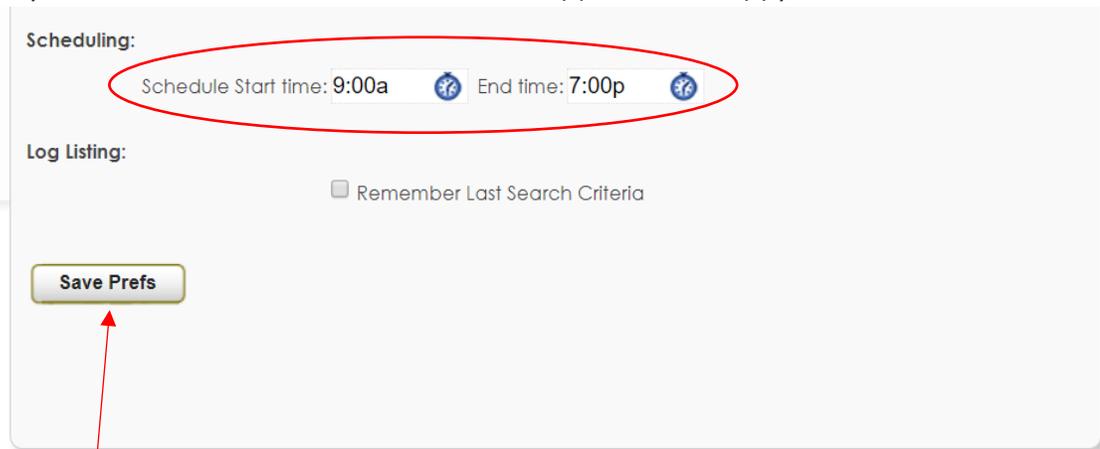
The screenshot shows the Tutortrac main menu interface. On the left, a navigation menu is open, with 'My Prefs' highlighted. A red arrow points from the text in the first step to this menu item. The main content area displays a 'Log Student' search box at the top, followed by the 'Tutortrac Main Menu' header and a welcome message. On the right side, there are several informational widgets, including 'Tip of the Week' about the Redrock Conference 2019 and 'Lemming's Color Tool Color Picker'. The Marymount University logo is visible in the top right and bottom center.

2. A window titled “My Preference Entry” will appear with various boxes to check, depending on your main screen preferences.
3. Make sure to check off the following boxes: **Quick Reports, Calendar, Mini Log List, Quick Visit, and Center Status.**



The screenshot shows the 'My Preferences Entry' dialog box. It has a title bar with the text 'My Preferences Entry' and a close button. The main content area is divided into sections. The first section is 'Main Menu Options: (seq #:180)' with a red 'undefined' error message. Below this, there is a list of options with checkboxes and red arrows pointing to the checked items: Quick Reports, Calendar, Mini Log List, Quick Visit, Tip of the Week, Wizard, Color Picker (with a 'Change color' button), and Center Status. The second section is 'Every Page:' with two options: 'AdvisorTrac Ticker Sound On' (checked) and 'Menu font size: Medium' (with a dropdown arrow). The third section contains two options: 'Log Student (at top of every page)' (checked) and 'Log Resource (at top of every page)' (checked).

4. Set your schedule to match or allow for the time(s) and location(s) you tutor.



Scheduling:

Schedule Start time: 9:00a  End time: 7:00p 

Log Listing:

Remember Last Search Criteria

Save Prefs

A red oval highlights the "Schedule Start time: 9:00a" and "End time: 7:00p" fields. A red arrow points from the "Save Prefs" button to the "Remember Last Search Criteria" checkbox.

5. Click "Save Prefs."