

Tutor Trac Instructor User Manual

Tutor Trac is a web-based scheduling software designed to help colleges and universities manage their advising and tutoring needs. University 101 uses Tutor Trac as a means to efficiently manage and stream-line the scheduling process for University 101 Campus Partner Presentations. Instructors can use this software to schedule presentations for their University 101 classes. Features of this software include automatic presentation confirmation and cancellation e-mails sent to both the presentation administrators and the instructor.

Site Information:

To best utilize this site, please note the following:

Student= Instructor

Center= Sponsoring Department

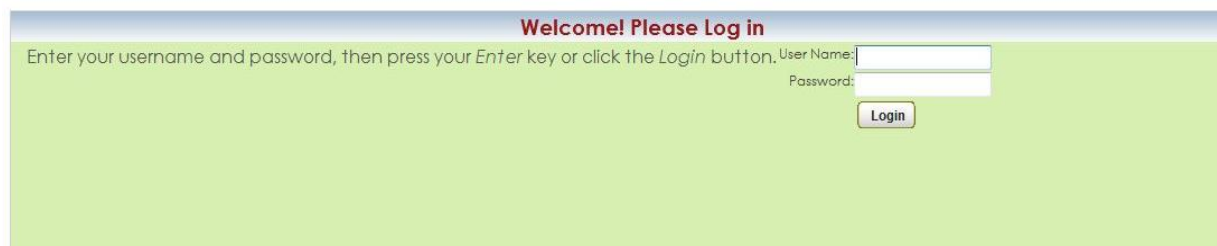
Consultant= Presentation Title

Please review the campus partner presentation grid located on the main Tutor Trac page for a complete list of presentations and links to presentation outlines before scheduling presentations for your class.

Logging In

To access Tutor Trac visit: <http://tutortrac.u101.sc.edu:81/TracWeb40/Default.html>

Log-in using the instructor username you have been assigned by University 101, if you do not know your username, please contact the department at 803-777-6029.



Scheduling Presentations

To access and schedule your class for a campus partner presentation, click “Search Availability” located on the left side of the screen. “Visit History” will take you to a list of presentations your class has already participated in. A current list of upcoming presentations is available on the Main Menu screen upon logging in.



Search Criteria:

Center:
Student Conduct and Ac ▼

Consultant:
Cocky Never Cheats ▼

From:
01/04/2012

To:
01/18/2012

Time:
8:00a to 7:00p

Days:
MON TUE WED THU FRI SAT SUN
All None M-F

Search

1) In the “Search Criteria” box located on the left side of the screen, first choose the name of the sponsoring department that provides the presentation you’d like to schedule by choosing from the drop down menu under “Center”.

2) Choose the title of the presentation you’d like to schedule by selecting from the drop down menu under “Consultant”.

3) Use the date pickers to specify a range of dates to view available time slots for this presentation for a certain span of time. You can select the whole semester if you’d like to see all. Use the “time” and “days” search functions to search availability based on the days and times your University 101 class meets.

4) After clicking “Search” all available appointments will appear. Appointments appearing in **GREEN**

indicate only one instructor may schedule a presentation during that time; **YELLOW** indicates more than one instructor may sign up for a presentation during that time (ie: two classes may attend a presentation together in the same location or presentations may be conducted to multiple classes simultaneously, check the room location listed on the appointment and confirmation e-mail or confirm with the campus partner directly for information about this).

5) Click on the desired appointment time to schedule the presentation for your class; be sure this corresponds with the day & time your class meets. A dialogue box like the one below will appear.

6) Click “Save” to schedule the presentation. An automatic e-mail will be sent directly to you and the campus partner administrator for the scheduled presentation.

Appointments Entry

Student: Sam Smith
000000001

Staff: TEST Presentation

Appointment Info

Center: TEST campus partner ▼

Date: 1/9/2012 Time: 9:05 AM To: 10:00 AM

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save

Cancelling or Rescheduling Presentations

TO CANCEL a scheduled presentation, simply click the “X” beside the appointment on the “Upcoming Appointments” list found on the “Main Menu”. An e-mail is automatically sent to both the instructor and campus partner upon cancellation.

TO RESCHEDULE a presentation, instructors must cancel the original appointment and search & book another available presentation.