

TutorTrac

rev. 8-8-14



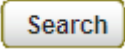
TutorTrac is a software program that allows you to make your tutoring appointments on the web. Your actual appointment will occur on the date and time you select. Location will either be in Camden Carroll Library 1st Floor Tutoring and Learning Center or Allie Young Hall 220.



To make an appointment:

Tutoring appointments are non-recurring. If you need to see your tutor again, please make a new appointment before, during or after your tutoring session.

Access **MSU TutorTrac** from **MyMoreheadState** and select **TutorTrac** from the **Academics** pull down menu or the **Tutoring Learning Center** website at www.moreheadstate.edu/tutoring

Go to **MSU AdvisorTrac**


1. Login with your MSU user name and password.
 - User Name is a lowercase "m" followed by your 7-digit MSU student ID number (ie. m0123456).
 - Password is your regular MSU password for email, portal, etc.
 - Forgot your Password? Contact IT Help Desk at 606-783-HELP(4357) or Eagle Account Center Website
2. Select  to enter system.
3. Select  to select appropriate center
4. From **"Center"** pull down menu select **"Tutoring and Learning Center"** link
5. From the **"Section"** pull down menu select the course that tutoring assistance is needed. This is a **REQUIRED FIELD**.
 - a. If you do not see the course you need tutoring for in the pull down menu, then we may not have a tutor for that specific course.
 - b. Please call the **Tutoring Learning Center** at **606-783-5105** to locate a possible tutor.
6. From the **"Reason"** pull down menu select the reason needed for tutoring assistance. This is a **REQUIRED FIELD**.
7. Enter the date range you want your appointment to begin (EX: 01/23/12 to 1/30/12). Appointment cannot be made for the same day. We need at least 24 hours notice.
8. Time range can be changed by selecting horizontal scroll bar beneath time.
9. **Monday** thru **Friday** days are automatically selected for the search. Select **Saturday** and **Sunday** if you need to view available times on those days also.
10. Select  to begin searching for available tutors.




11. A list of tutors that can assist with the course you selected is displayed with available appointment times.
12. Select appropriate time for your appointment.
13. **“Appointment Entry”** screen appears.
 - a. Students are **REQUIRED** to input a phone number. This will assist tutors if they need to contact student prior or after tutor appointment.
 - b. Student can input notes such as **“need help with mid-term test”**. This is **NOT a REQUIRED FIELD**.
 - c. Select  to schedule appointment.
 - d. A confirmation email is sent to student and tutor.
14. To **EXIT MSU TutorTrac** program, select  at top left corner

To Cancel an Appointment


1. Appointment can be cancelled by student or tutor no less than 24 hours before appointment.
2. To cancel appointment, login to **MSU TutorTrac**.
3. On the **“Welcome Screen”** you will see your **“Upcoming Appointments”**.

Upcoming Appointments

Tutoring – TLC – Allie Young/Library appointment on
4/29/2011 at 2:00 PM with Julia Roberts
juliaroberts@moreheadstate.edu, section: ENG305 301
201102, location: Allie Young Hall 220. 

4. If the appointment listed is more than 24 hours prior to the appointment time you will see  following appointment information.
 - a. Select  to cancel appointment.
 - b. A cancellation email will be sent to tutor and student.
5. The  will not be available within 24 hours prior to appointment time.
 - a. To cancel this appointment, please email or call your tutor to cancel appointment.

View Visit History

1. Login to **MSU TutorTrac**
Select  to view student appointments in **TutorTrac, AdvisorTrac** and times spent in **Computer Study Tables**.