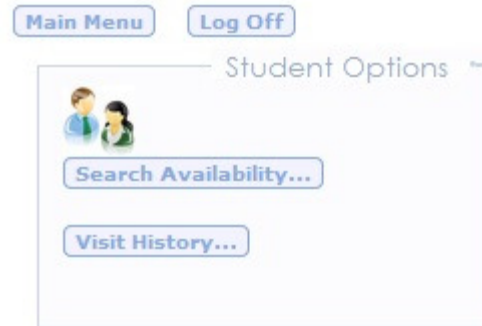


## Signing up for a Tutoring Session with TutorTrac

1. Find the link to TutorTrac in the Quicklinks section of the Becker homepage. Use your college username and password (the same ones you use for Canvas and Starfish) to log in.



2. Once you are logged in, click the “Search Availability” button in the top left corner.

3. On the left side of the screen, chose which campus you would prefer, **Worcester** or **Leicester**.

Then, choose the course you need assistance in from a list of your registered courses.

Finally, choose a reason for your appointment. In most cases, this should be Course Tutoring.

4. Now that your appointment settings have been chosen, choose a timeframe that you would like to search for matching appointments by moving the two sliders left and right. Then you can choose days of the week.

5. Hit Search, and all available appointments that match your criteria will display.

Search Criteria:

Center: CLC, Leicester

Section: MATH1200-L02-201401

Reason: Course Tutoring

From: 01/10/2014

To: 01/17/2014

Time: 9:00a to 8:00p

Days: MON TUE WED THU FRI SAT SUN

Search

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

### Available Time Slots:

Fri 1/10/2014	Mon 1/13/2014	Tue 1/14/2014	Wed 1/15/2014	Thu 1/16/2014
Kyle Hess kyle.hess@becker.edu 1:30 PM - 2:00 PM	Kyle Hess kyle.hess@becker.edu 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	Kyle Hess kyle.hess@becker.edu 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	Justin Gilbert jgilbert.2012@mymail.becker.edu 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM 6:00 PM - 6:30 PM 6:30 PM - 7:00 PM 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM	Justin Gilbert jgilbert.2012@mymail.becker.edu 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM
			Samantha Gooch sagooch.2011@mymail.becker.edu 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM 6:00 PM - 6:30 PM 6:30 PM - 7:00 PM 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM	Kyle Hess kyle.hess@becker.edu 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM
				Annelie Miller akmiller.2012@mymail.becker.edu 5:30 PM - 6:00 PM 6:00 PM - 6:30 PM
				Cheneille Young cyoung.2010@mymail.becker.edu 9:00 AM - 9:30 AM 9:30 AM - 10:00 AM

6. Once you have found an appointment with a tutor that you would like to sign up for, simply click the blue hyperlink for that time. It will bring up the following screen.

Appointments Entry

Student: Joseph Crespo  
000192233

Staff: Kyle Hess

Appointment Info

Center: CLC, Leicester

Subject: MATH1200-L02-201401

Reason: Course Tutoring

Date: 1/10/2014

Time: 1:30 PM To: 2:00 PM

Appointment Duration: 30 minutes

Recurring Appt Type:  Weekly

Future Avail Dates: 1/17/2014

Phone:

Notes:

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

Save

7. Tutoring sessions are set to a default of 30 minutes and one-time-only. If you would like a 60 minute session, please choose that from the drop down menu next to Appointment Duration. If you would like your appointment to recur weekly, please check the box next to Weekly for Recurring Appt Type. Hit Save, and you're all set!

**NOTE:** You are limited to 2 appointments per week, regardless of their duration. If you sign up for more than 2 appointments per week, we will be forced to reassign those sessions so other students may use them.

8. If you ever need to cancel a tutoring session, simply login to Tutor Trac and find the summary of your appointments listed on your homepage. Click the gray X button near an appointment to cancel it. Type in a reason for your cancellation and click Confirm Cancellation.

TutorTrac Main Menu

Welcome!

Upcoming Appointments

CLC, Leicester appointment on 1/10/2014 at 1:30 PM with Kyle Hess [kyle.hess@becker.edu](mailto:kyle.hess@becker.edu), reason: Course Tutoring, section: MATH1200-L02-201401 College Algebra (1.6 hours from now) . X

CLC, Leicester appointment on 1/17/2014 at 1:30 PM with Kyle Hess [kyle.hess@becker.edu](mailto:kyle.hess@becker.edu), reason: Course Tutoring, section: MATH1200-L02-201401 College Algebra . X

CLC, Leicester appointment on 1/24/2014 at 1:30 PM with Kyle Hess [kyle.hess@becker.edu](mailto:kyle.hess@becker.edu), reason: Course Tutoring, section: MATH1200-L02-201401 College Algebra . X

CLC, Leicester appointment on 1/31/2014 at 1:30 PM with Kyle Hess [kyle.hess@becker.edu](mailto:kyle.hess@becker.edu), reason: Course

Appointment Cancellation

Are you sure you want to cancel this appointment?  
Enter a reason for the cancellation and click Confirm Cancellation.

Details:  
CLC, Leicester appointment on 1/10/2014 at 1:30 PM with Kyle Hess, reason: Course Tutoring, section: MATH1200-L02-201401 College Algebra

Reason:

Keep Appointment

Confirm Cancellation