

TutorTrac Instruction for Tutee InsidePacific

Tutee: The following instruction is to schedule appointment to meet with a tutor at their available time.

TutorTrac Login through InsidePacific

Follow instruction on the “Add New Channel Luminis” document.

To Make Appointment:

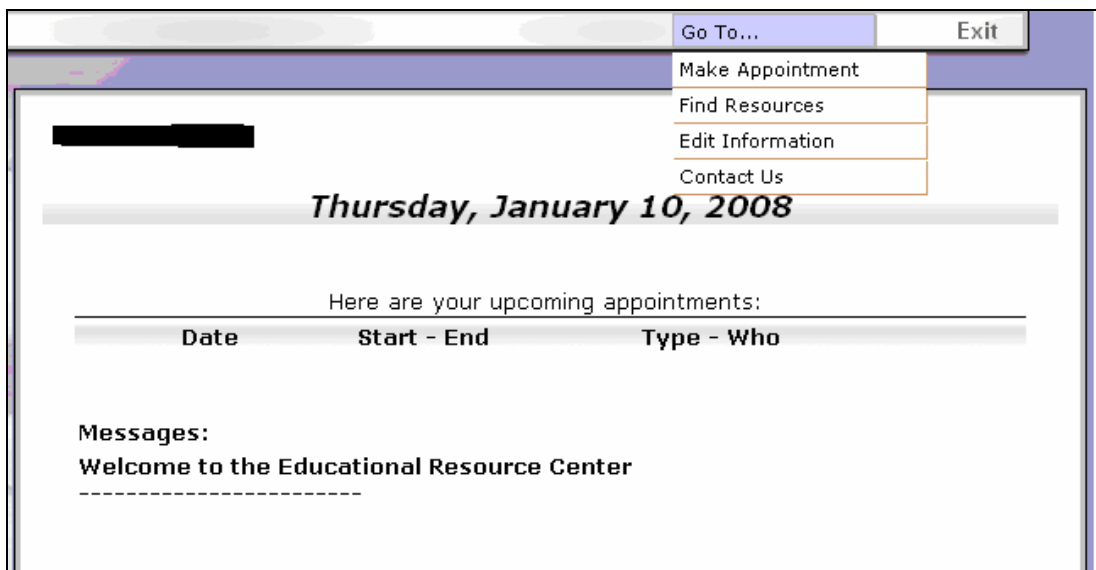


Figure 1.2: Login Screen

1. Click on “GoTo” tab and select Main Menu.
2. On the menu bar select “Make Appointment”.

Availability Search:

Tutor:

Available from:

to:

Type:

Or, select a center:

- Tutorial_Services
- Math_Lab
- Seminars
- SSD
- Supplemental_Instruction
- Academic_Coaching

And Look for Tutors with specialties in the following selected areas:

- 011-MTHR-80976
- 123-SPED-81040
- 121-SLPA-83133
- 131-SLPA-80188
- 007-ARTS-83741
- 051-SOCI-30463
- 127-SLPA-33153
- 003-ACTY-35867
- 051-CLAS-34272
- 025-ENGL-35690

Figure 1.3: Search Tutor Option

3. In the “select a center:” box, select “Tutorial_Services”.
(*Note: This will limit to search only the tutors in Tutorial_Services center.*)
4. Enter the time period to search for available tutor in the “Available from:” the start date and “to:” the end date.
5. There are 4 options to search by:

Option 1: Tutor

- Select the tutor name you will like to search for available appointment in the “Tutor” field and click on “Search”.

Option 2: Specialties

- Select the course to search for available tutor in the Specialties area (bottom right) and click on “Search”.

Option 3: Search All Available Appointment

- Leave the field blank. Click on “Search” to find all tutors with available appointment.

Option 4: Tutor with Specialties

- Combination of Option 1 and Option 2.

Search Results:		
Click on an availability to schedule an appointment. (I=Individual, P=Private Session, G=Group, C=Class, D=Drop-In, E=Electronic, R=Reserved)		
Date	Tutor Name	Availability
Friday, January 11, 2008	Linthicum, Kent	I - 2:00 PM - 3:00 PM
	Mondijar, Mark	I - 3:00 PM - 4:00 PM I - 4:00 PM - 5:00 PM

Figure 1.4: Result Screen

6. Scroll to the bottom of the screen and in the “Search Results:” area it will list the available tutor and date that met your search option(s).

Note: Appointment can only be scheduled within 30 days of the current date.

7. Under the “Availability” column, click on the time (Ex: “I - 2:00 PM – 3:00PM”) for the tutor you will like to make an appointment with.

Appointment Information: (Type=)

Tutor: Mondijar, Mark	ID: -1 Recur: 0-0
Date: 1/11/2008	Location: Bannister_Hall
Time: <input type="text" value="3:00 PM"/> <input type="button" value="v"/>	Duration (Hours): <input type="text" value="1"/>
Request Help In: <input type="text" value="121-SLPA"/> <input type="button" value="v"/>	
<input type="button" value="Save Appointment"/>	
Visit ID: 0	

Figure 1.5: Appointment Information Screen

8. Click on “Save Appointment” in the Appointment Information Screen to save the appointment.

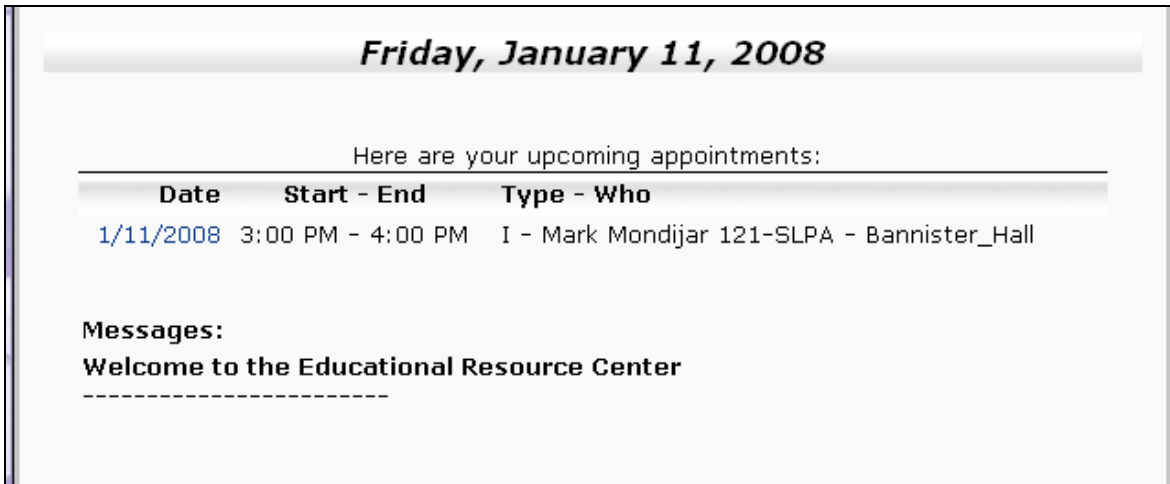


Figure 1.6: Appointment Screen

9. Appointment Screen will appear on the screen, with summary of your tutor appointment.

To **CANCEL** appointment, please notify the Tutorial Clerk 24 hours in advance by calling (209)946-2437.