Let’s Get Started....

How do I get to TutorTrac?

Access to TutorTrac is via internet from the University of Wisconsin-Eau Claire home page or a web-browser like Internet Explorer or Firefox. Firefox is recommended.

1. Connect to the internet using a web-browser.
2. Type the following directly into your web-browser “tutortrac.uwec.edu” and hit return.
3. The following screen will appear.

First Time Set-Up

The next step is for first time tutors. If you are a returning tutor, your information may already be in the TutorTrac system. Please note that you may use this system as a tutor and/or a tutee. So your student information is in the system if you are currently enrolled at the University of Wisconsin – Eau Claire.

Let’s get you set up as a tutor for the first time.

1. Login as a user of TutorTrac by entering your University of Wisconsin-Eau Claire (UWEC) username and password. Please see the circle area below.
2. Hit return or enter.
3. The following screen will appear.

4. The above screen is the typical student welcome screen.

5. Tutors are considered “consultants” in TutorTrac. Anytime that you are entering information in TutorTrac as a tutor you will do so under the “consultants” tab.

6. Now let’s go to the consultant tab by clicking on the “Switch to Consultant Profile” tab as shown in the red circle on the above diagram. Then hit enter or return.

7. The following screen will then appear.
8. In the box at your left hand corner titled “Trac Navigation:” there are two icons. One is called “TracMan.” This is the icon to your left. A pull down main menu will appear.

9. Highlight or choose “My Prefs” as shown below and hit return or enter.

10. Choose the options as recommended by your supervisor. At this time, all the information has been selected and entered for you. Once all of your options are selected, click on the “Save Prefs” button at the bottom of the page.
You have completed the initial setup as a tutor.

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TutorTrac is designed to help us improve some of our record keeping by allowing us to use the system to keep track of tutor working hours. Each tutor is required to log into TutorTrac for all hours worked as a tutor in the Academic Skills Center by signing in and out with your Blugold card.

**Logging your time**

**To sign-in for work:**

1. Slide your Blugold card into the reader at the front desk in the Student Success Center in 2104 Centennial Hall.
2. The following screen will appear.
3. Click on or choose “Acad Skills Content Tutoring.”
4. After choosing a center, please click on the green “Log In” button. The screen below will appear. Click on “work” and then “Select a Visit Reason” by clicking on the drop down arrow and select “work” once more. Then click on the “continue” button.
You have successfully **signed-in** for work on TutorTrac.

**To sign-out of work:**

1. Swipe your Blugold card into the card reader at the front desk of the Student Success Center in 2104 Centennial Hall. The following screen will appear. The center that is highlighted in red is the center you are currently sign-in. You must sign-out of the same center.
2. Click on the “red” highlighted center, it will turn BLUE. Then click on the “Log Out” button as shown below.

You have successfully signed-out of work on TutorTrac

TutorTrac is design to allow for each tutor to enter in their notes for each tutee tutoring session. This information will no longer be captured on paper. For returning and new tutors, we used to capture this information via the Initial Interview II Yellow form that was contained in each tutee’s folder and the blue lesson plan form. These forms are no longer being used. This next section will guide you through how to enter notes in TutorTrac regarding your tutoring session. No one else except your supervisor and /or tutoring coordinator can review these notes. Another tutor does not have access to these records. If you are unsure as to what to report in this section, please consult with your supervisor/tutoring coordinator.

Tutors are required to enter notes for each tutoring at the end of that session. Computers are set up in the Student Success Center to allow you to enter your notes prior to leaving the center.

Once again, let’s get started..........
How to Enter Tutoring Notes

1. Connect to the internet using a web-browser.

2. Type the following directly into your web-browser “tutortrac.uwec.edu” and hit return.

3. Login as a user of TutorTrac by entering your University of Wisconsin-Eau Claire (UWEC) username and password.

4. Hit return or enter.

5. Remember, tutors are considered “consultants” in TutorTrac. Anytime that you are entering information in TutorTrac as a tutor you will do so under the “consultants” tab.

6. Now let’s go to the consultant tab by clicking on the “Switch to Consultant Profile” tab, then hit enter or return.

7. The following screen will then appear. Then click on the “Utilization” tab on this main menu screen.
8. The following screen will appear.

9. For each day that a tutee and the tutor sign-in TutorTrac via your Blugold card swipe, a record is created. On a daily basis tutors can view a record like the one above which shows the tutee name, date-in, time-in, tutoring center, course, and if the appointment was scheduled. All appointments in the Academic Skills Center are scheduled. The Math Lab and Center for Writing Excellence do allow for walk-ins.

10. Check to make sure you are on the current or correct day of the appointment, then search for the student’s name (tutee) that you want to enter notes. Go to the end of the line which the students’s name is listed and click on the far right circle or square. Given the computer screen, sometimes it will appear as though nothing there but there is a circle or a square. Please see the red circle above.

11. Once you click on the circle or square to the far right as indicated above, the following screen will appear.
12. This screen will show the tutor the student name, date and time of the tutoring session.

13. Click inside the “notes” box and begin typing your notes for tutoring session. Then click on the “Save” button on the lower left hand side of the screen.

You may notice that once you have entered notes into the notes section, a green circle will appear on the far right hand side on the same line for the student (tutee) for which you entered the notes. The green circle will be your notification that notes have been entered. See the screen below.
If by chance you forget to enter notes for a student (tutee) or want to go back to add notes or review notes for a tutee. You may do so from the same “Utilization” screen. HOW?

1. Go to the “Change Date:” area and click on the pull down arrow. You will see a list of options to choose from. Your can look at yesterday, today, tomorrow, last week, last month and many more.

2. Then repeat the process as outline above for entering notes for the tutoring session.

To Review Your Schedule and Availability

From the beginning, follow the instructions below:

1. Type in tutortrac.uwec.edu into your web-browser.

2. Login onto TutorTrac using your UWEC username and password.

3. Switch to “Consultant Profile.”

4. Click on the TracMan icon which is in the Trac Navigation box. The pull down box will appear. Then click on “Schedule” as shown below.
5. The following screen will appear. The yellow boxes show your availability for that week, day and time. Tutors cannot change their availability in TutorTrac. Should your availability change, you are to notify your supervisor/coordinator via email and copy that email to ASC01@uwec.edu. Your supervisor/coordinator will approve the change and the change will be made in TutorTrac. Please note that this change may take up to 24-48 hours to be made in TutorTrac.

6. Should you have an appointment with a tutee, the subject will appear in the box. See above. If you click on the down arrow to the left of the time a drop down box will appear that will show the name of the student scheduled for that specific session. See the example below.
Reports that Tutors can Access

From the beginning, follow the instructions below:

1. Type in tutortrac.uwec.edu into your web-browser.

2. Login onto TutorTrac using your UWEC username and password.

3. Switch to “Consultant Profile.”

4. Click on the TracMan icon which is in the Trac Navigation box. The pull down box will appear. Then click on “Reports” as shown below.

5. After clicking on “Reports” the following “Report Chooser” screen will appear.

6. Locate “Favorites” and then click on the arrow for the drop down menu. Choose “Scheduling” then “Appointments/Students by??” as shown below.
The following screen will appear. Then select a date range. This range can be for a week, day, month, and so on. This is an important tool to use should you need additional information for reporting your work time and funding codes.

7. Once your date range is selected. Please go to “Group Appointments By:” and select “Appt Fund.” Next go to “Group 2:” and from the drop down box select “Appt Date.” The report format should always be “HTML” and delivery “Screen” as shown below.
8. The last step is to click on the “Generate” button on the lower left hand side of the screen.

9. The following report will appear. This report provides the tutor with information such as the fund code, hours, date, tutee’s name, and subject tutored.
When an appointment is generated in TutorTrac, the system will automatically send the tutee and tutor the following message to the UWEC email address. These emails come from the Student Success Center. Tutors are copied on the email for the tutee.

Dear Edwin,

You have scheduled an appointment with zzTestRobinson, Audrey on 1/30/2014 at 2:00 PM in Academic Skills Center for assistance with RSS ASC 2145.

This appointment is scheduled for the following calendar period: 1/30/2014 through 5/8/2014. Most sessions last 45-50 minutes to allow students and tutors to get to class on time.

When you arrive for your appointment, we'll ask you to log into the system to mark your attendance. If this is the first time you are attending our center, please stop by the front desk so we can assist you in easily finding your assigned tutor.

You may use the Student Success Center TutorTrac scheduling system at http://tutortrac.uwec.edu to view your complete schedule of appointments. If you find you cannot attend one of your appointments, please cancel it at least 24 hours in advance online or notify our office at 715-836-2200 so we can let your tutor know. Multiple missed appointments may result in your tutoring sessions being dropped.

Let us know if there is anything we can do to assist you!

Student Success Center staff

Fund: 123456789
The TutorTrac system will send a reminder email to student Tutor/tutee the day before their appointment. See the email example below.

Dear Edwin,

You have the following appointments scheduled for Thursday, January 30, 2014.

2:00 PM, EdwinssTest1, 715/552-8067, millerbk@uwec.edu

RSS ASC 2145.

Please be sure to enter your evaluation notes following each session. If the student will need to schedule another appointment, please refer them to the front desk after your session.

If tutoring session is cancelled for a tutee, the following email will be automatically generated and sent via email.

Dear Edwin,

You have cancelled the following appointment with zzTestRobinson, Audrey on 1/30/2014 at 2:00 PM.

If a tutee missed an appointment for tutoring, the following email will be automatically generated and sent via email.

Dear Edwin,

You have missed an appointment with zzTestRobinson, Audrey on 1/30/2014 at 2:00 PM.

Please contact our office in advance if you need to cancel an appointment.
Message ID: 52606
SSC50@uwec.edu