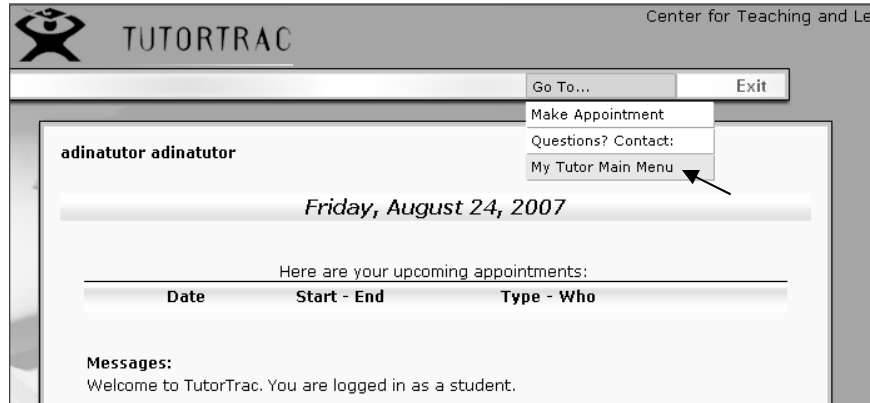


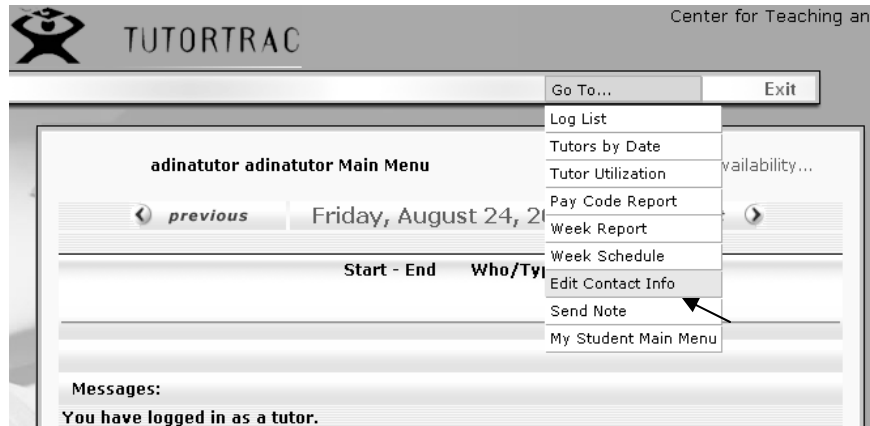
Getting Started with TutorTrac

Signing In & Editing Contact Info

1. Go to sututor.stanford.edu
2. Use your SUNet ID & password to log in
3. Select *My Tutor Main Menu* from the *Go to* menu.



4. Select *Edit Contact Info*.



5. Enter your mailing address, email, primary phone number, and any other phone (optional).
6. You can also post a picture by clicking on the space on the right.
7. Check your *Tutor Specialties*. All of the courses you want to tutor should be listed here. If a specialty is missing, please ask Amy to add it for you.

Center for Teaching and Learning

TUTORTRAC

Go To...

ID: **9**

First Name: Last:

Address:

City, St, ZIP: ,

Email:

Pager: Phone: click on photo to modify

Cell Phone: Work Phone:

Web Login: **adinatutor**

Password:

Available Specialties	Tutor Specialties
<ul style="list-style-type: none"> BIOSCI7S BIOSCI7SL BIOSCI8S BIOSCI41 BIOSCI41S BIOSCI42 BIOSCI43 	<ul style="list-style-type: none"> GENERAL_LEARNING_SKILLS INTERNSHIP(TUTORS_ONLY)

8. Go back to the main menu by selecting either *Main Menu* or *Return* (back one) from the *Go to* drop-down.
9. Explore! Navigate to a different day's schedule by clicking *next*, *previous*, or on the date.
10. Take a few minutes to look at some of the other items in the *Go to...* menu on your main page. You will use these today:
 - a. Log List
 - b. Tutor Utilization
 - c. Week Report
 - d. Week Schedule

Entering your Availability in TutorTrac

Drop-in Tutoring

***Resident Tutors should practice now by adding two drop-in sessions for Mon, Sept 14, 2009 that repeat Wed, Sept 16, 2009.**

1. Sign into TutorTrac (sututor.stanford.edu)
2. Click *Create Availability* on your main menu
3. Enter the...
 - a. *Date*
 - b. *Start Time*
 - c. *Duration* (in hours)—DO NOT put the end time!
 - d. *Type*: select “Drop-in”
 - e. *Location*
 - f. Leave *Max Students, Subject & Group Reason* blank
 - g. Make sure *Center* is “CTL_RT”
 - h. Set recurring information if needed
 - i. *Type* defines which days it repeats
 - ii. *Interval* defines how often it repeats (e.g., Weekly with an interval of 1 would be every week, with an interval of 2 would be every 2 wks.)
 - iii. *Total Remaining* is the number times it will repeat AFTER the first session.

The screenshot shows the TutorTrac web interface. At the top, there is a logo for TutorTrac and the text 'Center for Teaching and Learning'. Below the logo is a search bar labeled 'Go To...'. The main content area is titled 'Availability Information:' and contains several sections:

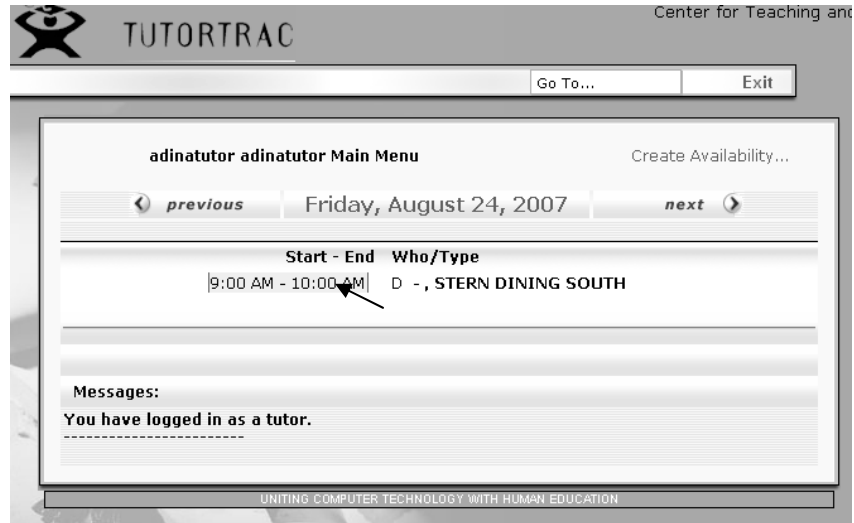
- Availability Information:**
 - Tutor: **adinatutor, adinatutor**
 - Date: 8/24/2007 Start Time (ex: 8:00a): 9:00a Duration (Hours): 2
 - Type: Drop-In Max Students: 0
 - Subject: Location: STERN DINING SO
 - Group Reason:
- Funding/Center Information (Optional):**
 - Fund: Center: CTL_RT
 - Utilizing the fund code in the availability allows the appointments to be linked to a particular fund. This allows students that are attending a group study session to not have to log in. Use the roster to track the attendance.
- Recurring Information (Optional):**
 - Type: Weekly Interval: 1
 - Total Remaining: 9 Recurr ID: 0
 - Modify this entry only
 - Note: To delete a recurring availability. First change the total remaining to 0, then save. Then delete the availability.
 - Split this new availability into increments of 0.5 hours.
 - Save

4. Click *Save* (page refreshes)
5. Check your availability by going to *Week Schedule* or *Week Report* under the “Go to...” menu on your main page.

Editing your Availability

***Resident Tutors should practice now by editing a drop-in session.**

To change or delete availability, go to your Tutor Main Menu or Week Schedule.

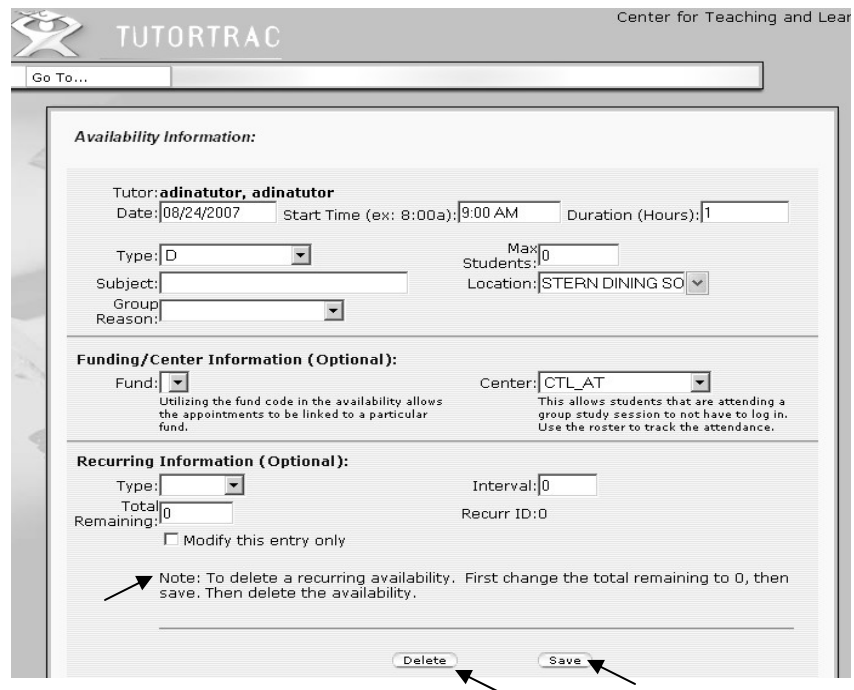


The screenshot shows the TutorTrac interface. At the top, there is a logo and the text "TUTORTRAC" and "Center for Teaching and Learning". Below this is a navigation bar with "Go To..." and "Exit" buttons. The main content area is titled "adinatutor adinatutor Main Menu" and includes a "Create Availability..." link. A navigation bar shows "previous" and "next" buttons, with the date "Friday, August 24, 2007" in the center. Below this is a table with the following content:

Start - End	Who/Type
9:00 AM - 10:00 AM	D -, STERN DINING SOUTH

Below the table, there is a "Messages:" section with the text "You have logged in as a tutor." and a dashed line. At the bottom of the page, there is a footer with the text "UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION".

- **Delete** an available time by selecting the time and clicking delete at the bottom.
- **Delete repeating** availability by first changing the number remaining to 0 and clicking save. After the page refreshes, click delete.
- **Change** your available time by selecting it, making the desired changes and clicking save below.



The screenshot shows the "Availability Information" form in TutorTrac. The form is titled "Availability Information:" and contains the following fields:

- Tutor: adinatutor, adinatutor
- Date: 08/24/2007
- Start Time (ex: 8:00a): 9:00 AM
- Duration (Hours): 1
- Type: D
- Max Students: 0
- Subject: [empty]
- Location: STERN DINING SO
- Group Reason: [empty]

Below these fields is the "Funding/Center Information (Optional):" section, which includes:

- Fund: [empty]
- Center: CTL_AT

Below this is the "Recurring Information (Optional):" section, which includes:

- Type: [empty]
- Interval: 0
- Total Remaining: 0
- Recurr ID: 0
- Modify this entry only

At the bottom of the form, there is a note: "Note: To delete a recurring availability. First change the total remaining to 0, then save. Then delete the availability." Below the note are two buttons: "Delete" and "Save".

Logging Students' Visits

The Log Listing is the most accurate and efficient way to log students' visits. If you have a laptop available to you, and there is a good internet connection where you tutor, it is highly recommended. If not, you will have to have students sign in on paper, and enter them using the Batch Visit Entry method explained on the last two pages.

Using the Log Listing

***Resident Tutors should practice by logging in as the fake students "Sam Smith" (SUID: 1) and "Sara Student1" (SUID: 101).**

1. Bring your laptop computer with you to the tutoring session. Before you begin tutoring, select *Log List* in the *Go to...* menu from your Tutor Main Menu.
2. When a student arrives, have him/her enter his/her SUID or SUNetID and click *Log In/Out*.

UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION

SUID or SUNet ID Log In/Out

Main Menu | Schedule | Search Appointments | Batch Visit Entry 1 Students Shown at this Terminal Current List: CTL_AT

ID: ***** Name: De, Soumo Logged in: 8/24/2007 at 10:45 AM LOGOUT TERMINATE Center: CTL_AT

3. They will be asked for a *Subject*, *Reason*, *Type of Visit (Drop-in)*, and *who referred them to tutoring*.

TUTORTRAC Center for Teaching and Learning

Welcome to Center for Teaching and Learning, Nahid Yakuby

Select a Subject: Select a Visit Reason:

INTERNSHIP(TUTORS_ONLY)
GENERAL_LEARNING_SKILLS

Homework
Test Prep
General

Type of Visit: Drop-In

Drop-In
Group Study Session
Individual Appointment
Learning Skills Appt (with Adina Glickman)

UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION

- The page will go back to the Log Listing and the student's name should appear.

UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION

SUID or SUNet ID Log In/Out

Main Menu | Schedule | Search Appointments | Batch Visit Entry | 1 Students Shown at this Terminal | Current List: CTL_AT

ID: ***** Logged in: 8/24/2007 at 10:45 AM LOGOUT TERMINATE

Name: De, Soumo Center: CTL_AT

- When the students leave, they should click *Log Out* next to their name. They will be asked to select the tutor with which they worked.
- At the end of the session, click *Log Out* for any students that you worked with who may have forgotten to log themselves out.
- You can go to the *Tutor Utilization* report (in the *Go to* options on your main page) to see who visited during your scheduled drop-in session.

Without the Log Listing (aka “Batch Visit Entries”)

***Resident Tutors should practice now by entering the two fake students again, as if you had met with them earlier today.**

1. During your tutoring session, collect the necessary information (name, SUNet ID, time in & out, course/subject, reason) from each student.
2. Select *Log List* in the *Go to...* menu from your Tutor Main Menu.
3. Click on *Batch Visit Entry*

Batch Visit Entry:

Step 1:
Enter the date, time in and either the time out or total time. Choose center, reason, subject and tutor. Click the search button to display similar visits.

Step 2:
Enter a student ID (or *SELECTED* for the previous list of students) and Notes and then click Save to create a new visit. Click the remember notes checkbox to remember the notes for the next visit created.

Date In: 8/24/2007 Time In: 16:00:00 Minutes: 30 Time Out: 16:30:016
Discipline: CTL_RT Tutor: adinator, adinator Reason: Homework
Assistance In: CHEM31X

Student ID: ryakuby Remember Notes
Click here or enter *SELECTED* to assign this batch visit to the 1 student records found previously.

Notes:

Type of Visit: Drop-In

Similar Visits (based on date, center, & tutor):

Student	Center	Time	Subject	Reason	Custom1	Custom 2	Notes
8/24/2007	De, Soumo	CTL_RT	30	CHEM31X	Homework		

4. Fill in the following information for the first student:
 - a. *Date*
 - b. *Time In* (use military time)
 - c. *Minutes* or *Time Out*
 - d. *Discipline*: CTL_RT
 - e. *Tutor*
 - f. *Reason* (optional)
 - g. *Assistance In*: Course number, select from list
 - h. *Student ID*: the student’s SUID # or SUNetID
5. Click *Save*. The student will appear at the bottom of your screen.

6. Repeat for all students who attended, adjusting time & subject as needed
7. Check your Batch Visit Entry
 - a. Select *Tutor Utilization* from the *Go to...* menu on your Tutor Main Menu
 - b. You should see all of the students who have attended your drop-in sessions.