

Checking Your Co-op Schedule:

If you have regularly scheduled tutoring hours in the Learning Co-op, there are a few things you need to know:

1. If you are a tutor paid wages rather than using Work Study funds, you will not be paid if you do not have an appointment scheduled.
2. If you are paid in wages and do not have an appointment, you are not expected to come in to the Co-op.
3. You will need to check your schedule on TutorTrac regularly to determine whether or not you need to come in. Be sure to check the schedule as close to the start of a session as possible (at least an hour before!)
4. If you are paid using Work Study funds, you are expected to come in to the Co-op whether or not an appointment has been scheduled with you, and you will be paid for this time.

To check your schedule and determine whether or not you have an appointment, choose the “Schedule” link on the left side of the Main Menu screen.

The screenshot shows the TutorTrac Main Menu interface. At the top, there are three search bars: 'Trac Navigation:', 'Log Student:', and 'Log Resource:'. Below these are several quick links: 'Quick Reports', 'Appointments', 'Quick Visit', and 'Log a Student Visit'. A yellow starburst graphic highlights the 'Appointments' link. The main menu area has tabs for 'Welcome!', 'Center Status', and 'Utilization'. The 'Log a Student Visit' section shows a table with the following data:

ID	Time In	Reason
952719933 Kane, Lianne	4/8/2011 9:03 AM	Computer la

If it has not already been automatically chosen, choose your name from the list of consultants to the left of the calendar to bring up your schedule specifically. Choose the date/week you would like to see from the calendar in the top left corner of the screen. You will be able to see your open availabilities and appointments that have been scheduled in TutorTrac.

The screenshot displays the TutorTrac interface with the following components:

- Trac Navigation:** A search bar with a magnifying glass icon.
- Log Student:** A search field labeled "Log Student:" with a magnifying glass icon.
- Log Resource:** A search field labeled "Log Resource:" with a magnifying glass icon.
- Calendar:** A monthly calendar for April 2011. The date 4 is highlighted in blue, and the date 9 is highlighted in red.
- Personnel List:** A scrollable list of names under the heading "LEARNING SKILLS". The names include:
 - Danni Alko
 - Bijous Bahati
 - DeAnna Bevilacqua
 - Samantha Case
 - Ariannaria Chan
 - Stephanie Cheney
 - Nicholas Dove
 - Eliza Goodard
 - Samantha Holland
 - Jennifer Horton
 - Trisha Irving
 - Victoria Macrakis
 - Alex Matharaj
 - Jenna Makorewicz
 - Erin Peterson
 - Sarah Peltiuka
 - Kristin Reagan
 - Lisa Roepers
- Weekly Schedule:** A grid titled "Week Schedule 4/4/2011 Test Test SUBJECT-AREA". The grid shows time slots from 10:00 AM to 8:00 PM across days Mon 4/4, Tue 4/5, Wed 4/6, and Thu. Two appointments are visible:
 - 1:00g Individual Tutoring
 - 2:00g 1267479 Student: Test Individual Tutoring :: We covered...