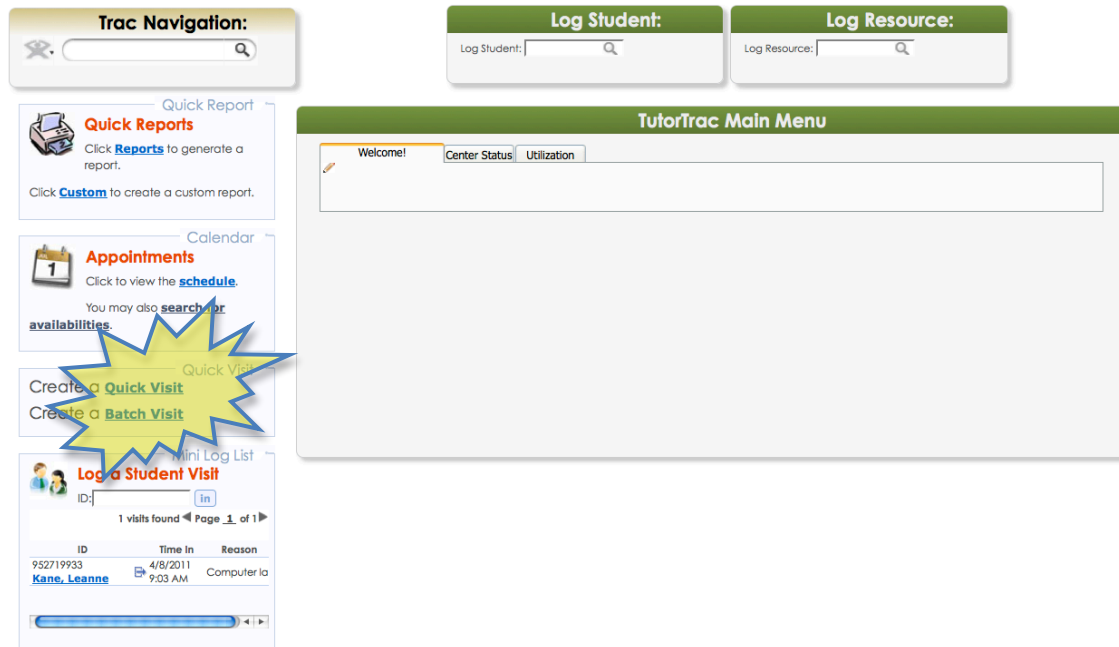


Recording a Campus-Wide Appointment / Logging a Quick Visit

1. To records a campus-wide tutoring session in TutorTrac, you will enter a “Quick Visit.” From the main menu screen, click on the blue “Quick Visit” link. A new window will pop up in which you will enter all of the session information.



2. The Quick Visit screen that pops up will look like this:

The screenshot shows the 'Visits Entry' form, which is a modal window with a green header and a close button. It contains several input fields for recording a visit. Below the form is a note and two buttons.

Visit Info	
Student ID: 0	Student Name:
Date: 00/00/00	Time In: 0:00a
Location:	Time Out: 0:00a
Center: INTAKE	Subject:
Reason:	Consultant:
Notes:	

Choose a center and click Save before custom visit fields will appear.

3. Begin filling in the information on the screen. Start by choosing the student. Click on the blue “Student ID” link. It will bring up a new search screen. Find your student by using their name, 95#, or netID. If you can’t find them right away, try searching with their 95#; that usually brings up students without a problem. When you find your students name, just click on it to fill the “Student ID” field on the quick visit screen.

The screenshot shows the 'Visits Entry' form with a modal window titled 'Choose A Student...'. The modal displays a list of 21,089 students found, with the first page showing 10 results. The list has columns for ID and Name. The background form has fields for Student ID, Date, Time In, Location, Center, Reason, and Notes.

ID	Name
951306538	Aaron, Megan
952374758	Aaronson, Ethan
950483669	Aaronson, Lauren
952296405	Aarrestad, Ansel
950454907	Aarrestad, Kelsey
951488443	Abadio, Michael
951401657	Abadie, Benoit
950359477	Abair, Ashlee
951324376	Abair, Emily
950260090	Abair, Heather
950866832	Ahair, Jill

4. Carefully fill in the fields for the date and time of your session. Be sure this date matches the time you enter in PeopleSoft!

The screenshot shows the 'Visits Entry' form with a calendar open for the date field. The calendar is set to April 2011. A yellow arrow points to the calendar, and a text box on the right explains that the month and year can be changed to find the exact date of the tutoring session.

You can change the month and year on the calendar to find the exact date you tutored.

Change the session time here.

The screenshot shows the 'Visits Entry' form with the following fields: Student ID (1267479), Student Name (Student, Test), Date (04/01/2011), Location, Center (INTAKE), Reason (highlighted by a yellow arrow), Subject, Consultant, Time In (0:00a), Time Out (0:00a), and a duration field (0:0:00). The form also includes 'Save' and 'Save and New' buttons at the bottom.

5. For the “Center” and “Reason” fields, choose “Subject-Area” and “Individual Tutoring,” respectively. The courses in which the student is enrolled should appear in a drop-down menu under the “Subject” field; simply select the correct course. Be sure your name is in the “Consultant” field. If it has not been automatically filled, choose your name from the drop-down list of consultants. When you are finished, the screen should look like this:

The screenshot shows the 'Visits Entry' form with the following updated values: Student ID (1267479), Student Name (Student, Test), Date (04/01/2011), Location, Center (SUBJECT-AREA), Reason (Individual Tutoring), Subject (BSAD065 A 201101), Consultant (Test, Test), Time In (0:00a), Time Out (0:00a), and a duration field (0:0:00). The form also includes 'Save' and 'Save and New' buttons at the bottom.

6. Fill in notes about what you covered during the session, and click “save” in the bottom left corner.