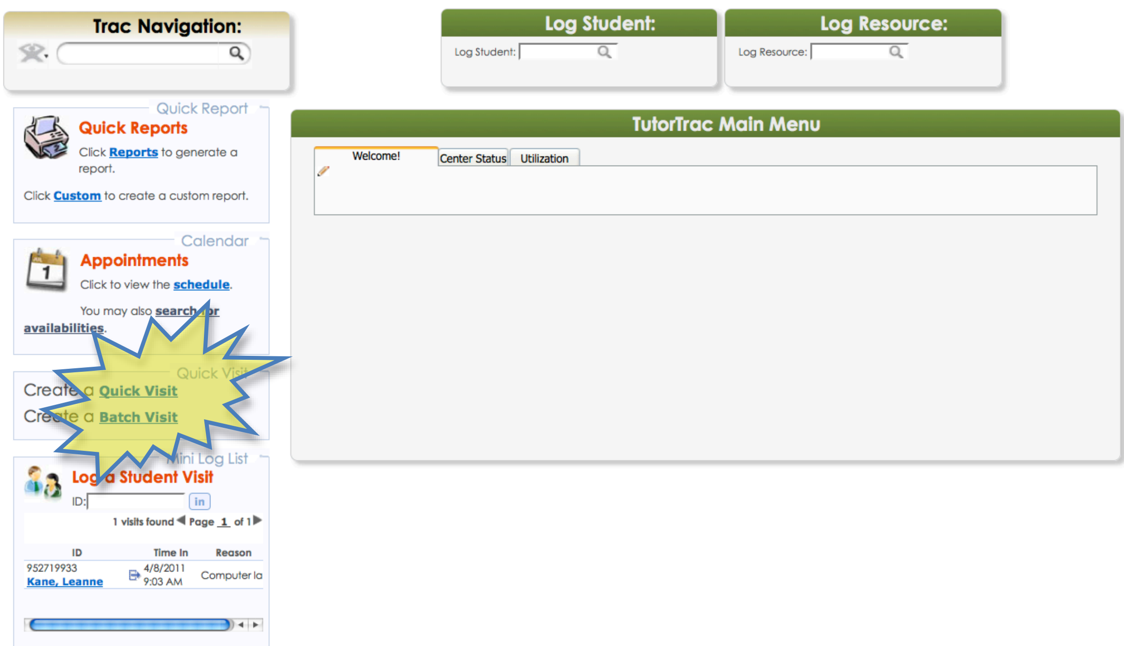
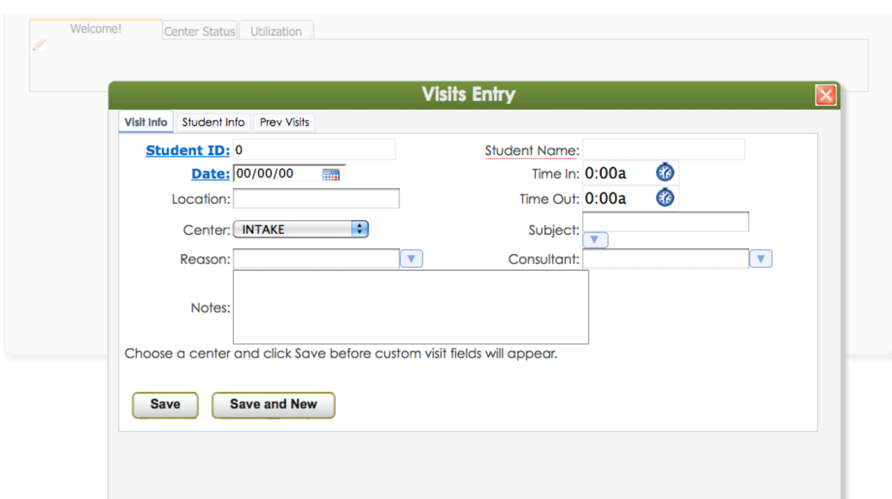
Recording a Campus-Wide Appointment / Logging a Quick Visit

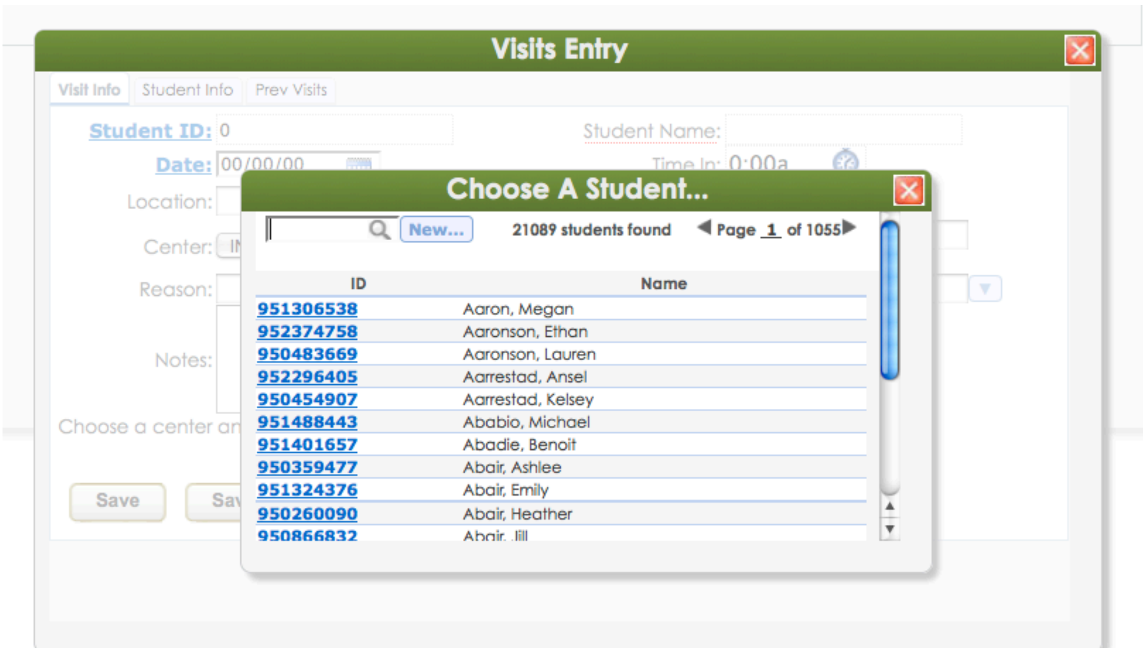
1. To records a campus-wide tutoring session in TutorTrac, you will enter a "Quick Visit." From the main menu screen, click on the blue "Quick Visit" link. A new window will pop up in which you will enter all of the session information.



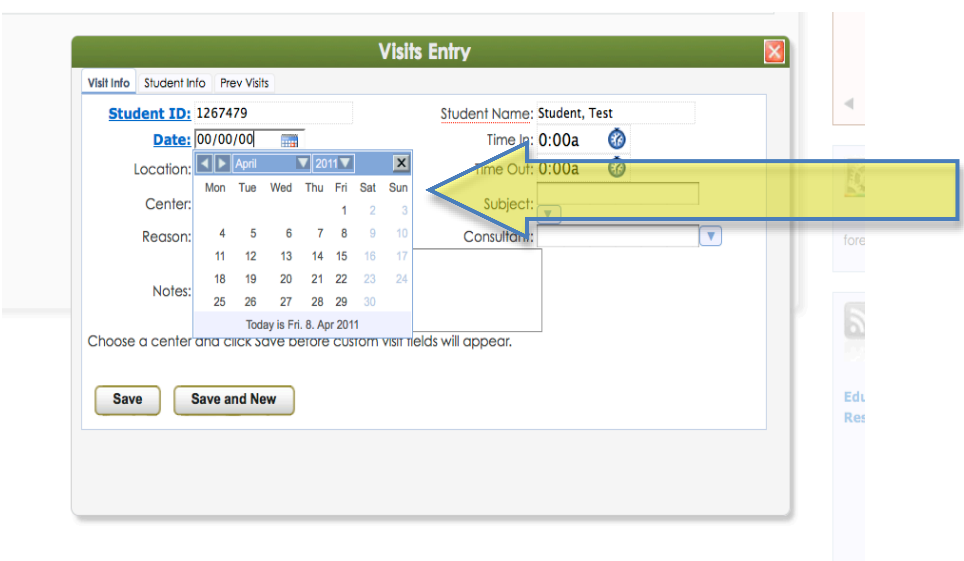
2. The Quick Visit screen that pops up will look like this:



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.

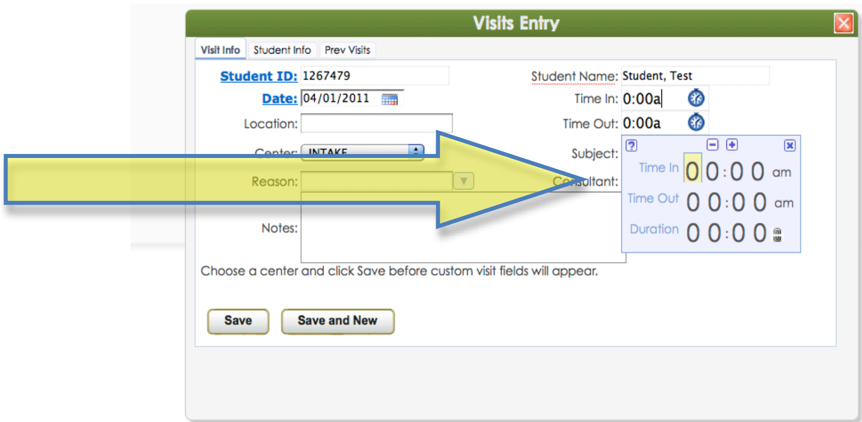


4. Carefully fill in the fields for the date and time of your session. Be sure this date matches the time you enter in PeopleSoft!

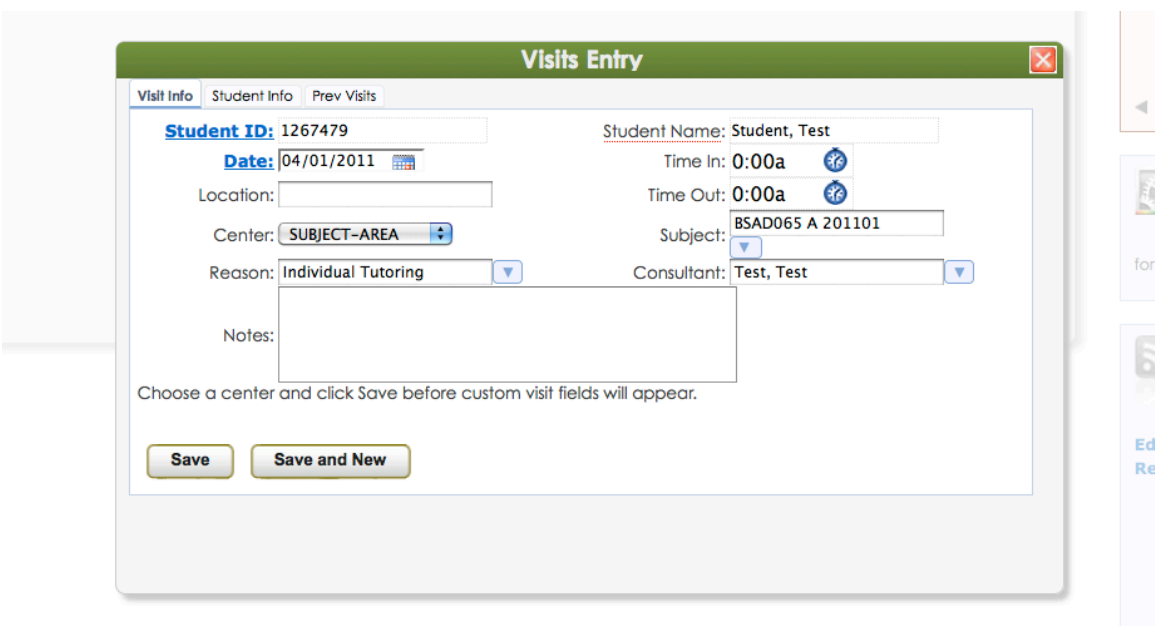


You can change the month and year on the calendar to find the exact date you tutored.

Change the session time here.



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 form the drop-down list of consultants. When you are finished, the screen should look like this:



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