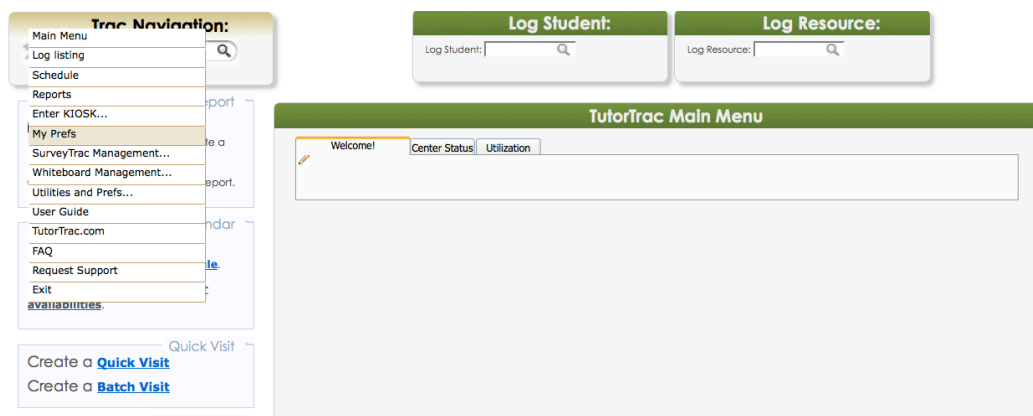


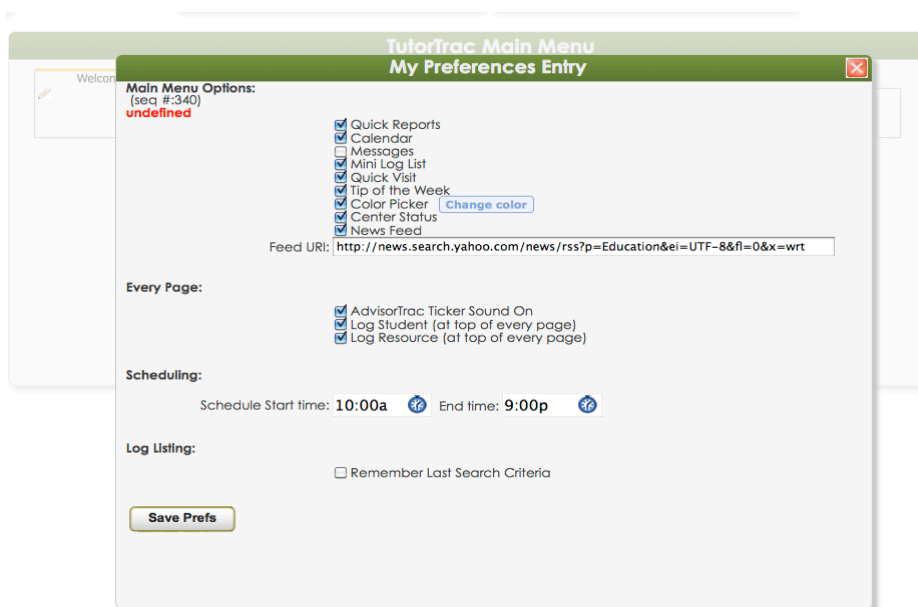
Changing Your Preferences:

The first time you log into TutorTrac, you will need to update your preferences in order to see link to reports, quick visits, and your schedule on the left side of the main menu screen.

From the drop-down menu under the “Trac Man” to left of the “ Trac Navigation” search bar on the upper left-hand corner of the screen, choose “My Prefs.”




A new screen will appear. Be sure all of the boxes are checked. Choose “Save Prefs.”



When you're finished, your main menu screen should look like this, allowing you to view your Co-op schedule and log Quick Visits:

Trac Navigation:

Log Student:



THE LEARNING CO-OP
University of Vermont - UVM TUTORING

Quick Reports Quick Report

Click [Reports](#) to generate a report.

The following are your favorites:
The following are group favorites:

Appointments Calendar

Click to view the [schedule](#).

You may also [search for availabilities](#).

Create a [Quick Visit](#)

Create a [Batch Visit](#)

Log a Student Visit Mini Log List

ID:

6 visits found

ID	Time In	Reason
955510446	11/16/2015	Individual Tutoring
Mills, Rachel	9:31 AM	CIEN001 C 201309
95560419	11/16/2015	Individual Tutoring
Lindell, Andrew	10:27 AM	MAATH021 C 201309
95560370	11/16/2015	Individual Tutoring

TutorTrac Main Menu

UVM TUTORING Notice:

Upcoming Appointments

11/16/2015 at 10:50 AM with Alexandra Burge, section: BCDR011 G 201309, location: Space 3

11/18/2015 at 10:50 AM with Beth Muller, section: BCDR011 A 201309, location: Space 6

11/20/2015 at 10:50 AM with Sophia Ma, section: SPAN012 B 201309, location: Space 4/512 Office

Welcome Tutors!

TutorTrac is the Learning Co-op's scheduling and record-keeping system.

After each tutoring session, please create a visit record for your session, and update the student attendance field.

Visit Notes or Quick Visit Notes are required for payroll and to keep students' records up to date. Please, make sure to enter your notes promptly after each session in order to be paid for your time! If you have any questions, do not hesitate to contact the Tutor Coordinators.

Thank you for your commitment to the academic success of your fellow UVM students!

Click on the links to find more information and instructions:

- Check your schedule for tutoring appointments
- Mark attendance status for your appointments
- Enter Visit Notes for Co-op-based appointments
- Enter Quick Visits for campus-wide appointments

Changing Campus Logo Tip of the Week

The Trac system provides a place for a logo image to appear as a banner in the upper-right corner of your Trac system web pages and there are two options for

Would you like to... Wizard

[Search for an Appointment?](#)

[Change the Current Term?](#)


[Deactivate Registrations for a Term Code?](#)

Color Picker Lemming's Color Tool

Click [choose a color](#) to set the background and foreground.

News News Feed

Empty RSS feed or unsupported feed format.



THE LEARNING CO-OP

version 4.2.121001

www.go-redrock.com

www.uvm.edu/~trac

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