

Logging into TutorTrac

Log onto <https://elms.go-redrock.com/>

1. Enter your Elms College username and password

Welcome! Please Log in

Enter your username and password, then press your *Enter* key or click the *Login* button.

User Name:

Password:

Students, have you forgotten your password?
[Click here](#)

Once logged in your screen will look like this:

The TutorTrac Main Menu has important information and updates, please read carefully!

Student Options

TutorTrac Main Menu

Welcome!

Tutoring Services Notice:

Welcome Back Elms Students!

Please see the Center for Student Success Welcome Desk if you need assistance in setting up an appointment using the TutorTrac system.

1. Press the search availability button.
2. Choose Tutoring Services from drop down menu.
3. Please choose the section/course for tutoring.*
4. Pick the day you need tutoring or just hit search.

The schedule will then appear.

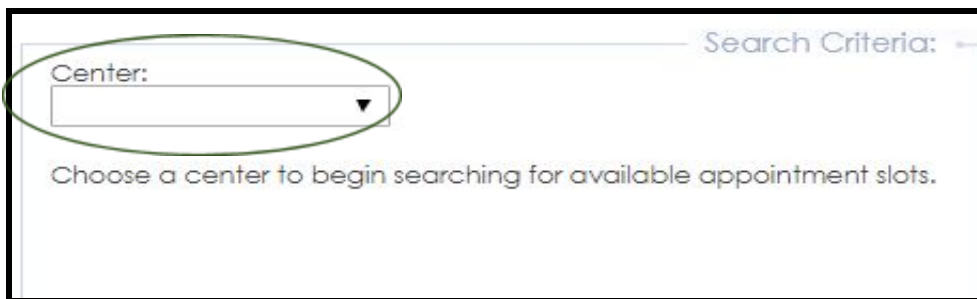
Thank you!

Making Appointments with TutorTrac

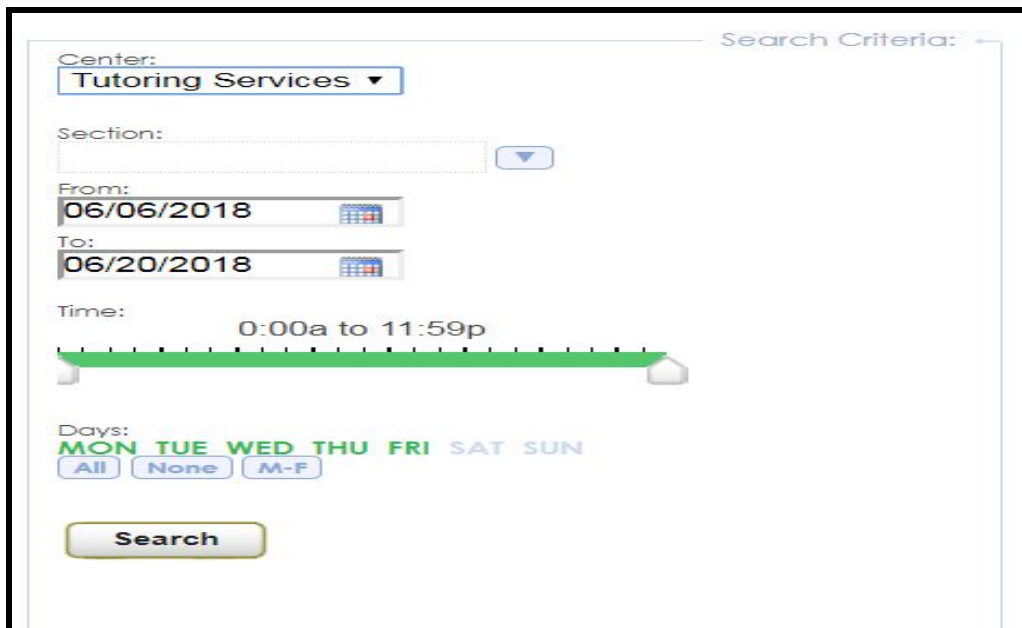
1. Press the search availability button



2. Choose Tutoring Services from the Search Criteria or "Center"



3. After choosing Tutoring Services TutorTrac will allow you to schedule your appointment:



- Your courses will appear in the drop-down menu under “Sections”. Please set up your choice options.

The screenshot shows the TutorTrac search criteria form. The fields are: Center (Tutoring Services), Section (Generic Subj), From (06/06/2018), To (06/20/2018), Time (0:00a to 11:59p), and Days (MON TUE WED THU FRI SAT SUN). The Search button is circled in green. Three green arrows point to the Section, From/To, and Time fields.

To select a general writing tutor select “Genetic Subject” from your course section.

From/To: Select dates for your appointment (default is 7 days).

Time: Select the time for your appointment. You can adjust the right and left arrows to narrow your search (default is 24 hours).

When finished setting up your options hit “Search”.

Tutor availabilities will appear labeled “Available Time Slots”. Select your desired appointment by clicking on the time slot.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:

Tue 6/12/2018	Tue 6/19/2018
Your account has overrides, allowing you to override any scheduling restrictions.	
Sr. Marlene Mucha	
10:30 AM - 11:30 AM	9:30 AM - 10:30 AM 10:30 AM - 11:30 AM

Appointment Color Code

TutorTrac appointments are color coded according to the number of people allowed to attend each session. Please note the key above the "Available Time Slots" header.

- Blue: drop-in appointments
- Green: 1 on 1 appointments
- Yellow: Group appointments

When booking a group appointment, you do not need to book an entire group at the same time. Individual students can join a group appointment as an individual, but there may be others at the same session.

Scheduling an Appointment

1. After you choose the appointment that you would like to book, the appointment entry window will appear.
2. Enter in your “Reason” for tutoring from the drop-down menu.
3. Enter in specifics about the session for the tutor in the “Notes” section.
4. After you have saved the appointment you will get an email confirmation.



The screenshot shows the 'Appointment Info' form in TutorTrac. The form includes the following fields and options:

- Center: Tutoring Services (dropdown)
- Subject: CHE121 S1 1840 (dropdown)
- Reason: Study Skills (dropdown)
- Date: 6/13/2018 (with a 'Move To...' button)
- Time: 11:30a (with a clock icon) To: 12:30p (with a clock icon)
- Status: (dropdown)
- Phone: (dropdown)
- Notes: General Chemistry homework support.

At the bottom of the form, there is a 'Save' button and two checkboxes:

- Automatically create the visit when this appointment is saved.
- Override and send confirmation when this appointment is saved.

Metadata at the bottom of the form reads: Created 6/7/2018 at 17:37:22 by Nicole Walton [-3] waltonn Modified 6/7/2018 at 17:37:22 by Nicole Walton [-3]

Cancelling Appointments

1. Log into TutorTrac. Upcoming appointments will be listed on your main page.
2. Click on the X at the end of the appointment description.
3. You will be asked to confirm that you wish to cancel your appointment.

Appointments can be cancelled up to 30 minutes prior to the appointment start time.

Upcoming Appointments

Tutoring Services appointment on 6/13/2018 at 11:30 AM with
Sr. Maxyne Schneider, Reason: Study Skills, section: CHE121 S1
1840 General Chem I . 

If you have any questions about TutorTrac or scheduling an appointment please email tutoringservices@elms.edu or visit Tutoring Services in the Center for Student Success on the 2nd Floor of the Alumnae Library.