

## Activity # 2: Log into TutorTrac and search for appointments

Students will discover and utilize TutorTrac to search for appointments. All students at Goodwin College can use the Academic Success Center and Math Lab free of charge, and can use TutorTrac to make an appointment for a tutoring session with a specific tutor. Your first task is to sign into TutorTrac.

1. Open your internet browser and navigate to [www.tutortrac.goodwin.edu](http://www.tutortrac.goodwin.edu)
2. In the "User Name" box enter your Student ID
3. In the "Password" box, type "goodwin" (all lower case)

Welcome! Please Log in

Enter your **student ID** as the **Username**, and enter "**goodwin**" as the **Password**, then press your *Enter* key or click the *Login* button.

User Name:

Password:

Login

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

4. Click "Login"
5. Look to the left of the page and under the Student Options banner, click "Search Availability"

[Main Menu](#) [Log Off](#) [Switch to Consultant profile](#)



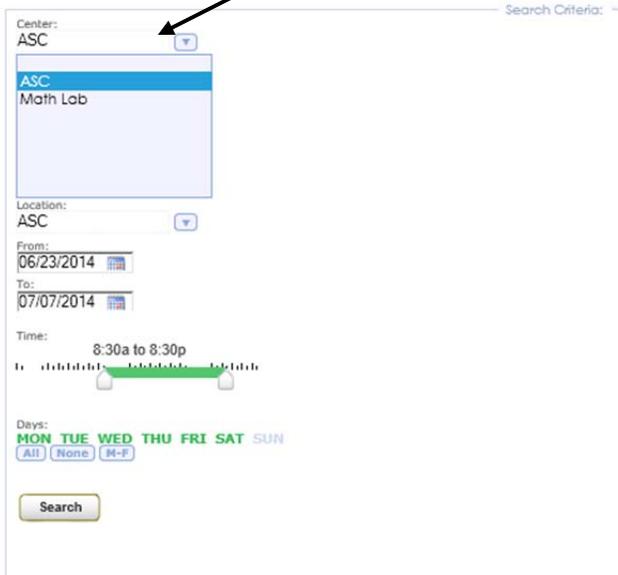
Student Options

- [Search Availability...](#)
- [Consulting Res...](#)
- [Search Resources...](#)
- [Visit History...](#)

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6. Choose which center you are interested in (Math Lab for math classes, ASC for everything else)



Search Criteria:

Center: ASC

- ASC
- Math Lab

Location: ASC

From: 06/23/2014

To: 07/07/2014

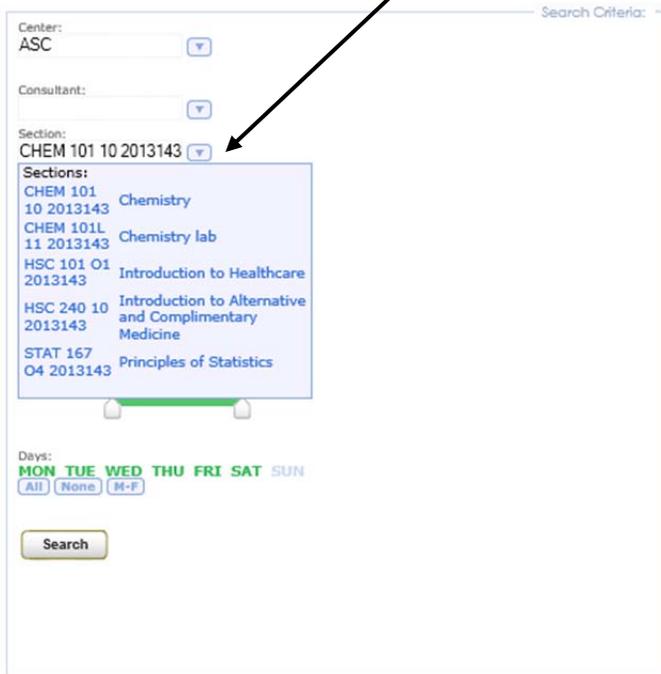
Time: 8:30a to 8:30p

Days: MON TUE WED THU FRI SAT SUN

[All] [None] [M-F]

Search

7. If you are looking for something other than Writing/English or CAP in the ASC, pick which class you want help in from the "Section" drop down menu



Search Criteria:

Center: ASC

Consultant:

Section: CHEM 101 10 2013143

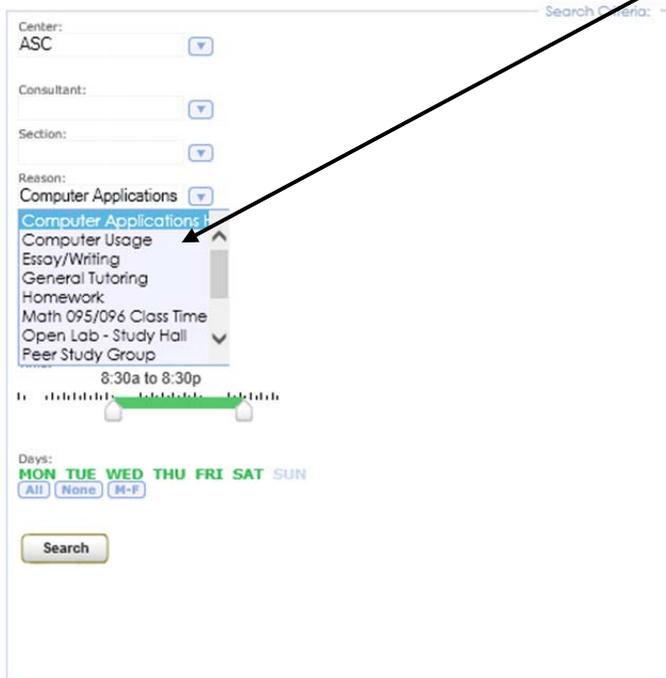
- CHEM 101 10 2013143 Chemistry
- CHEM 101L 11 2013143 Chemistry lab
- HSC 101 O1 2013143 Introduction to Healthcare
- HSC 240 10 2013143 Introduction to Alternative and Complimentary Medicine
- STAT 167 O4 2013143 Principles of Statistics

Days: MON TUE WED THU FRI SAT SUN

[All] [None] [M-F]

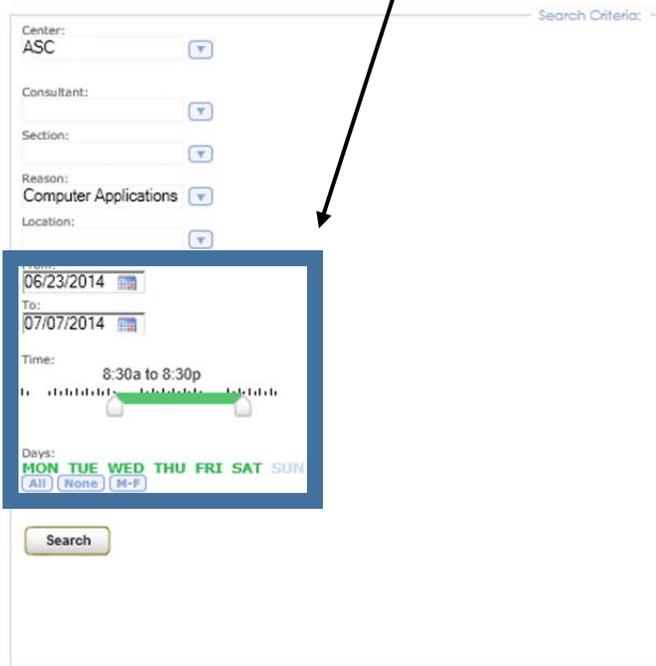
Search

8. If you are looking for help with CAP or Writing/English, select either “Computer Applications Help” or “Essay/Writing” from the “Reason” drop down



The screenshot shows the 'Search Criteria' form with the following fields: Center (ASC), Consultant, Section, Reason (Computer Applications), and Location. The Reason dropdown menu is open, showing options: Computer Applications, Computer Usage, Essay/Writing, General Tutoring, Homework, Math 095/096 Class Time, Open Lab - Study Hall, and Peer Study Group. A green bar below the Reason field indicates the time 8:30a to 8:30p. The Days field shows MON, TUE, WED, THU, FRI, SAT, SUN with buttons for All, None, and M-F. A Search button is at the bottom.

9. Finally, narrow down your window in terms of date and time. It is advised that you leave these settings as is unless you have a very particular time you can/need to get tutored during. If this is the case, select the start and end date (TutorTrac won't let you make appointments more than two weeks in advance) and the time during which you are available.



The screenshot shows the 'Search Criteria' form with the following fields: Center (ASC), Consultant, Section, Reason (Computer Applications), and Location. The From date is 06/23/2014 and the To date is 07/07/2014. The Time field shows 8:30a to 8:30p. The Days field shows MON, TUE, WED, THU, FRI, SAT, SUN with buttons for All, None, and M-F. A Search button is at the bottom. A blue box highlights the From date, To date, and Time fields.

10. Once you've filled out the necessary information, click submit to see all currently available times that meet your criteria. Pick which one works for you.

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:

Mon 6/23/2014	Tue 6/24/2014	Wed 6/25/2014	Thu 6/26/2014	Fri 6/27/2014	Mon 6/30/2014	Tue 7/1/2014	Wed 7/2/2014	Thu 7/3/2014	Fri 7/4/2014	Mon 7/7/2014	
Alex Thompson ASC 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM 7:00 PM - 8:00 PM	Brandee James 8:00 AM - 9:00 AM 9:00 AM - 10:00 AM 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM	Jennifer Budkotsky 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 5:30 PM	Jesse Swider 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM 7:00 PM - 8:00 PM 8:00 PM - 8:30 PM	Jesse Swider 8:00 AM - 9:00 AM 9:00 AM - 10:00 AM 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM	Jennifer Budkotsky 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 5:30 PM	Jennifer Budkotsky 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 5:30 PM	Jennifer Budkotsky 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 5:30 PM	Jesse Swider 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM 7:00 PM - 8:00 PM 8:00 PM - 8:30 PM	Jesse Swider 8:00 AM - 9:00 AM 9:00 AM - 10:00 AM 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM	Jennifer Budkotsky 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 5:30 PM	Alex Thompson ASC 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM 7:00 PM - 8:00 PM 8:00 PM - 8:30 PM

11. Once you select a time slot, an "Appointments Entry" window will pop up in which you should enter the Subject if you have not already done so and your phone number in case the ASC needs to contact you to reschedule the appointment.

**Appointment Info**

Center:  Location: ASC

Subject:

Reason:

Date: 6/24/2014 Time: 1:00 PM To: 2:00 PM

Phone:

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

12. Finally, click "Save" to make your appointment. Both you and your selected tutor will receive an automatic email with all the details of your appointment.

- If you have any problems with these steps or if the system isn't working, please call the ASC at (860) 913-2090 or you can walk-in to room 209 and either make an appointment or see a tutor (if one is available in the subject you desire).