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
2. In the "User Name" box enter your Student ID
3. In the "Password" box, type "goodwin" (all lower case)

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

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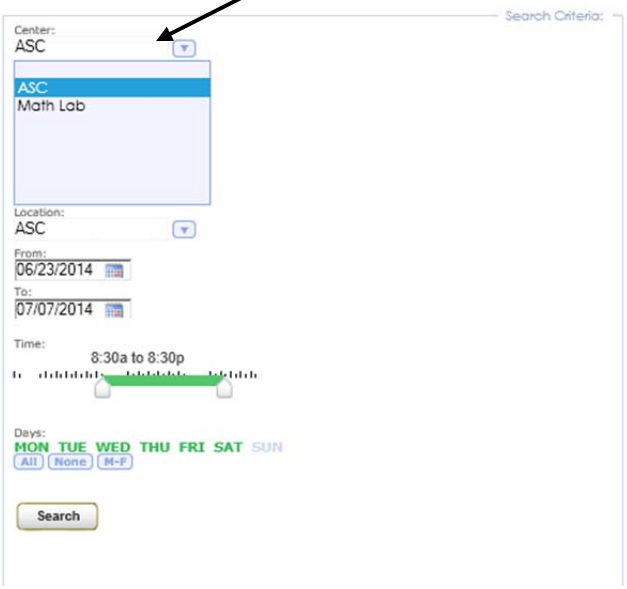
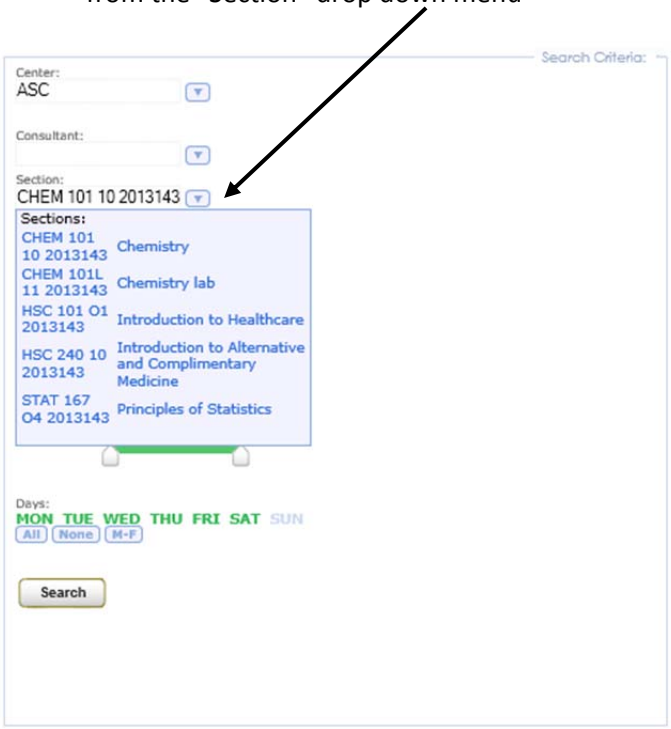
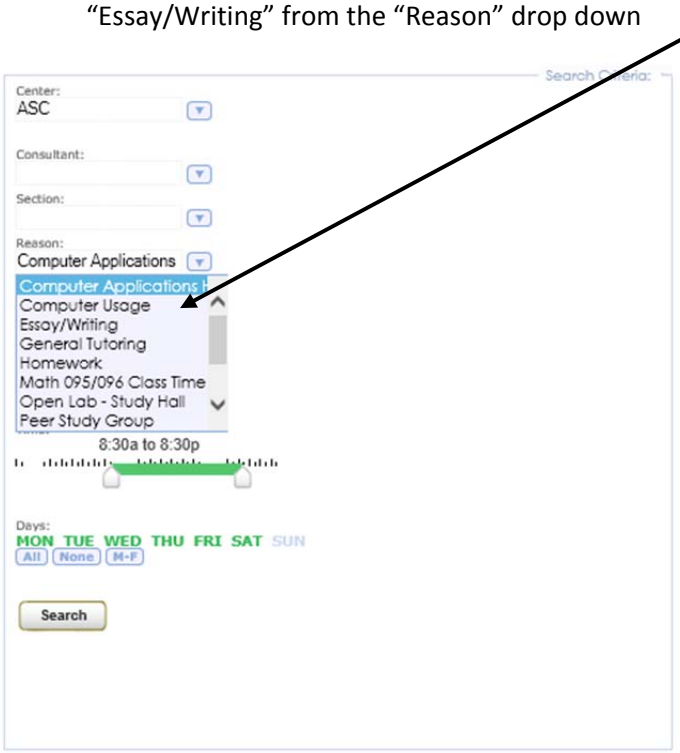
6. Choose which center you are interested in (Math Lab for math classes, ASC for everything else)



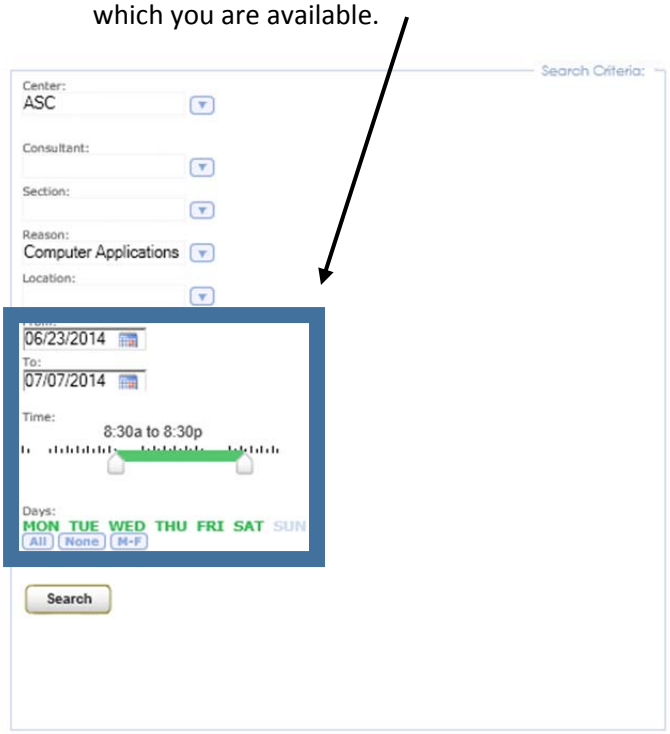
7. If you are looking for something other than Writing/English or CAP in the ASC, pick which class you want help in from the "Section" drop down menu



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

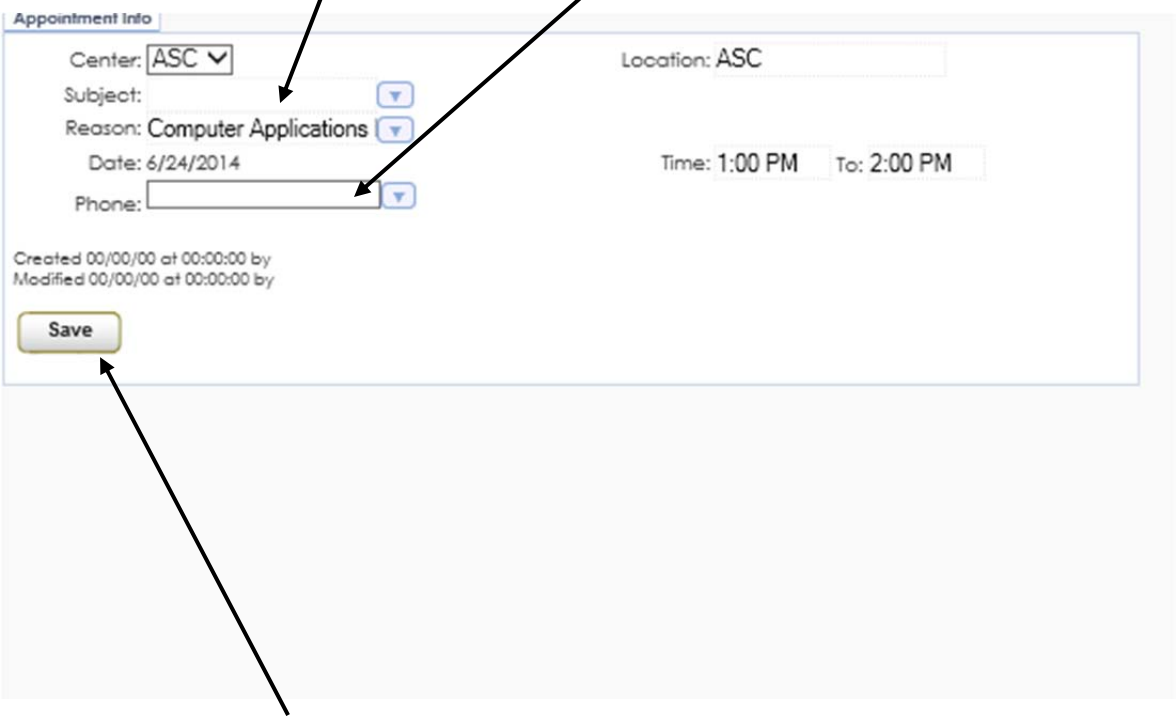


9. Finally, narrow down your window in terms of date and time. It is advised that you leave these settings as is unless you have a very particular time you can/need to get tutored during. If this is the case, select the start and end date (TutorTrac won’t let you make appointments more than two weeks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



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.

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.



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).