



JOHNS HOPKINS
CAREY BUSINESS SCHOOL

Tutortrac User Guide

Student Success Center
AY 2020/2021

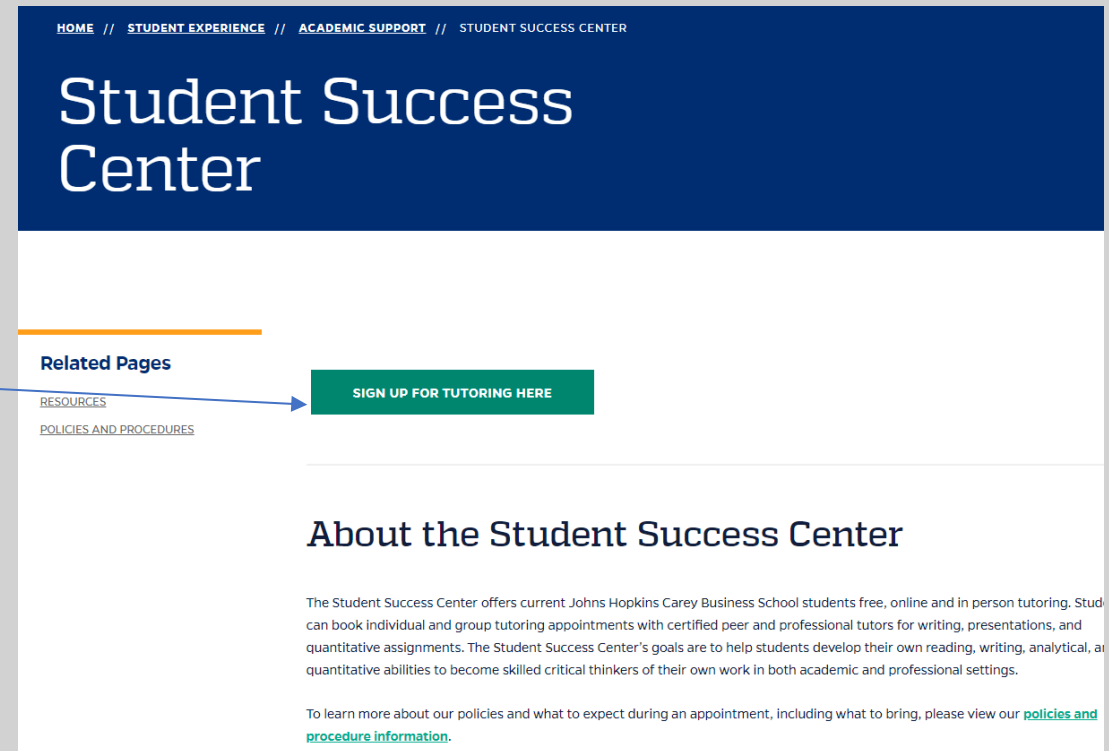


What is tutortrac?

- Tutortrac is how Carey students can make appointments for one-on-one writing tutoring and quantitative learning circles.
- Students can check to see what appointments they've signed up for, as well as find out their tutor's email address through tutortrac.
- Tutortrac works best with the latest version of Firefox or Google Chrome. Internet Explorer is not recommended.

Getting Started

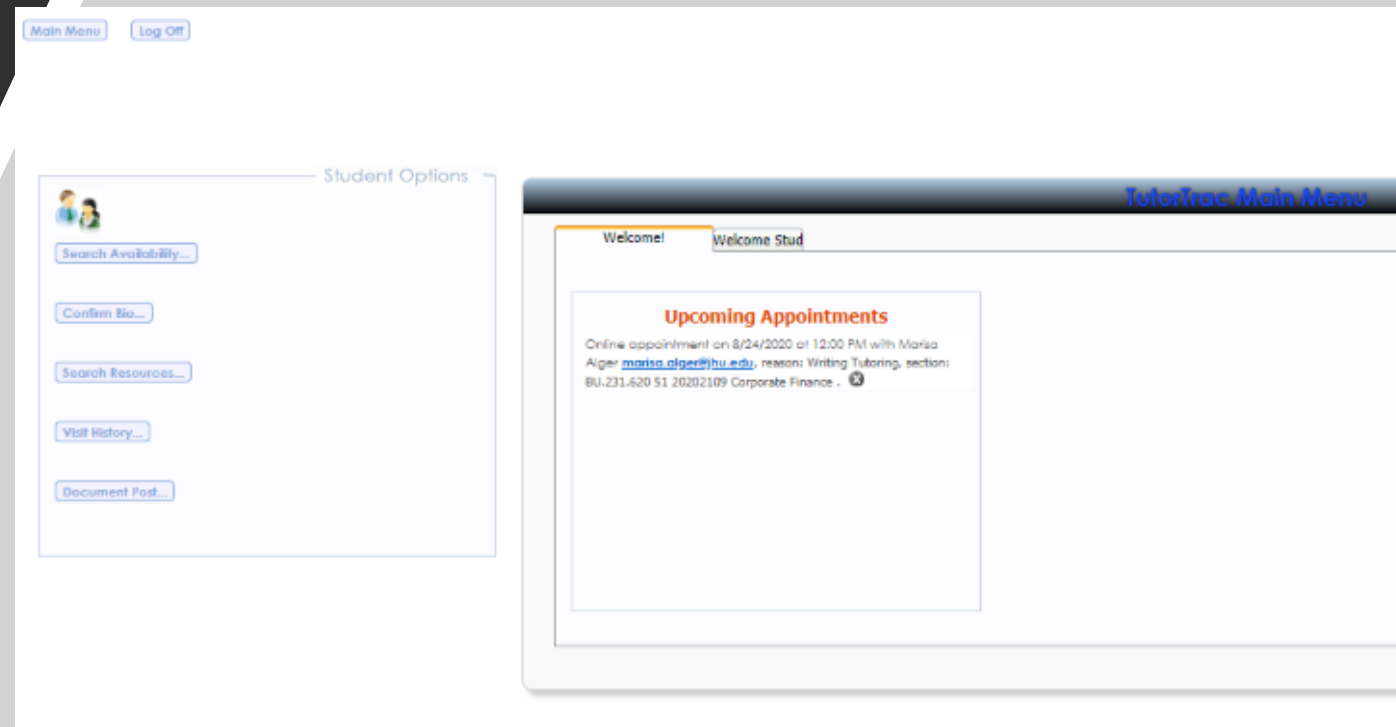
- Go to <https://carey.jhu.edu/student-experience/academic-support/student-success-center> and click the green button that says "sign up for tutoring here"
- You can also bookmark the tutortrac URL: <http://johnshopkins-goredrock.com/TracWeb40/Default.html>



The screenshot shows the top navigation bar with links for HOME, STUDENT EXPERIENCE, ACADEMIC SUPPORT, and STUDENT SUCCESS CENTER. The main heading is "Student Success Center". Below this, there is a "Related Pages" section with links for RESOURCES and POLICIES AND PROCEDURES. A green button labeled "SIGN UP FOR TUTORING HERE" is prominently displayed. Below the button, there is a section titled "About the Student Success Center" which describes the center's mission and provides a link to "policies and procedure information".

Tutortrac Home Screen

- This is the tutortrac home screen.
- There are two tabs. The first tab, "Welcome" shows your specific appointment information.
- The second tab, "Welcome student" has general information about the SSC.




Booking a learning circle or tutoring appointment



Main Menu

Log Off

Student Options



- Search Availability...
- Confirm Bio...
- Search Resources...
- Visit History...
- Document Post...

TutorTrac Main Menu

Welcome! Welcome Stud

To search for an appointment, click "Search Availability" on the left.

Booking a learning circle or tutoring appointment



[Main Menu](#) [Log Off](#)

Center:

Choose a center to begin searching for available appointment slots.

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](#)

Enter the search criteria and click Search.

You will be directed to this screen, where you must choose the center. Currently our D.C. and Harbor East centers are closed, so choose "online" to proceed.

Booking a learning circle or tutoring appointment

- Choose the course in the section field. Note that tutoring is not available for all courses. To determine if it's available for the course you need, check back on the "welcome student" tab or email carey.tutoring@jhu.edu.

Multi Menu Log Out

Center:

You must choose the center, section, and reason for availability to appear.

Consultant:

Section:

Sections:

BU 231.620 51 20202109	Corporate Finance
BU 232.770 51 20202109	Cryptos and Blockchain
BU 330.740 T2 20202109	Large Scale Computing with Hadoop
BU 350.620 51 20202109	Information Systems
BU 680.620 51 20202109	Operations Management


Search

Key: move the mouse over an availability to view the location and other instructions. [Available time slots.](#)

Enter the search criteria and click Search.

Booking a learning circle or tutoring appointment

- Use the reason field to choose "writing tutoring" or "learning circle."
- Leave the consultant field blank.
- You may change the date range to a specific timeframe, but to see the greatest number of options leave it at the default range.
- Once you have populated all the fields, click "search".



The screenshot shows a web-based booking interface. At the top, there are links for "Main Menu" and "Log Off". Below this, the "Search Criteria" section is visible. It includes a "Center" dropdown menu set to "Online". A note states: "You must choose the center, section, and reason for availability to appear." The "Consultant" field is empty. The "Section" dropdown is set to "BU 231.620.51.20202109". The "Reason" dropdown is set to "CHOICE REQUIRED". The "From" date is "08/21/2020" and the "To" date is "09/04/2020". The "Time" range is "0:00a to 11:59p" with a green slider bar. The "Days" section shows "MON TUE WED THU FRI SAT SUN" with "All", "None", and "M-F" buttons. A "Search" button is at the bottom.

Booking a learning circle or tutoring appointment



main menu | Log Out

Search Criteria:

Center: **Online** ▼

You must choose the center, section, and reason for availability to appear.

Consultant: ▼

Section: **BU.231.620 51 20202109** ▼

Reason: **Writing Tutoring** ▼

From: **08/21/2020**

To: **09/04/2020**

Time: **0:00a to 11:59p**

Days: **MON TUE WED THU FRI SAT SUN**

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

Available

Mon 8/24/2020	Wed 8/26/2020
Marisa Alger marisa.alger@jhu.edu	Marisa Alger marisa.alger@jhu.edu
12:00 PM - 12:30 PM	3:30 PM - 4:00 PM
12:35 PM - 1:05 PM	4:05 PM - 4:35 PM
1:10 PM - 1:40 PM	4:40 PM - 5:10 PM
1:45 PM - 2:15 PM	5:15 PM - 5:45 PM
2:20 PM - 2:50 PM	5:50 PM - 6:20 PM
2:55 PM - 3:25 PM	6:25 PM - 6:55 PM

A list of dates, times and tutor names will appear. Click on the box for the time you want to schedule.

Take note of the tutor's email address, you will want to send them materials before the appointment.

Booking a learning circle or tutoring appointment

A screenshot of a web browser showing the 'Appointment Entry' form. The form is titled 'Appointment Entry' and includes fields for 'Center' (set to 'Online'), 'Subject' (BU 231.620 51 20202109), 'Reason' (Writing Tutoring), 'Date' (8/24/2020), 'Time' (12:00 PM to 12:30 PM), and 'Email' (aneuens1@jhu.edu). There is a 'Notes' section with a text area and a 'Save' button. A blue arrow points from the text on the right to the email field. The background shows a search results page for the same course.

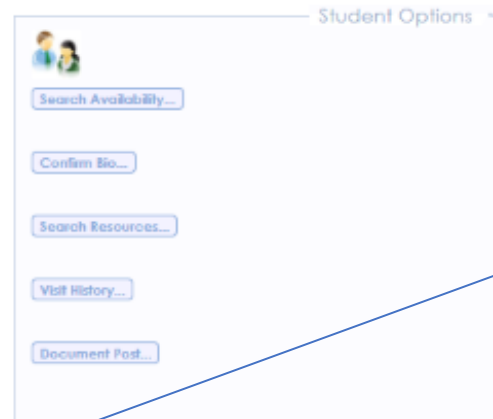
Write your email address in the appointment entry box, and then push save. Do not use the notes section, instead, email your tutor with information they should know before the appointment.

Booking a learning circle or tutoring appointment



- » Check back at the home screen for a list of your upcoming appointments, as well as the email addresses of your tutors.
- » If you have made a learning circle appointment, you should email your tutor before the appointment with your questions and relevant material.
- » You can also cancel appointments here, by clicking the "x" by the appointment.

Main Menu Log Off



Build for what's next™



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