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
• 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

To search for an appointment, click "Search Availability" on the left.
Booking a learning circle or tutoring appointment

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.
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".
Booking a learning circle or tutoring appointment

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

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.
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