



TUTORTRAC STUDENT USER GUIDE

STUDENT SUCCESS CENTER

CAREY BUSINESS SCHOOL

CAREY.TUTORING@JHU.EDU



WHAT IS TUTORTRAC?

- TutorTrac is a web-based management system that allows you to find a tutor, see tutor schedules and drop-in hours, and make appointments.
- Once you log in, you will be able to see the available times in Harbor East, D.C., and online.
- TutorTrac works best with the latest version of Firefox or Google Chrome. Always use the latest version of your web browser to open the page correctly. Internet Explorer is not recommended.
- The system always needs time to load your information. Wait a few seconds to let the system find you, your courses, the schedules, etc.

GETTING STARTED

1. Sign in using your JHED ID and password. You can sign in from Blackboard or on our website: <http://carey.jhu.edu/ssc> by clicking “Book an Appointment Here”
2. You can also bookmark our TutorTrac URL and sign in directly from there: <http://johnshopkins.go-redrock.com/TracWeb40/Default.html>

HOME SCREEN “WELCOME STUDENT” TAB

Main Menu Log Off



Johns Hopkins Carey Business School

Student Options

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

TutorTrac Main Menu

Welcome! Welcome Student

Welcome to the Carey Business School's Student Success Center!

Current students can meet with peer or professional writing and quantitative tutors for help with writing assignments and quantitative coursework. Our tutors also help with presentation skills and can assist you one-on-one or in small groups. The Student Success Center has locations in Baltimore (HE), Washington DC (DC), and online.

Online appointments occur using Zoom. If you scheduled an online appointment, you will use the following links to join the session:

- [Writing Online](#)
- [Quantitative Online](#)

Before scheduling an appointment, please visit our [website](#) to review our policies. By scheduling an appointment, you agree to follow all policies and procedures.

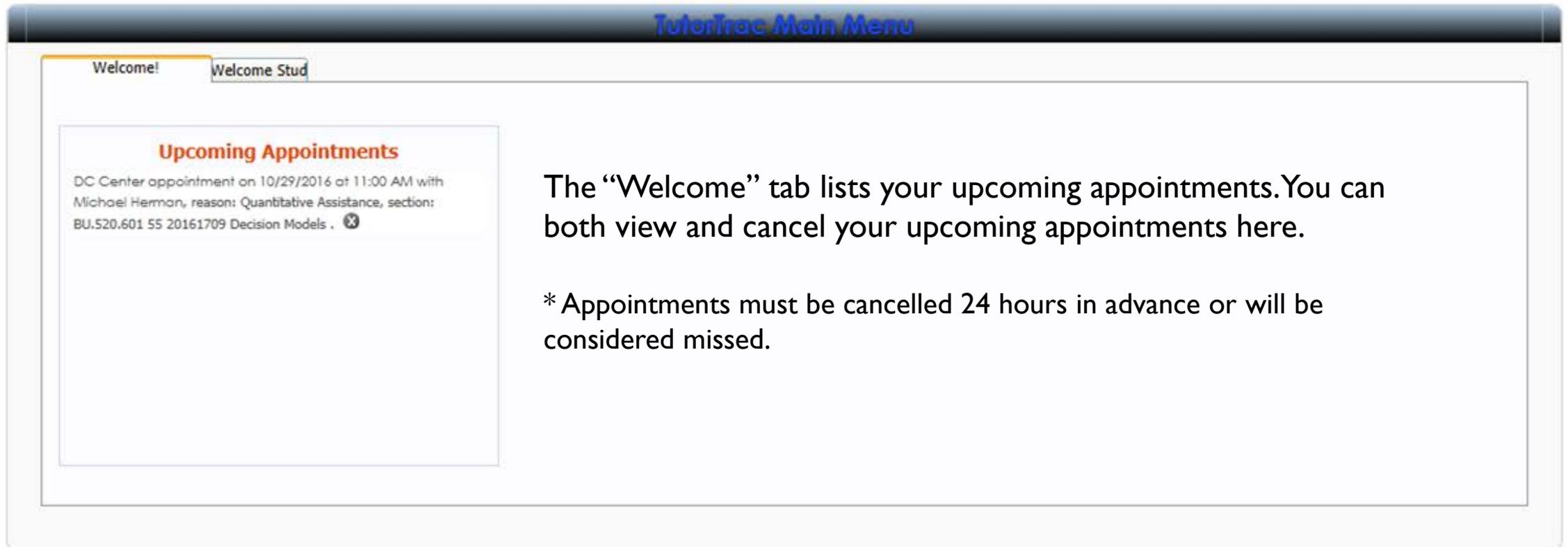
Our website also provides useful resources if you are not quite ready to meet with a tutor.

If you need further assistance in scheduling an appointment, please email carey.tutoring@jhu.edu.

When you log in, your home screen should look like this. There are 2 tabs. The “Welcome Student” tab gives you general SSC information and online Zoom appointment links.

* Zoom links are not links to schedule an appointment. You'll only use these to join an online appointment that you have already scheduled. Note that these links are for individual appointments and not Exam Crams or workshops.

HOME SCREEN “WELCOME” TAB



The screenshot shows the TutorTrac Main Menu interface. At the top, there is a blue header with the text "TutorTrac Main Menu". Below the header, there are two tabs: "Welcome!" and "Welcome Stud". The "Welcome!" tab is active and displays a section titled "Upcoming Appointments" in red text. Below this title, there is a text box containing the following information: "DC Center appointment on 10/29/2016 at 11:00 AM with Michael Herman, reason: Quantitative Assistance, section: BU.520.601 55 20161709 Decision Models . X". To the right of the screenshot, there is a text block explaining the "Welcome" tab and a note about appointment cancellation.

TutorTrac Main Menu

Welcome! Welcome Stud

Upcoming Appointments

DC Center appointment on 10/29/2016 at 11:00 AM with Michael Herman, reason: Quantitative Assistance, section: BU.520.601 55 20161709 Decision Models . X

The “Welcome” tab lists your upcoming appointments. You can both view and cancel your upcoming appointments here.

* Appointments must be cancelled 24 hours in advance or will be considered missed.

SEARCHING FOR AVAILABILITY

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

Student Options



[Search Availability...](#)

[Confirm Bio...](#)

[Search Resources...](#)

[Visit History...](#)

[Document Post...](#)

[TutorTrac Main Menu](#)

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

SEARCHING FOR AVAILABILITY

Center: Search Criteria:

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.

After clicking, “Search Availability”, this screen will appear.

You will choose the location, course, and reason to view available appointments.

SEARCHING FOR AVAILABILITY: SELECTING A LOCATION

Center: ▼

- DC Center
- Harbor East
- Online

for available appointment slots.

Search Criteria:

Key: drop in 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.

1) Choose a location in the “Center” field. You can choose from Harbor East, DC, and online.

SEARCHING FOR AVAILABILITY: SELECTING A COURSE

Search Criteria:

DC Center: [Dropdown]

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

Consultant: [Dropdown]

Section: [Dropdown]

Resume/Cover Letter: [Dropdown]

Sections:

Matlab	Excel Assistance
R	Matlab
Resume/Cover Letter	R
	Resume/Cover letter

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. Enter a student ID if you would like to book an appointment for a student.

2) Choose the course in the “Section” field. Your options are:

- course enrollments
- workshops
- Exam Crams
- programming software
- resume & cover letter
- conversation + fluency
- academic coaching

**Leave the “consultant” field blank unless you know the tutor you want to meet with and are sure that he or she is available for the course. If you choose a consultant without knowing these, it may appear as though there is no availability.

SEARCHING FOR AVAILABILITY: SELECTING A REASON

3) Choose the type of assistance you need as the “Reason”. You have six options:

- Quantitative assistance
- Writing or presentation skills assistance
- Scheduled workshop
- Exam Cram group study
- Academic Coaching
- Conversation + Fluency

Quantitative assistance = individual course/programming help

Writing or presentation skills assistance = individual help with a writing course, presentation, or other writing assignment

Scheduled workshop = primer and U.S. sessions, other workshops

Exam Cram group study = final exam group study “Exam Crams”

Academic Coaching = individual coaching appointment

Conversation + Fluency = individual appointment with an English language instructor

Center:
DC Center

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

Consultant:

Section:
Academic Coaching 2017

Reason:
CHOICE REQUIRED

- Academic Coaching
- Quantitative Assistance
- Scheduled Workshop
- Writing or Presentation Sk

Days:
MON TUE WED THU FRI SAT SUN
All None M-F

Search



SEARCHING FOR AVAILABILITY

Search Criteria:

Center:
DC Center

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

Consultant:

Section:
Resume/Cover Letter

Reason:
Writing Assistance

From:
11/07/2016

To:
11/28/2016

Time:
0:00a to 11:59p

Days:
MON TUE WED THU FRI SAT SUN
All None M-F

Search

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. Enter a student ID if you would like to book an appointment for a student.

4) Once you've populated all required fields, you can change the date range to a specific timeframe or you can leave it set to the default range of 3 weeks.

5) Click "Search".

SEARCHING FOR AVAILABILITY: SELECTING DATE, TIME, AND TUTOR

Search Criteria:

Center:

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

Consultant:

Section:

Reason:

From:

To:

Time:

Days:
 MON TUE WED THU FRI SAT SUN
 All None M-F

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 11/7/2016	Tue 11/8/2016	Wed 11/9/2016	Thu 11/10/2016	Fri 11/11/2016	Sat 11/12/2016	Mon 11/14/2016
Lambrini	Drew	Shen	Drew	Lambrini	Geoff	Lambrini
10:30 AM - 11:00 AM	12:00 PM - 12:30 PM	11:00 AM - 11:30 AM	1:00 PM - 1:30 PM	2:00 PM - 2:30 PM	12:00 PM - 12:30 PM	9:00 AM - 9:30 AM
11:00 AM - 11:30 AM	12:30 PM - 1:00 PM	11:30 AM - 12:00 PM	1:30 PM - 2:00 PM	2:30 PM - 3:00 PM	12:30 PM - 1:00 PM	9:30 AM - 10:00 AM
11:30 AM - 12:00 PM	1:00 PM - 1:30 PM	12:00 PM - 12:30 PM	2:00 PM - 2:30 PM	3:00 PM - 3:30 PM	1:00 PM - 1:30 PM	10:00 AM - 10:30 AM
2:30 PM - 3:00 PM	1:30 PM - 2:00 PM	12:30 PM - 1:00 PM	2:30 PM - 3:00 PM	3:30 PM - 4:00 PM	2:00 PM - 2:30 PM	10:30 AM - 11:00 AM
3:00 PM - 3:30 PM	2:30 PM - 3:00 PM	1:30 PM - 2:00 PM	3:00 PM - 3:30 PM	3:00 PM - 4:00 PM	2:30 PM - 3:00 PM	11:00 AM - 11:30 AM
3:30 PM - 4:00 PM	3:00 PM - 3:30 PM	2:00 PM - 2:30 PM	4:30 PM - 5:00 PM	4:30 PM - 5:00 PM	3:00 PM - 3:30 PM	11:30 AM - 12:00 PM
4:00 PM - 4:30 PM	3:30 PM - 4:00 PM	2:30 PM - 3:00 PM	5:00 PM - 5:30 PM	5:00 PM - 5:30 PM	3:30 PM - 4:00 PM	11:30 AM - 12:00 PM
4:30 PM - 5:00 PM	3:00 PM - 3:30 PM	3:00 PM - 3:30 PM	5:30 PM - 6:00 PM	6:00 PM - 6:30 PM	3:00 PM - 4:00 PM	12:00 PM - 12:30 PM
			6:30 PM - 7:00 PM			
	Geoff			Shen		
	7:00 PM - 7:30 PM			2:00 PM - 2:30 PM		
	7:30 PM - 8:00 PM			2:30 PM - 3:00 PM		
	8:00 PM - 8:30 PM			3:00 PM - 3:30 PM		
	8:30 PM - 9:00 PM			3:30 PM - 4:00 PM		
				4:00 PM - 4:30 PM		
	Lambrini					
	9:00 AM - 9:30 AM					
	9:30 AM - 10:00 AM					
	10:00 AM - 10:30 AM					
	10:30 AM - 11:00 AM					
	11:00 AM - 11:30 AM					
	11:30 AM - 12:00 PM					
	12:00 PM - 12:30 PM					

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

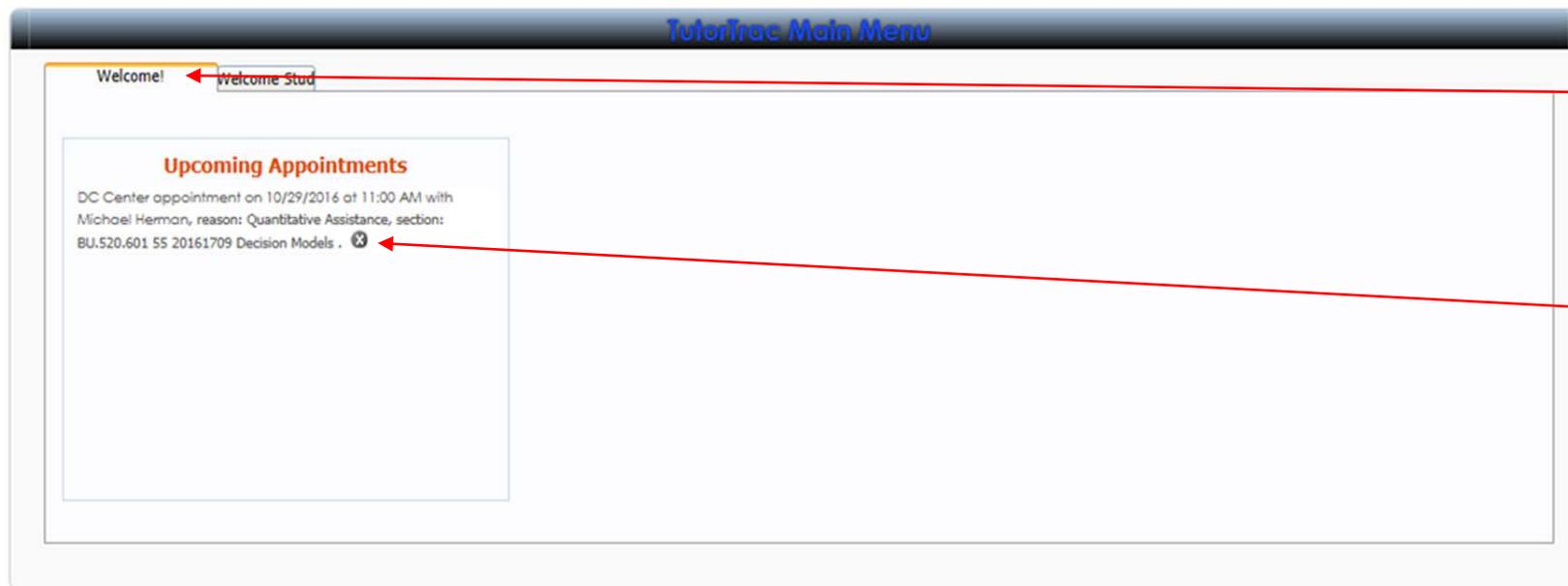
Green: single student availability
Blue: drop-in availability
Yellow: group availability

7) In the Appointment Entry box, enter your email.

8) In the Notes box, type in any information for the tutor. This can include concepts, chapters, etc. with which you need assistance.

9) Click "Save".

CANCELLING AN APPOINTMENT



1) To cancel an upcoming appointment, go to the "Welcome" tab on the main page.

2) Click the "X" next to the appointment you wish to cancel.

CANCELLING AN APPOINTMENT

TutorTrac Main Menu

Welcome! Welcome Stud

Upcoming Appointments

DC Center appointment on 10/29/2016 at 11:00 AM with
Michael Herman, reason: Quantitative Assistance
BU.520.601 55 20161709 Decision Models .

Appointment Cancellation

Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
DC Center appointment on 10/29/2016 at 11:00 AM with Michael Herman,
reason: Quantitative Assistance, section: BU.520.601 55 20161709 Decision
Models

Reason: No longer need appointment.

Keep Appointment Confirm Cancellation

3) Make note of the reason you need to cancel and click “Confirm Cancellation.”

You will receive email confirmation of the cancellation.