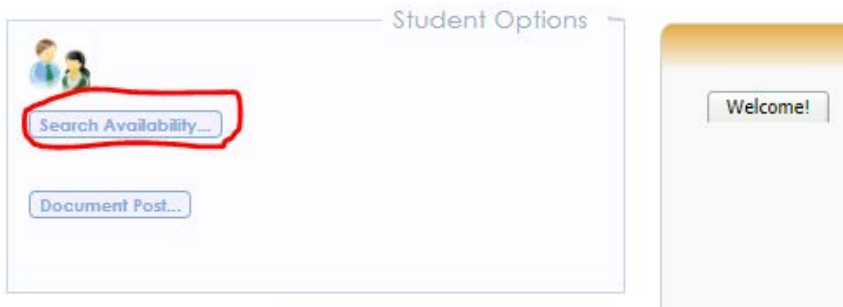


# Tutor Trac Student Guide for Peer Tutoring & the Writing Center

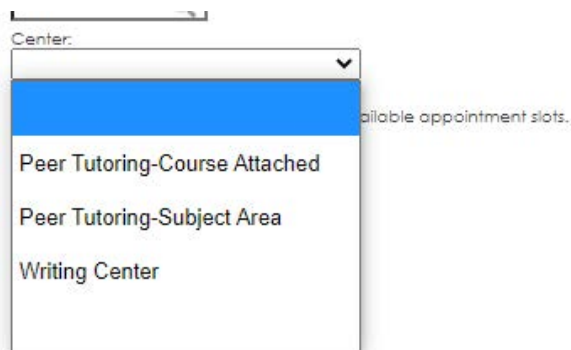
## **\*Note:**

**Registration closes 12 hours prior to all Peer Tutoring sessions and Writing Center appointments.**

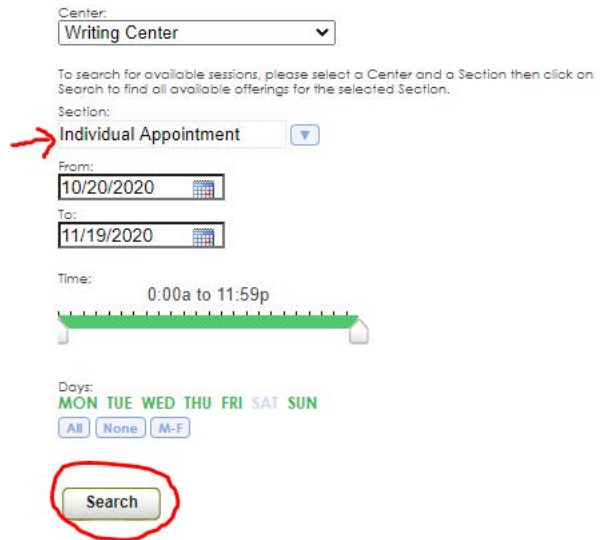
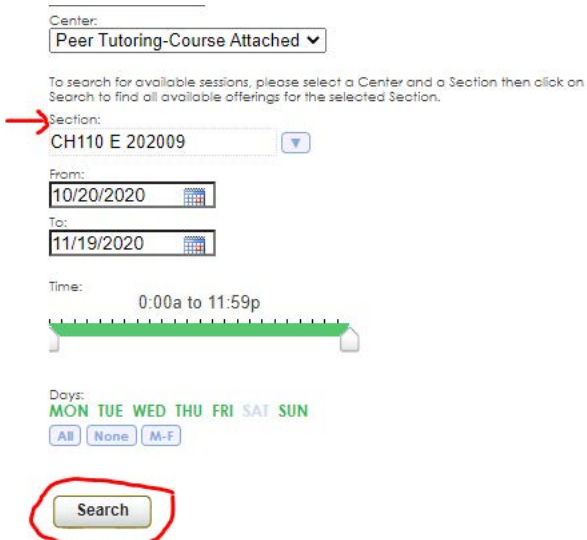
1. Log on to TutorTrac – [tutor.smcvt.edu](http://tutor.smcvt.edu) with your Mikenet username and password.
2. Click “Search Availability” on the left-side of the window



3. Use the drop-down to select the Center you need. \*Subject Area tutoring is by request, contact Ciaran Gilmore [cgilmore@smcvt.edu](mailto:cgilmore@smcvt.edu) for more information.



4. Once you select the Center, use the "Section" drop down menu to select the course or appointment type. Then click "Search". By default, the next 30 days of appointments will load. You can adjust the date range to expand or narrow results.



## 5. Available tutoring sessions or appointments will load.

Peer Tutoring: The notation next to the time indicates (seats filled/total seats).

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:**

Tue 11/3/2020	Wed 11/4/2020	Thu 11/5/2020
<p>Your account has overrides, allowing you to override any scheduling restrictions.</p> <p>Grace @mail.smcvt.edu</p> <p>7:45 PM - 8:40 PM (0/6)</p> <p>8:45 PM - 9:40 PM (0/6)</p>	<p>Abigail @mail.smcvt.edu</p> <p>8:00 PM - 8:55 PM (0/3)</p> <p>Ashley @mail.smcvt.edu</p> <p>7:00 PM - 7:55 PM (0/3)</p> <p>8:00 PM - 8:55 PM (0/6)</p>	<p>Abigail @mail.smcvt.edu</p> <p>8:00 PM - 9:00 PM (0/6)</p> <p>Grace @mail.smcvt.edu</p> <p>7:45 PM - 8:45 PM (0/6)</p> <p>Ashley @mail.smcvt.edu</p> <p>8:30 PM - 9:25 PM (0/6)</p>

## Writing Center:

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:**

Tue 11/3/2020	Wed 11/4/2020	Tue 11/10/2020
<p>Your account has overrides, allowing you to override any scheduling restrictions.</p> <p>Ellen @mail.smcvt.edu</p> <p>5:00 PM - 6:00 PM</p> <p>6:00 PM - 7:00 PM</p> <p>Molly @mail.smcvt.edu</p> <p>3:00 PM - 4:00 PM</p> <p>4:00 PM - 5:00 PM</p>	<p>Emma @mail.smcvt.edu</p> <p>4:00 PM - 5:00 PM</p> <p>Lexi @mail.smcvt.edu</p> <p>7:00 PM - 8:00 PM</p> <p>8:00 PM - 9:00 PM</p>	<p>Ellen @mail.smcvt.edu</p> <p>5:00 PM - 6:00 PM</p> <p>6:00 PM - 7:00 PM</p> <p>Molly @mail.smcvt.edu</p> <p>3:00 PM - 4:00 PM</p> <p>4:00 PM - 5:00 PM</p>

6. Click on the session you want to join to open the appointment window. The Note section is optional: it can be used to provide relevant information to the tutor/coach or it can be left blank. Tutors/Writing Coaches will see notes in their registration alert. Click "Save" to reserve your seat.

**Appointment Info**

Please feel free to use the "Notes" area to provide your tutor with any relevant information about your session.

Center: Peer Tutoring-Course Attached Location: Online via Zoom Invite

Subject: CH110 E 202009 Status:

Date: 10/20/2020 Time: 7:45 PM To: 8:40 PM

Notes:

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

Automatically create the visit when this appointment is saved.  
 Override and send confirmation when this appointment is saved.

7. You will receive a confirmation email from the Academic Enrichment Commons with the relevant information about the session. If the appointment meets online, the tutor/coach will email a Zoom invite to registered participants at least one hour before the session begins.

If you encounter problems viewing schedules or registering for sessions please contact Ciaran Gilmore, Peer Tutoring Coordinator [cgilmore@smcvt.edu](mailto:cgilmore@smcvt.edu). It is helpful to include a screenshot of the problem or error message in your email.