

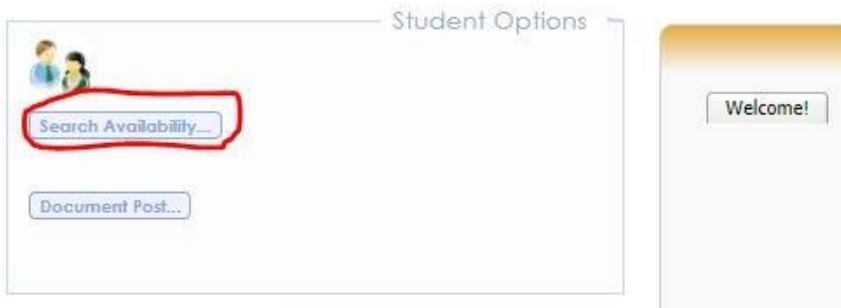
Tutor Trac Student Guide for Peer Tutoring & the Writing Center

***Note:**

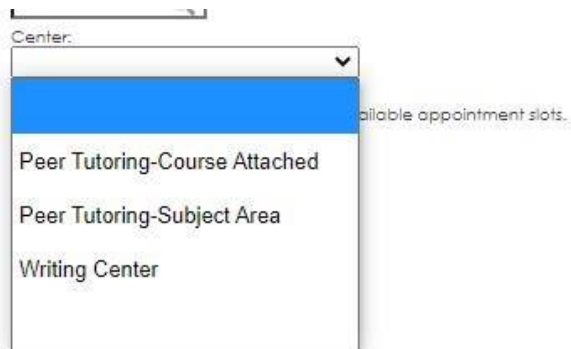
Registration closes 12 hours prior to all Peer Tutoring sessions and Writing Center appointments.

1. Log on to TutorTrac – tutor.smcvt.edu with your Mikenet username and password.

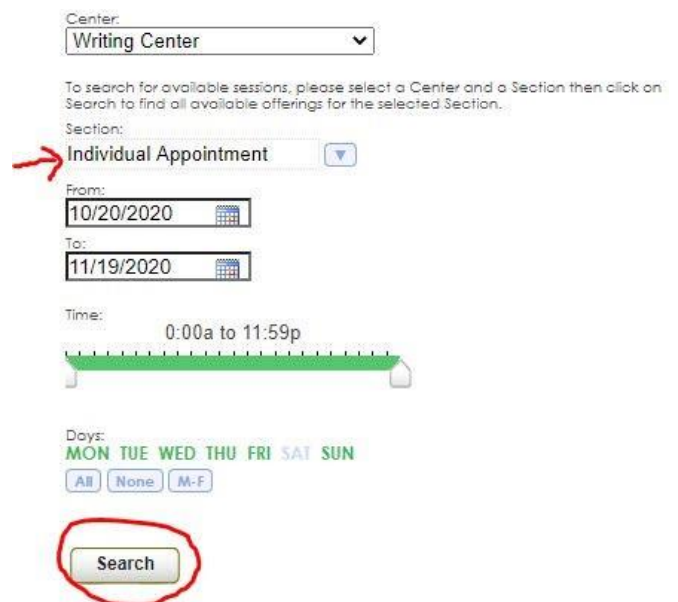
2. Click “Search Availability” on the left-side of the window



3. Use the drop-down to select the Center you-need. *Subject Area tutoring is by request; contact Dina Alsaffar at dalsaffar@smcvt.edu for more information.



4. Once you select the Center, use the “Selection” drop down menu to select the couse 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. For 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
Your account has overrides, allowing you to override any scheduling restrictions.		
Grace @mail.smcvt.edu 7:45 PM - 8:40 PM (0/6) 8:45 PM - 9:40 PM (0/6)	Abigail @mail.smcvt.edu 8:00 PM - 8:55 PM (0/3) Ashley @mail.smcvt.edu 7:00 PM - 7:55 PM (0/3) 8:00 PM - 8:55 PM (0/6)	Abigail @mail.smcvt.edu 8:00 PM - 9:00 PM (0/6) Grace @mail.smcvt.edu 7:45 PM - 8:45 PM (0/6) Ashley @mail.smcvt.edu 8:30 PM - 9:25 PM (0/6)

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
Your account has overrides, allowing you to override any scheduling restrictions.		
Ellen --English @mail.smcvt.edu 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM Molly --MJD @mail.smcvt.edu 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM	Emma --Exploratory @mail.smcvt.edu 4:00 PM - 5:00 PM Lexi --Business and Sociology @mail.smcvt.edu 7:00 PM - 8:00 PM 8:00 PM - 9:00 PM	Ellen --English @mail.smcvt.edu 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM Molly --MJD @mail.smcvt.edu 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM

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 you encounter problems viewing schedules or registering for sessions, please contact Dina Alsaffar at dalsaffar@smcvt.edu. It is helpful to include a screenshot of the problem or error message in your email.