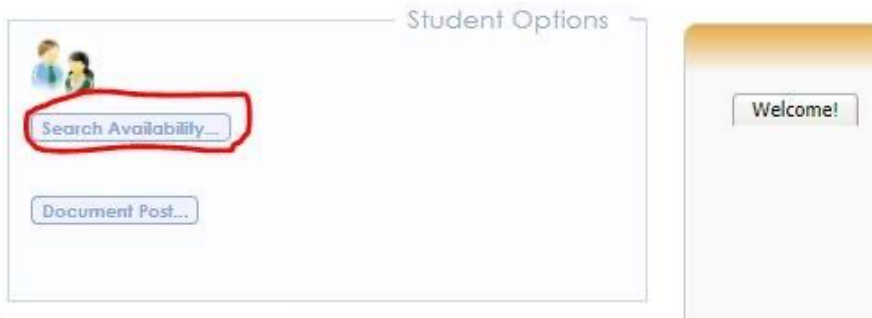
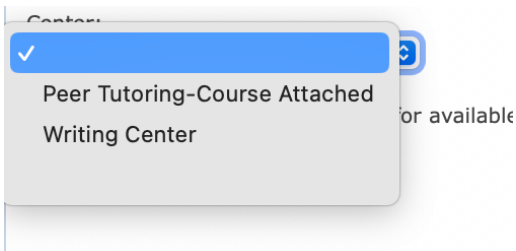


Tutor Trac Student Guide for Peer Tutoring & the Writing Center

1. Log on to [TutorTrac](#) with your Mikenet username and password. (click link or type in google: tutor trac smcvt)
2. Click “Search Availability” on the left-side of the window



3. Use the drop-down to select the Center you need.



4. Once you select the Center, use the “CHOICE REQUIRED” drop down menu to select the course. Then click “Search.” You can adjust the date range to expand or narrow results. Results below are the same for tutoring and writing center

Center:
Peer Tutoring-Course Attached

To search for available sessions, please select a Cent Section then click on Search to find all available offer the selected Section.

Section:
CHOICE REQUIRED

Sections:

ED241 A 202309	Lit for Children & Adolescents
ID101 F 202309	Intro to Purposeful Learning 1
PS101 C 202309	General Psychology
RS120 C 202309	Christianity: Past & Present

Center:
Peer Tutoring-Course Attached

To search for available sessions, please select a Center and a Section then click on Search to find all available offerings for the selected Section.

Section:
PS101 C 202309

From:
09/06/2023

To:
10/06/2023

Time:
0:00a to 11:59p

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

Search

PLEASE NOTE: some courses do not have a tutor attached and it will say “no results found” when you click search—please email Dina at dalsaffar@smcvt.edu to get help in finding a tutor!

5. Available tutoring sessions or appointments will load.

Peer Tutoring: **yellow slots indicate sign up times (sign up required); blue slots indicate drop in times (no sign up required)—hover over blue slot to see room location**

Available Time Slots:

Thu 9/7/2023 Tue 9/12/2023

Your account has overrides, allowing you to override any scheduling restrictions.

Michael [redacted]@mail.smcvt.edu Michael [redacted]@mail.smcvt.edu

5:00 PM - 6:00 PM (0/3) 5:00 PM - 6:00 PM

Drop In only, no pre-scheduling available
Location: Durick Library 337 Subject: PS101 General Psych 202309

Writing Center: all slots can be signed up for online

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 [redacted]@mail.smcvt.edu Emma [redacted]@mail.smcvt.edu Ellen [redacted]@mail.smcvt.edu

5:00 PM - 6:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM

6:00 PM - 7:00 PM 6:00 PM - 7:00 PM 6:00 PM - 7:00 PM

Molly [redacted]@mail.smcvt.edu Lexi [redacted]@mail.smcvt.edu Molly [redacted]@mail.smcvt.edu

3:00 PM - 4:00 PM 7:00 PM - 8:00 PM 3:00 PM - 4:00 PM

4:00 PM - 5:00 PM 8:00 PM - 9:00 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. Click “Save” to reserve your seat.

Appointments Entry

Student: Rylee [redacted]@mail.smcvt.edu Staff: Michael [redacted]

Appointment Info

Please use the "Notes" area to share the topics or questions you want to focus on during your session.

Center: Peer Tutoring-Course Attached Location: Durick Library 337

Subject: PS101 C 202309 Status:

Date: 9/7/2023 Time: 5:00 PM To: 6:00 PM

Recurring Appt Weekly Type: Future Avail Dates: 9/14/2023, 9/21/2023, 9/28/2023, 10/5/2023, 10/12/2023, 10/19/2023, 10/26/2023, 11/2/2023, 11/9/2023, 11/16/2023, 11/23/2023, 11/30/2023, 12/7/2023

Notes:

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

Save 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 with the relevant information about the session.

If you encounter any problems, please email Dina at dalsaffar@smcvt.edu