Tutor TutorTrac™ Guide

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Logging Your Hours

When working at a center you will need to log your hours using the sign-in computer.

Logging In

1. At the login screen (Figure 1) type in your 7 digit Towson ID number and click **Log In/Out**.

   Your ID number is located on your One Card. If you do not have your card with you, you can go to your timesheet at [http://students.towson.edu](http://students.towson.edu) and it will be displayed there for you.

2. Choose the subject **EMPSTU1** subject from the list that appears. (Figure 2)

3. Choose the visit reason of **Work (Only Tutors)** and click on **Continue**. (Figure 2)
Logging Out

1. Repeat step 1 from the Logging In directions, then choose your name from the Tutor drop-down box. (Figure 3).

What to do if you experience problems:
If you experience any problems with this process, please contact Jeremy Boettinger at 410-704-5588 or jboettinger@towson.edu and manually track your hours in the binder located next to the sign-in station.

If the TutorTrac™ system says Access Denied or doesn’t display the login screen please contact the corresponding person below, go to the Web site https://achieve.towson.edu and use the login name and password for the center. If that does not work, contact the person listed below for the center in which you are working:

AAC:  Frank Mullen Cook 524
COSC:  Rich Webster YR 422
Math:  Jeremy Boettinger Cook 524
Music:  Dr. Mannix Center for the Arts
Science:  Liina Ladon Smith 538
Assisting Students with Logging In

The steps for students are similar to the steps indicated for tutors. The difference is that they need to choose the actual subject for which they are receiving tutoring.
Entering Notes and Checking Schedule

Each tutor is expected to complete session notes online via TutorTrac for all tutoring sessions lasting 20 minutes or more. Visit the Tutor Training & Policy Manual for information on session note policies.

1. Go to the Web site http://www.towson.edu/lead. Type in your username and password. Click Login.

2. Click on Recent Visits Listing.

3. Click on the name for the student whose visit you are adding notes for.
4. Type your notes in the area provided and then click on Save.

5. Follow the link for Main Menu and then click on Exit if you are finished or click on Return if you would like to continue adding notes for a different visit.

If you need assistance contact Jeremy Boettinger at 410-704-5588.
How Students Schedule Appointments

If you are an appointment-based tutor, students should be directed to the following TutorTrac Scheduling Instructions for a demonstration of how to schedule an appointment. Students can always contact the Academic Achievement Center, 410-704-2291 if they experience any difficulty with this process.

1. Students go to https://achieve.towson.edu and use their Towsonu username and passwords to log in.

2. A main screen appears showing any upcoming appointments. (Figure 4)

3. Click on Search Availability. (Figure 5)

4. Choose a center and then your course section. (Figure 5)
5. Choose a **date range** and click on **Search**. (Figure 5)

6. Availabilities will appear on the right side of the screen. You may need to scroll over to see them all. Drop-in availabilities do not require appointments, 1 on 1 and multi-person groups require that you click on the time you would like to schedule and click on **Save**. **NOTE:** Appointments are limited to 1-hour/week/course.

The tutor and the student both receive an e-mail confirmation (Figure 6):

**Figure 6**