

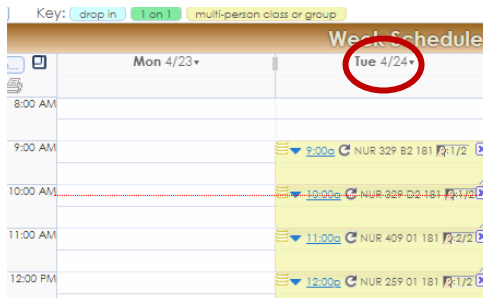
INSTRUCTIONS FOR TUTORS ENTERING VISITS INTO TutorTrac FOR SPRING 2021

TutorTrac is used to log the students visits for attendance and payroll purposes. It is recommended to log students daily but they all need to be logged by payroll due dates, refer to the Payroll Schedule for 2021. Session summary logs must be completed and submitted to the Tutoring Services office on the last day of the payroll period.

HOW TO LOG STUDENT'S VISIT-?

1. Go to SCHEDULE
2. Click on the DATE of the visit at the top of the column
3. Click on the TIME of the student's session
4. In the STATUS drop down select ATTENDED or EXCUSED. (leave blank for unexcused or no show)
5. Check off "Automatically create the visit when this appointment is saved" next to save button.
6. Hit SAVE, repeat for all students.

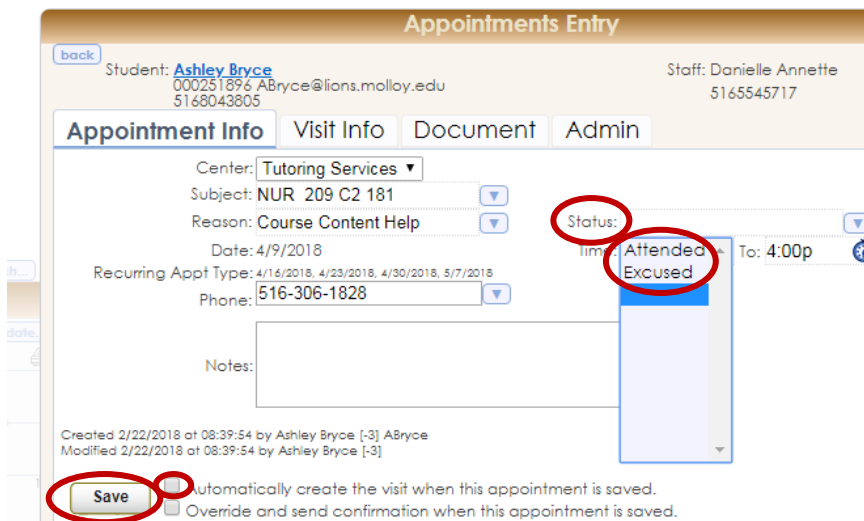
1-2



3.



4-5-6



FOR FIRST TIME TUTORS:

First time Tutors will need to visit the Tutortrac link (molloy.go-redrock.com) and enter **their first name initial and last name** (prakow) **for the username and password**. The screen will prompt you to **change** your password.