



INSTRUCTIONS FOR TUTORS

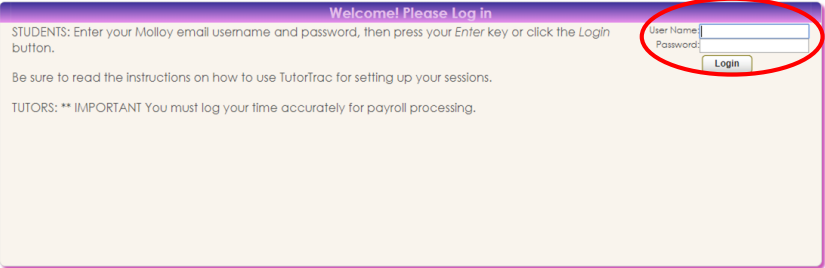
HOW TO ENTER VISITS & HOURS IN TUTORTRAC

MOLLOY COLLEGE
TUTORING SERVICES
FALL 2018
TUTORING@MOLLOY.EDU

- **Tutor Trac is used to log both your hours and the students visits for attendance and payroll purposes.**
- **It is recommended to log students and your hours daily but they all need to be logged by payroll due dates.**
- **Paper summary logs must be completed as well.**

HOW TO LOG A STUDENT VISIT

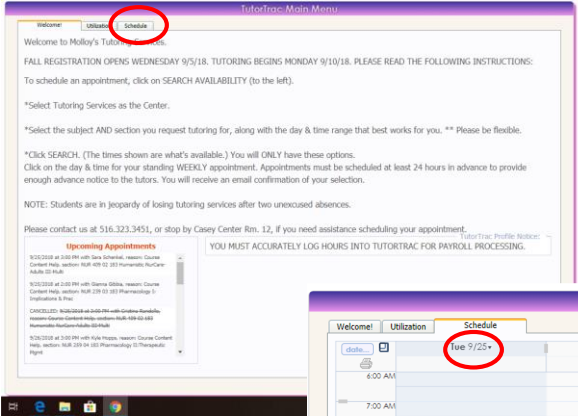
A.



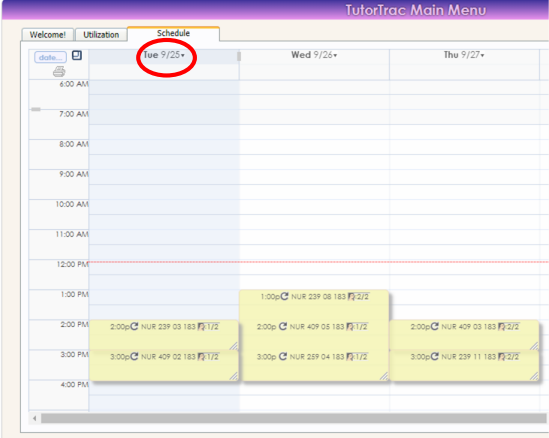
A. Login using your Tutor Trac credentials

B. Go to SCHEDULE

B.



C.



C. Click on the DATE of the visit at the top of the column

HOW TO LOG A STUDENT VISIT...CONT'D

A. Click on the TIME of the student's session

B. In the STATUS drop down select ATTENDED or EXCUSED. (leave blank for unexcused or no show)

A.

TutorTrac Main Menu

Welcome | Utilization | Schedule

Tue 9/25+ Wed 9/26+ Thu 9/27+ Fri 9/28+

Day Summary

All | Print | View Appts Only

Megan Hackford Day Summary for 9/27/2018

Cancellations: none

Appointments:

- 2:00 PM with 000250441 Emily Levy Course Content Help NUR 409 03 183 6316268108
ELevy6@ions.molloy.edu 6316268108
- 2:00 PM with 000232426 Magdalena Olech Course Content Help NUR 409 03 183 6463186006
MOlech@ions.molloy.edu 6463186006
- 3:00 PM with 000282383 Adele Robando Course Content Help NUR 239 11 183 9085000380
ARobando@ions.molloy.edu 9085000380
- 3:00 PM with 000778035 Talia Laureate Course Content Help NUR 239 11 183 2034285889
TLaurea@ions.molloy.edu (203)-428-5889

Availabilities:

- Multi-person availability # 9/6/2018 - 11/30/2018 TUE THU 2:00 PM - 3:00 PM with start times every 60 minutes
- Multi-person availability # 9/6/2018 - 11/30/2018 TUE THU 3:00 PM - 4:00 PM with start times every 60 minutes

Overridden Availabilities (not shown on schedule for this date):

B.

Appointments Entry

Student: Emily Levy
000250441 ELevy6@ions.molloy.edu
6316268108

Staff: Megan Hackford
718-570-2354

Appointment Info | Visit Info | Document | Admin

Center: Tutoring Services
Subject: NUR 409 03 183
Reason: Course Content Help
Date: 9/27/2018
Time: 2:00 PM
Recurring Appt Type: 1x/30/18 1x/30/18 1x/30/18 1x/30/18 1x/30/18 1x/30/18 1x/30/18
Phone: 6316268108

Status: **Attended**

Notes:

Created 9/8/2018 at 11:20:14 by Emily Levy (3) ELevy
Modified 9/8/2018 at 11:20:14 by Emily Levy (3)

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

HOW TO LOG A STUDENT VISIT...CONT'D

A. Check off “Automatically create the visit when this appointment is saved” next to save button.

Appointments Entry

back Student: **Emily Levy** 000250461 ELevy@fons.molloy.edu Staff: Megan Hackford 631.6268108 718-570-2354

Appointment Info Visit Info Document Admin

Center: Tutoring Services
Subject: NUR 409 03 183
Reason: Course Content Help
Date: 9/27/2018
Recurring Appt Type: 10/4/2018, 10/11/2018, 10/18/2018, 10/25/2018, 11/1/2018, 11/8/2018, 11/15/2018, 11/22/2018, 11/29/2018
Phone: 6316268108
Status: Attended
Time: Attended
To: 3:00p

Notes:

Created: 9/5/18 by Emily Levy [-3] Levy
Modified: 9/5/2018, 11:20:14 by Emily Levy [-3]

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

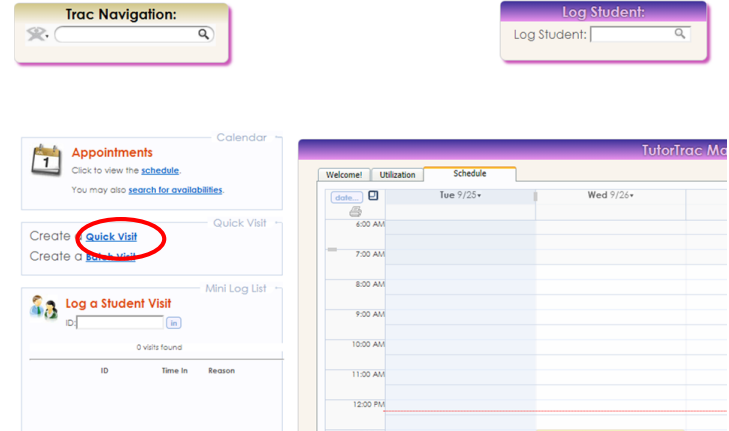
B. Hit SAVE, repeat for all students.

HOW TO LOG YOUR HOURS

(log on to Tutor Trac; once at the home page...)

A. Click on QUICK VISIT on the left side of the page.

A.



B. Enter your ID number and select your name once it come up.

B.

The screenshot shows the "Visits Entry" form. It has three tabs: "Visit Info", "Student Info", and "Prev Visits". The "Visit Info" tab is active. The "Student ID" field is circled in red and contains the value "00000000". Other fields include "Date" (00/00/00), "Location" (dropdown), "Center" (Tutoring Services), "Reason" (dropdown), "Notes" (text area), "Student Name" (text field), "Time In" (0:00a), "Time Out" (0:00a), "Subject" (dropdown), and "Consultant" (dropdown). At the bottom, there are "Save" and "Save and New" buttons. A note at the bottom reads: "Choose a center and click Save before custom visit fields will appear."

HOW TO LOG YOUR HOURS CONT'D...

- A. Enter DATE and TIME and make sure your name appears next to the consultant tab**
- If you work multiple hours in a row you can log them all at once ex. 1-3 can be logged as that.
 - THEY HAVE TO BE THE SAME TYPE OF SESSIONS ex. All individual or all group. If not all same the hours have to be logged individually.
- B. Next to reason input either INDIVIDUAL or GROUP session.**
- C. Hit SAVE, repeat until all hours are logged.**

its occurred between 8/1/2018 and 8/1/2018 for you. Change Date:

Visits Entry

Visit Info Student Info Prev Visits

Student ID: 216690 Student Name: Carter, Sydne Lauren

Date: 00/00/00 Time In: 0:00a
Location: Time Out: 0:00a

Center: Tutoring Services Subject:

Reason: Consultant: Luhrs, Kacy

Notes:

Choose a center and click Save before custom visit fields will appear.

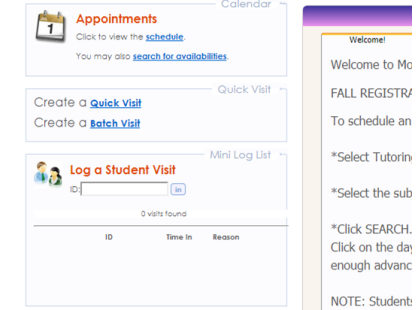
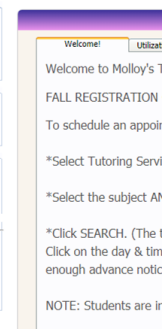
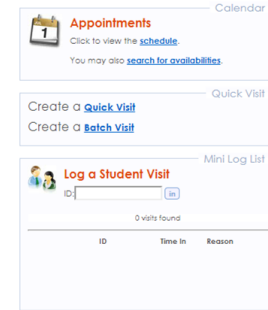
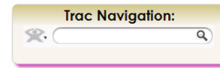
Save Save and New

HOW TO CHECK YOUR SESSIONS & HOURS

A. On the Welcome Screen there is a drop down menu titled “Trac Navigation”

B. Click on VISITS from the right side drop down.

C. Click SEARCH (by date, student ID, reason, etc) to check against your summary log.



A.

B.

A screenshot of the 'Visits Listing' page. It shows a table with 7 of 16187 visits found. The table has columns for Name, Date In, Time In, Time Out, and Hrs. A 'List Options' dropdown menu is open on the left, showing options like 'New Visit...', 'List All', 'Search', and 'View these Students...'. The table data is as follows:

Name	Date In	Time In	Time Out	Hrs	Tutori
fer Marie	9/13/2018	11:00 AM	12:00 PM	1.00	Tutori
ne	9/13/2018	12:00 PM	1:00 PM	1.00	Tutori
ry Catherine-Rose	9/13/2018	1:00 PM	2:00 PM	1.00	Tutori
19571 000290594 Belaten, Danielle Mary	9/13/2018	2:00 PM	3:00 PM	1.00	Tutori
19572 000222424 Schenkel, Sara Anastasia	9/13/2018	11:00 AM	5:00 PM	6.00	Tutori
19587 000304249 Maldonado, Daniela Giselle	9/13/2018	3:00 PM	4:00 PM	1.00	Tutori
19588 000279892 Budhu, Anupaa Bisundial	9/13/2018	4:00 PM	5:00 PM	1.00	Tutori

C.