



STUDENT SUCCESS
CENTER

Instructions for Scheduling an Online Tutoring Appointment

Login to TutorTrac at <http://sictutortrac.sanjac.edu/> using your G# and password.

Choose “Search Availability”: Select the Campus to search for tutor appointments.

Enter Criteria to search for an available tutor:

A screenshot of the TutorTrac search form. The form includes the following fields: 'Center' with a dropdown menu showing 'NORTH STUDENT_SUCCE'; 'Consultant' with an empty dropdown menu; 'Section' with a dropdown menu showing 'PSYC2301 712 202020'; 'From' with a date field showing '03/19/2020'; 'To' with a date field showing '04/02/2020'; 'Time' with a range field showing '0:00a to 11:59p' and a green horizontal bar below it; and 'Days' with a row of buttons for 'MON', 'TUE', 'WED', 'THU', 'FRI', 'SAT', and 'SUN', and a row of buttons for 'All', 'None', and 'M-F'. A 'Search' button is located at the bottom of the form.

You do not have to choose a consultant. You can just select which class you would like help with and search based on the date and time when you would like help.

by: 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
3/24/2020

You may not book sooner than 7 days prior to the appointment, and no later than 00:30 hours prior to the appointment.

- 9:35 AM - 10:05 AM
- 10:10 AM - 10:40 AM
- 10:45 AM - 11:15 AM
- 11:20 AM - 11:50 AM
- 11:55 AM - 12:25 PM
- 12:30 PM - 1:00 PM
- 1:05 PM - 1:25 PM
- 1:40 PM - 2:10 PM
- 2:15 PM - 2:45 PM
- 2:50 PM - 3:00 PM
- 3:00 PM - 3:30 PM
- 3:35 PM - 4:05 PM
- 4:10 PM - 4:40 PM
- 4:45 PM - 5:15 PM
- 5:20 PM - 5:50 PM
- 5:55 PM - 6:25 PM

Choose the time when you would like to work with a tutor and save the appointment.

After your appointments have been scheduled, you will see those appointments from the main screen on TutorTrac.

The screenshot shows the TutorTrac main menu. On the left, under 'Student Options', there are buttons for 'Search Availability...', 'Visit History...', and 'Document Post...'. The main area features a 'Welcome!' message and a 'Tutoring Center Notice: Please log in using your GID.' A central box titled 'Upcoming Appointments' displays: 'NORTH STUDENT SUCCESS CENTER appointment on 3/24/2020 at 3:00 PM with [redacted] section: PSYC2301 712 202020 General Psychology - [redacted]'. A mouse cursor is visible over the bottom right of the appointment box.

When you log back in for the appointment, up to 15 minutes before the appointment starts, you will have a link to join the online session.