



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 criteria form. The form is titled "Search Criteria:" and contains several input fields and a search button. The fields are: "Center:" with a dropdown menu set to "NORTH STUDENT_SUCCE"; "Consultant:" with an empty dropdown menu; "Section:" with a dropdown menu set to "PSYC2301 712 202020"; "From:" with a date field set to "03/19/2020" and a calendar icon; "To:" with a date field set to "04/02/2020" and a calendar icon; "Time:" with a range field set to "0:00a to 11:59p" and a horizontal bar below it; "Days:" with a row of buttons for "MON", "TUE", "WED", "THU", "FRI", "SAT", "SUN", and a row of buttons for "All", "None", and "M-F". A "Search" button is located at the bottom left 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.

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
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.

- [REDACTED]
- 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 - 1:35 PM
- 1:40 PM - 2:10 PM
- 2:15 PM - 2:45 PM
- 2:50 PM - 3:00 PM
- [REDACTED]
- 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.

TutorTrac Main Menu

Welcome!

Tutoring Center Notice:
Please log in using your GID.

Upcoming Appointments

NORTH STUDENT_SUCCESS_CENTER appointment on 3/24/2020
at 3:00 PM with [REDACTED], section: PSYC2301 712 202020
General Psychology . ✕

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

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.