

INSTRUCTIONS TO THE NEW SLC SCHEDULING SITE

If you have questions, please email learning@colby-sawyer.edu.

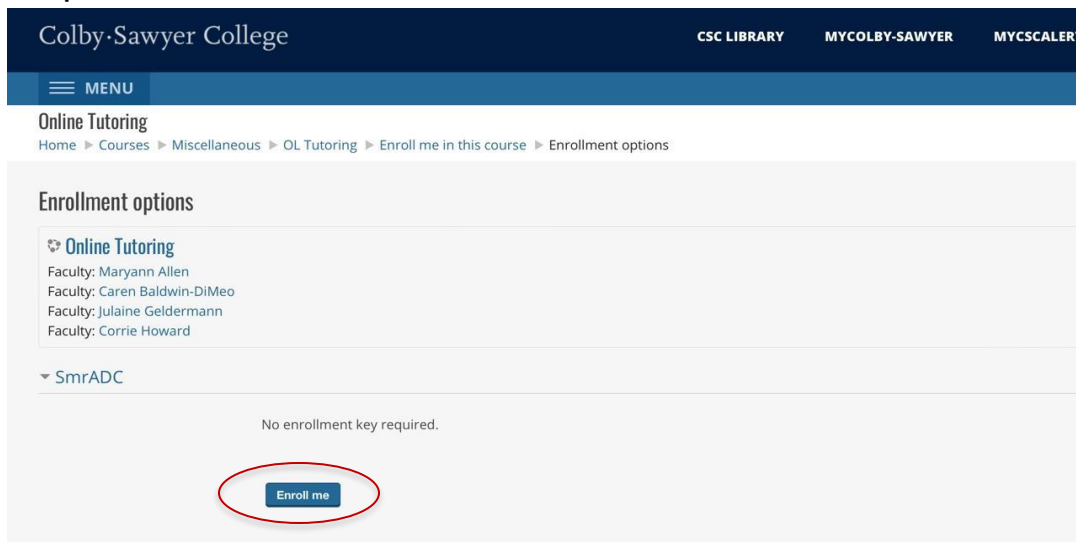
The direct link to TutorTrac / the SLC-schedule: <https://colby-sawyer.go-redrock.com/TracWeb40/Default.html>

Steps to access the new SLC site through Moodle:

Step 1: Log into Moodle. Click the TUTORING: ONLINE/ON-CAMPUS -link in the right corner



Step 2: Click the Enroll me button



Step 3: Click the Book an Appointment -link

The screenshot shows the 'Online Tutoring' page. On the left is a calendar for September 2020. The main content area is titled 'Tutoring: Online/On-campus' and contains a link for 'Student Learning Collaborative' with a sub-link 'Book An Appointment' circled in red. Below this is a 'NetTutor' section with a description of the service and a note about pop-ups.

Online Tutoring
Home ▶ Courses ▶ Miscellaneous ▶ OL Tutoring

CALENDAR
September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Tutoring: Online/On-campus

[Student Learning Collaborative](#)
[Book An Appointment](#)

NetTutor
Colby-Sawyer partners with NetTutor to provide online tutoring 24/7. Through NetTutor, professionals can help you with understanding course content in Business Management, History, Humanities and Social Sciences, Math, and Nutrition, as well as offering a Writing Lab for writing consultations in any discipline.
Access NetTutor here:
[NetTutor - Note: Pop-ups must be enabled to login to this service](#)

Step 4: TutorTrac will open. Log in with the same credentials you use for Moodle.

The screenshot shows the TutorTrac login page. The main content area is titled 'Welcome! Please Log in' and contains a form with 'User Name:' and 'Password:' fields and a 'Login' button circled in red. The page also features a 'C·S 1837' logo and a 'Tracking Software' notice.

C·S 1837

Welcome to Campus

Welcome! Please Log in
Enter your username and password, then press your *Enter* key or click the *Login* button.
User Name:
Password:

Tracking Software
Welcome to TutorTrac
RedRock Software Corporation
version 4.2.170210 © Copyright 1999-2011
RedRock Software Corporation
Unauthorized Duplication of Software is Illegal and Prohibited under
Federal Law

version 4.2.170210-B
www.go-redrock.com
www.tutortrac.com
www.eduoftutor.com
©1999-2011 All Rights Reserved

Step 5: Click the Search Availability -button



Student Options

[Search Availability...](#)

[Visit History...](#)

[switch to mobile version](#) [pad/tablet](#) [phone](#)

TutorTrac Main Menu

Welcome!

Receive SMS Alerts

You can activate text reminders now

You can turn on text reminders to receive an SMS message on your mobile device reminding you of important appointments in our center.

Standard SMS Message rates may apply.

Activate

Step 6: Choose Center from the drop down bar (online or in-person)

- Choose the Section from the drop down bar (which course you need help with)
- Choose the date/time you're available (if no one comes up, try choosing a wider time frame)

Center: Student Learning Collaborative

Section: CHOICE REQUIRED

Sections:

BUS226 A	INTRO TO PERS
202009	FINANC
BUS340 A	CONFLICT MGMT ARB
202009	
BUS407 A	ADVERTSNG & SOC
202009	MED
GD125 A	DESIGN&DIGITAL
202009	MED
GD125 B	DESIGN&DIGITAL
202009	MED
HPS486 A	HPS RESEARCH
202009	MTHDS
Writing-General	
Writing-Science	

Center: Student Learning Collaborative

Section: BUS226 A 202009

From: 09/14/2020

To: 09/28/2020

Search

Step 7: All available tutors who can help you with your chosen course and their schedules will pop up. Choose a tutor and a time and confirm! You should receive a confirmation email to Outlook.

Search Criteria:

Center: Student Learning Collaborative

Section: Writing-General

From: 09/14/2020

To: 09/18/2020

Search

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:

Mon 9/14/2020	Tue 9/15/2020	Wed 9/16/2020	Thu 9/17/2020	Fri 9/18/2020
Millie Baldinger mildred.baldinger@my.colby-sawyer.edu 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM 6:00 PM - 6:30 PM 6:30 PM - 7:00 PM 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM	Millie Baldinger mildred.baldinger@my.colby-sawyer.edu 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM	Millie Baldinger mildred.baldinger@my.colby-sawyer.edu 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM	Caren Baldwin-DiMeo cbaldwin-dimeo@colby-sawyer.edu 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM	Anette Helin anette.helin@my.colby-sawyer.edu 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM
Anette Helin anette.helin@my.colby-sawyer.edu 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM	Megan Bishop megan.bishop@my.colby-sawyer.edu 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM	Megan Bishop megan.bishop@my.colby-sawyer.edu 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 5:30 PM 5:30 PM - 6:00 PM	Megan Bishop megan.bishop@my.colby-sawyer.edu 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM	Anette Helin anette.helin@my.colby-sawyer.edu 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM
	Quinn Stuebner quinn.stuebner@my.colby-sawyer.edu 6:00 PM - 6:30 PM 6:30 PM - 7:00 PM 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM 8:00 PM - 9:00 PM	Anette Helin anette.helin@my.colby-sawyer.edu 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM 5:00 PM - 6:00 PM 6:00 PM - 6:30 PM 6:30 PM - 7:00 PM	Quinn Stuebner quinn.stuebner@my.colby-sawyer.edu 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM	Bella Pau isabella.pau@colby-sawyer.edu 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM

Step 8: Choose a tutor and a time that works for you. When you click on a time, a box shows up where you can choose the reason you're coming for (study skills, homework, etc.) and the length of your appointment (30 or 60 minutes). You can also add notes if you'd like to, for example what chapter or concept you want to work on, so the peer educator can be more prepared when you arrive. Hit save and your appointment is logged to the system! You should receive a confirmation email to Outlook.

Appointments Entry

Student: Staff: Anette Helin

Appointment Info

Center: Student Learning Collaborative

Subject: Writing-General

Reason: exam prep, homework, study skills, writing consultation

Date: Time: 11:00 AM To: 11:30 AM

Recurring Appt Type: Appointment Duration: 30 minutes

Phone:

Notes:

Created 00/00/00 at 00:00:00 by
 Modified 00/00/00 at 00:00:00 by

Save

Step 9: If you have chosen an online appointment, you should log in to this system before your appointment. A zoom link will appear for your session 15 minutes prior to the start time. If you have chosen an in-person appointment, meet your tutor in room 501 or 503 of the library.