INSTRUCTIONS TO THE NEW SLC SCHEDULING SITE

If you have questions, please email learning@colby-sawyer.edu.
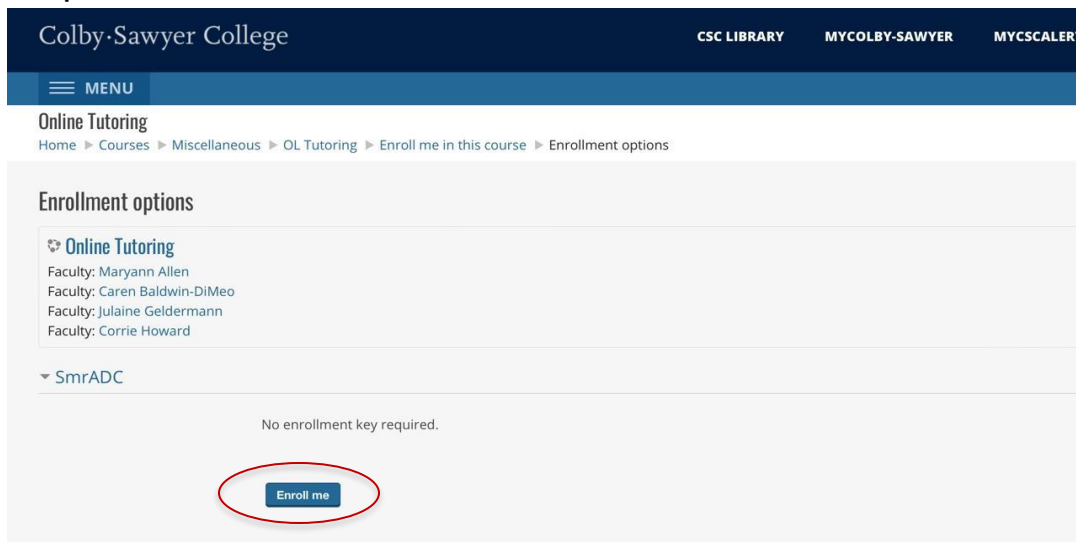
The direct link to TutorTrac / the SLC-schedule: https://colby-sawyer.go-redrock.com/TracWeb40/Default.html

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

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

Step 5: Click the Search Availability -button

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)

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.

Center:
Student Learning Collaborative

Section:
Writing-General

From:
09/14/2020

To:
09/18/2020

Search

C·S

Search Criteria:

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 9/18/20
Millie Baldinger mildred.baldinger@my.colby-sawyer.edu	**Millie Baldinger** mildred.baldinger@my.colby-sawyer.edu	**Millie Baldinger** mildred.baldinger@my.colby-sawyer.edu	**Caren Baldwin-DiMeo** cbaldwin-dimeo@colby-sawyer.edu	**Anette H** anette.he
5:00 PM - 5:30 PM	1:00 PM - 1:30 PM	2:00 PM - 2:30 PM	3:00 PM - 3:30 PM	11:00 AM
5:30 PM - 6:00 PM	1:30 PM - 2:00 PM	2:30 PM - 3:00 PM	3:30 PM - 4:00 PM	11:30 AM
6:00 PM - 6:30 PM	2:00 PM - 2:30 PM	3:00 PM - 3:30 PM	4:00 PM - 4:30 PM	12:00 PM
6:30 PM - 7:00 PM	2:30 PM - 3:00 PM	3:30 PM - 4:00 PM	4:30 PM - 5:00 PM	12:30 PM
7:00 PM - 7:30 PM	3:00 PM - 3:30 PM	4:00 PM - 4:30 PM		1:00 PM -
7:30 PM - 8:00 PM	3:30 PM - 4:00 PM	4:30 PM - 5:00 PM	**Megan Bishop** megan.bishop@my.colby-sawyer.edu	1:30 PM -
		5:00 PM - 5:30 PM	1:00 PM - 1:30 PM	2:00 PM -
Anette Helin anette.helin@my.colby-sawyer.edu	**Megan Bishop** megan.bishop@my.colby-sawyer.edu	5:30 PM - 6:00 PM	1:30 PM - 2:00 PM	2:30 PM -
12:00 PM - 12:30 PM	1:00 PM - 1:30 PM	**Megan Bishop** megan.bishop@my.colby-sawyer.edu	2:00 PM - 2:30 PM	**Bella Pau** isabella.p
12:30 PM - 1:00 PM	1:30 PM - 2:00 PM	3:00 PM - 3:30 PM	2:30 PM - 3:00 PM	10:00 AM
	2:00 PM - 2:30 PM	3:30 PM - 4:00 PM	3:00 PM - 3:30 PM	10:30 AM
	2:30 PM - 3:00 PM	4:00 PM - 4:30 PM	3:30 PM - 4:00 PM	11:00 AM
	3:00 PM - 3:30 PM	4:30 PM - 5:00 PM	**Quinn Stuebner** quinn.stuebner@my.colby-sawyer.edu	11:30 AM
	3:30 PM - 4:00 PM	5:00 PM - 5:30 PM	2:00 PM - 2:30 PM	2:00 PM -
	Quinn Stuebner quinn.stuebner@my.colby-sawyer.edu	5:30 PM - 6:00 PM	2:30 PM - 3:00 PM	2:30 PM -
	6:00 PM - 6:30 PM		3:00 PM - 3:30 PM	3:00 PM -
	6:30 PM - 7:00 PM	**Anette Helin** anette.helin@my.colby-sawyer.edu	3:30 PM - 4:00 PM	3:30 PM -
	7:00 PM - 7:30 PM	4:00 PM - 4:30 PM	4:00 PM - 4:30 PM	
	7:30 PM - 8:00 PM	4:30 PM - 5:00 PM	4:30 PM - 5:00 PM	
	8:30 PM - 9:00 PM	5:00 PM - 5:30 PM		
		5:30 PM - 6:00 PM		
		6:00 PM - 6:30 PM		
		6:30 PM - 7:00 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:
Recurring Appt Type:
Phone:

Time: 11:00 AM To: 11:30 AM
Appointment Duration: 30 minutes

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.