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.goredrock.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

NetTutor
Colby-Seyer 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.
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.

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.

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.