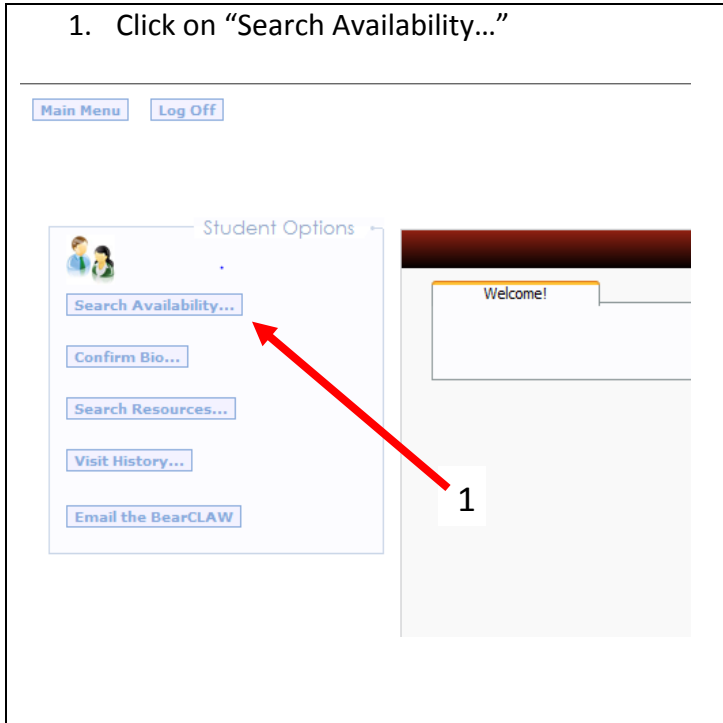
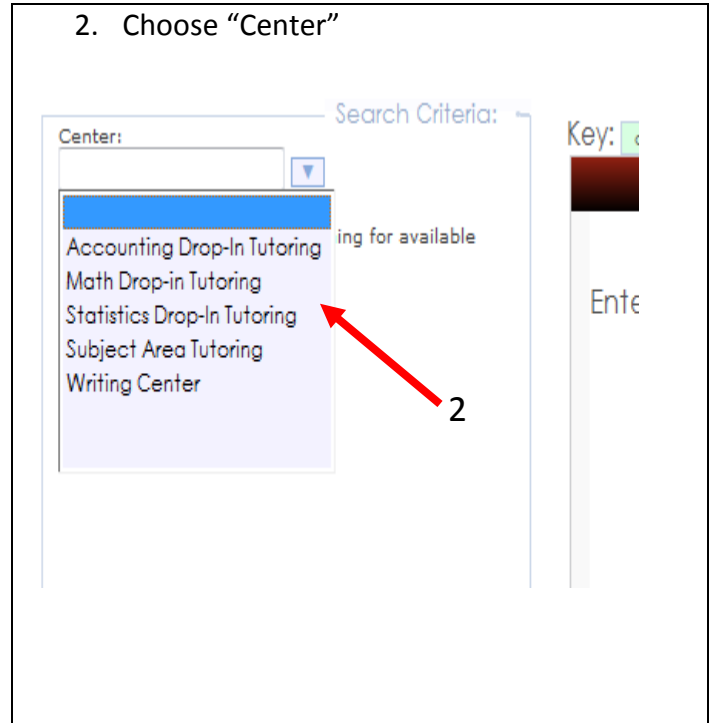


Scheduling an appointment in TutorTrac 4.0

1. Click on "Search Availability..."

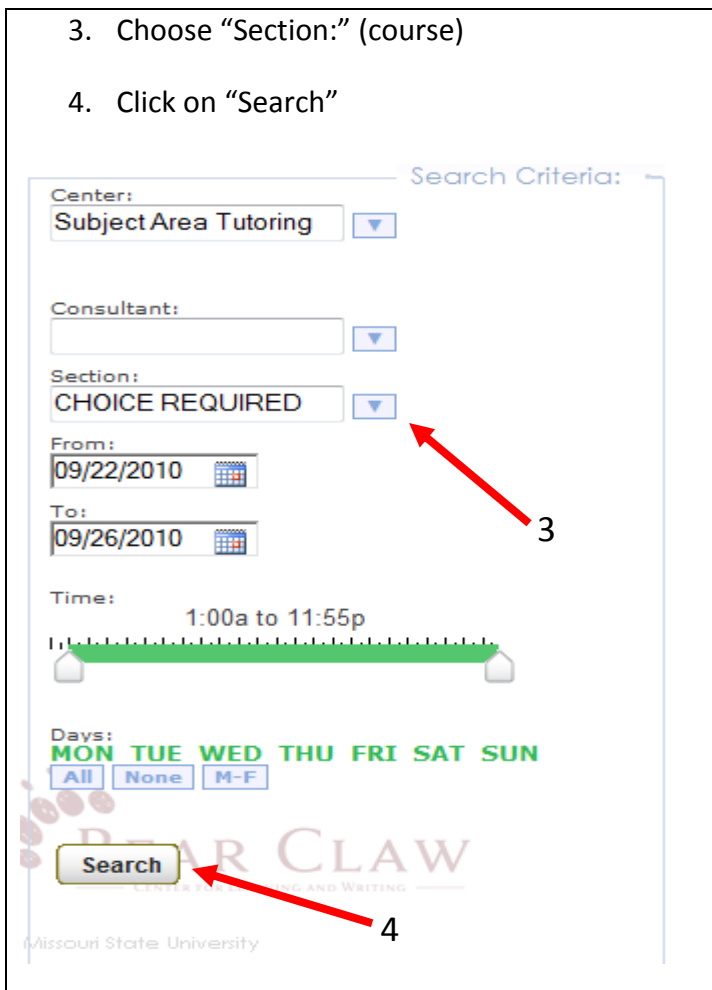


2. Choose "Center"



3. Choose "Section:" (course)

4. Click on "Search"



5. Click on the time slot you would like to schedule



6. Click on "Save"

Appointments Entry

Student: Student Name M number Staff: Tutor Name

Appointment Info

Center: Subject Area Tutoring

Subject: FIN_380 002 201040

Date: 9/24/2010 Time: 2:00 PM To: 3:00 PM

Notes:

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

Save

7. Return to "Main Menu"

Main Menu Log Off

Center: Subject Area Tutoring Search Criteria:

Choose a center to begin searching for available appointment slots.

Key: drop in 1 on 1 multi-person

Thu 9/23/2010	Fr 9/24/
Melissa 2:00 PM - 3:00 PM 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM	Brian 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00
	Melis 11:00 12:00 1:00 2:00 3:00 4:00

Appointments will be listed in "Upcoming Appointments". To cancel an appointment, click on the "x".

TutorTr

Welcome!

Upcoming Appointments

Subject Area Tutoring appointment on 9/24/2010 at 2:00 PM with Tutor Name section: FIN_380 002 201040 . x

x

Appointment Cancellation

Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
Subject Area Tutoring appointment on 9/24/2010 at 2:00 PM with Tutor Name
section: FIN_380 002 201040

Reason:

Keep Appointment Confirm Cancellation