



Set your students up for success!

ASC Tutoring and TutorTrac Online Appointment Scheduling



Did you know?

- All tutoring services at ASC Tutoring are FREE
- Tutoring is arranged on a first-come, first-served basis
- Students are allowed two appointments per week per subject
- Sessions are one-on-one or small groups in the Academic Support Center with on-site tutors

Did you know?

- Walk in math tutoring is available
- Regularly-scheduled, course-specific workshop tutoring is provided on a walk-in basis in classrooms on campus
- Lab tutoring assists students with the use of specialized equipment

How do students sign up?

- Visit the Tutoring Center in ASC 1017
- Call (231) 591-3543
- Email asc@ferris.edu
- Use our new TutorTrac online scheduling tool!

What is TutorTrac?

- An online scheduling and appointment management tool
- Students can log in to the TutorTrac system from any computer or mobile device to view and change ASC Tutoring appointments
- They can manage their appointments anytime, even after hours or between classes
- TutorTrac also generates reminder emails to help students avoid missing appointments



What are the benefits?

- Students report that the main reasons for missing scheduled tutoring appointments are
 - Last-minute scheduling conflicts
 - Forgetting the appointment
- TutorTrac allows them to manage their appointments independently to fit their changing schedules
- It is available 24 hours a day, seven days a week from any Web or mobile browser
- When students manage their tutoring appointments directly, they
 - Miss fewer appointments
 - Take more responsibility for learning during those appointments
 - Are likelier to succeed

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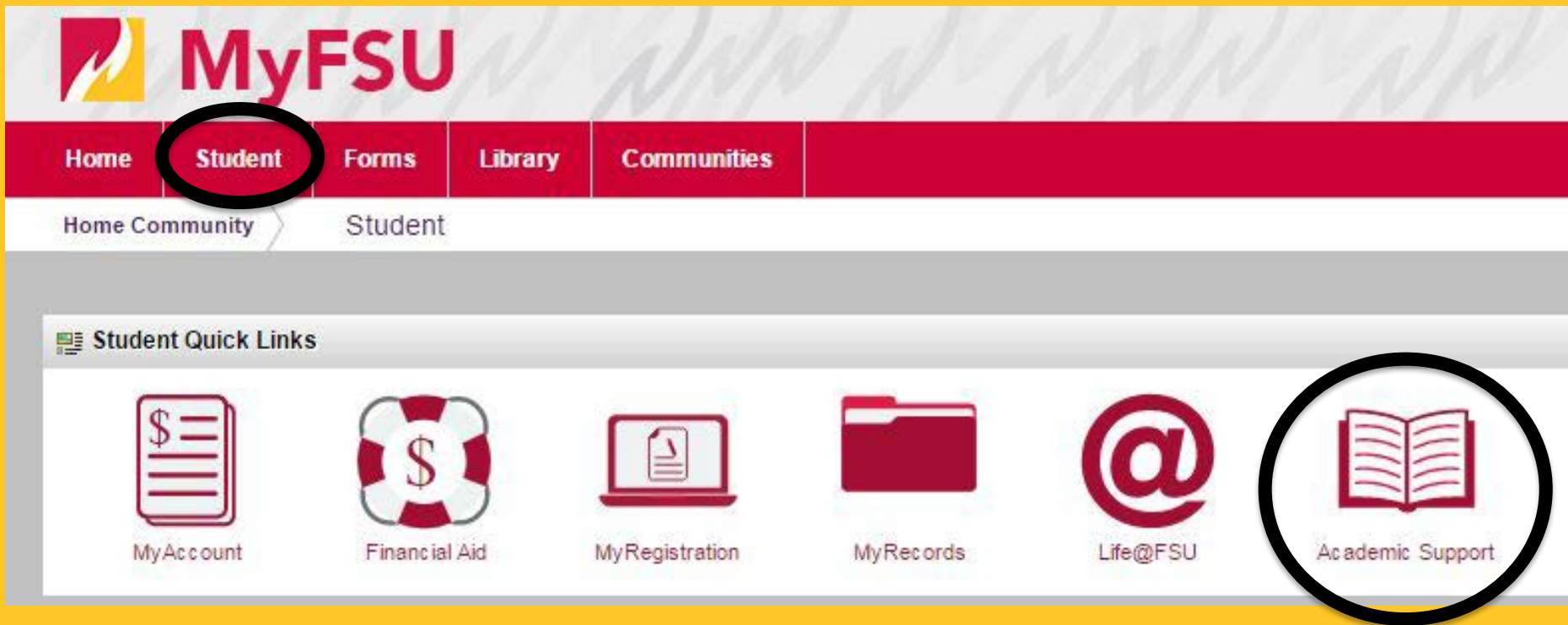


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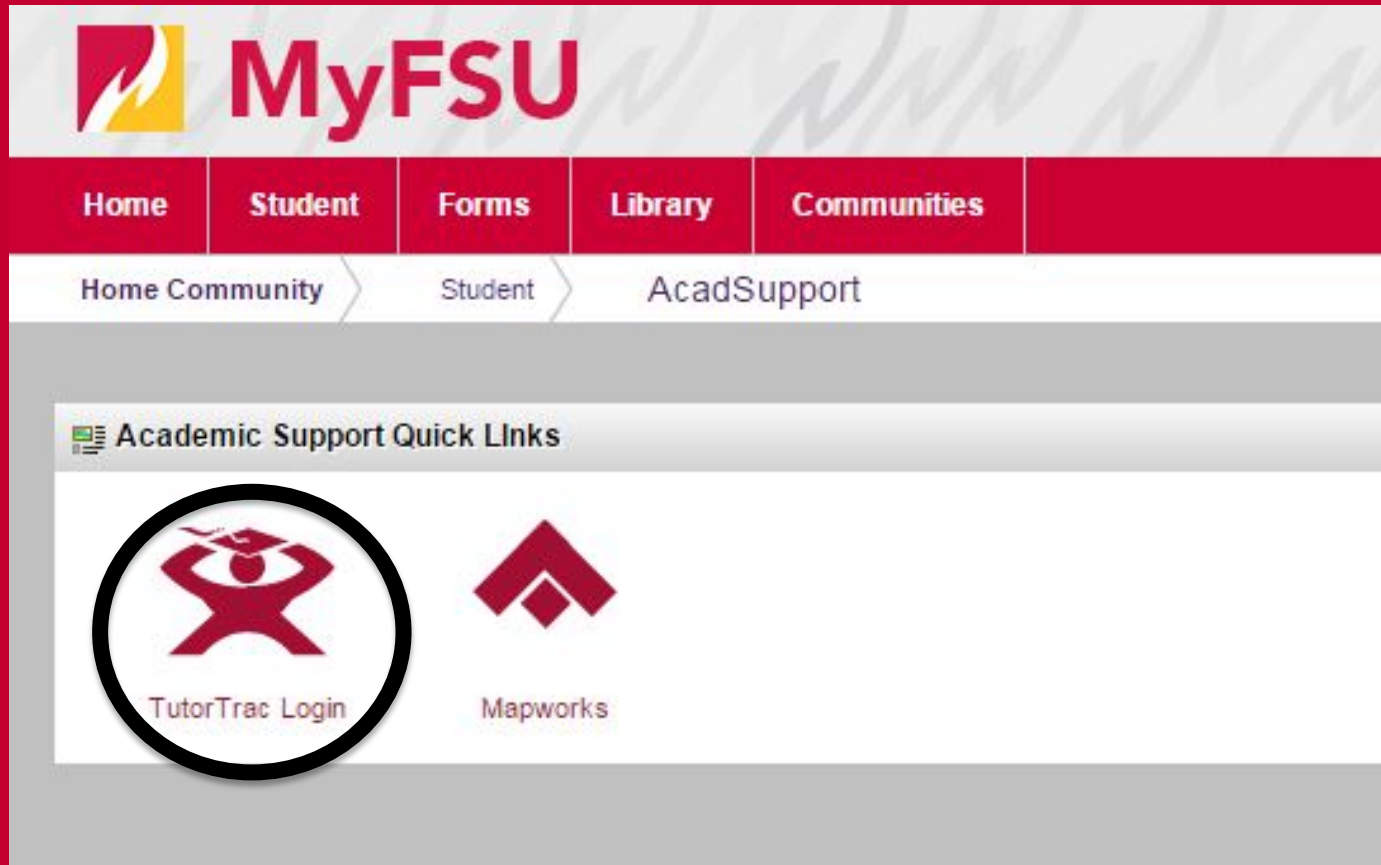
To begin, log in to MyFSU.

Click on the Student tab, then click on “Academic Support”.



The screenshot displays the MyFSU website interface. At the top left is the MyFSU logo, consisting of a stylized flame icon and the text "MyFSU". Below the logo is a horizontal navigation bar with five tabs: "Home", "Student", "Forms", "Library", and "Communities". The "Student" tab is highlighted with a black circle. Below the navigation bar, there is a sub-menu with "Home Community" and "Student" options. The main content area is titled "Student Quick Links" and contains six icons with corresponding labels: "MyAccount" (dollar sign on a document), "Financial Aid" (dollar sign in a life preserver), "MyRegistration" (laptop with document), "MyRecords" (folder), "Life@FSU" (at symbol), and "Academic Support" (open book). The "Academic Support" icon is also highlighted with a black circle.



Click on “TutorTrac Login”.



The screenshot shows the MyFSU website interface. At the top, the MyFSU logo is displayed. Below it is a navigation menu with tabs for Home, Student, Forms, Library, and Communities. The Student tab is selected, and the AcadSupport page is visible. Under the AcadSupport page, there is a section titled "Academic Support Quick Links" which contains two links: "TutorTrac Login" (highlighted with a black circle) and "Mapworks".

Welcome to TutorTrac!

Trac Navigation:


Log Student:

Log Student: 


Log Resource:

Log Resource: 
or Student ID: 

Quick Report

 Click [Reports](#) to generate a report.
Click [Custom](#) to create a custom report.
The following are your favorites:

Calendar

 **Appointments**
Click to view the [schedule](#).
You may also [search for availabilities](#).

Quick Visit

Create a [Quick Visit](#)
Create a [Batch Visit](#)

Mini Log List

 **Log a Student Visit**

ID:

0 visits found


| ID | Time In | Reason |
|----|---------|--------|
|----|---------|--------|

TutorTrac Main Menu

Welcome!

To schedule a tutoring appointment,
click “search for availabilities”.

Calendar



Appointments

Click to view the [schedule](#).

You may also [search for availabilities](#).



Search Criteria: ←

Student: [Sam Smith](#)

Center:

Section:

From:

To:

Time:

Days:

1. Enter your name or student ID.
2. Select “Center Tutoring” from the drop-down menu.
3. Select the course you would like tutoring for.
4. Select the date range and days of the week you prefer.

Search Criteria:

Student: 1 Sam Smith

Center: Center Tutoring

Section: Time Management - Study SI ←

From: 09/01/2015

To: 09/15/2015

Time: 0:00a to 11:59p

Days: MON TUE **WED THU** FRI SAT SUN

Sam Smith decided he needed some help with time management.

He preferred an appointment on Wednesday or Thursday.

Here are Sam's options... he chose the Wednesday noon appointment.

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:

Wed
9/2/2015

Thu
9/3/2015

Wed
9/9/2015

Thu
9/10/2015

Your account has overrides, allowing you to override any scheduling restrictions.

Kimberly Smith

Kimberly Smith

Kimberly Smith

Kimberly Smith

8:30 AM - 10:00 AM

8:30 AM - 10:00 AM

8:30 AM - 10:00 AM

8:30 AM - 10:00 AM

11:00 AM - 11:30 AM

12:00 PM - 5:00 PM

11:00 AM - 11:30 AM

12:00 PM - 5:00 PM

12:00 PM - 1:00 PM

1:30 PM - 5:00 PM



Now Sam needs to fill in the reason for his appointment and his phone number and click “Save”.

Appointments Entry

Student: Sam Smith
00000001

Staff: Kimberly Smith

Appointment Info

Center: Center Tutoring ▼

Subject: Time Management - Study Skills ▼

Reason: Study Skills ←

Date: 9/2/2015

Phone: 1234567890 ←

Status: ▼

Time: 12:00p ⌚ To: 1:00p ⌚

Notes:

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

Save Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

Congratulations, Sam!

Your appointment has been scheduled.

TutorTrac will send you a reminder email.