What is Tutor Trac?

- Tutor Trac is a web based management system that allows you to find a tutor, see tutor schedules and drop-in hours, and make appointments.

- Once you log-in, you will be able to see the available times for the Math Center, Science Center and Peer Tutoring.

- Tutor Trac works best with the latest version of Fire Fox. Always use the latest version of your web browser (Safari, Explorer, Fire Fox) to open the page correctly. Refresh your page when necessary.

- The system always needs time to load your information. Wait a few seconds to let the system find you, your course, the schedules, etc.
Tutor Trac Login Page

1. Use your Ohio ID and password to sign in. Ex: jd12345 – Ohio ID.

2. Hit the Login button.
Will show your upcoming appointments

Hit the X button to cancel an appointment. You MUST cancel your appointment 8 hours in advance of your appointment start time to allow other students to book an appointment.

Main Menu Welcome Message – Always read for important instructions or updates concerning Tutor Trac.
Welcome!

Remember to SIGN-IN before you begin your session and SIGN-OUT when you have completed your session at the Math Center and Science Center. PEER TUTORS: Please approve your sessions at the end of the session.

**Upcoming Appointments**

- PEER TUTORING appointment on 9/4/2012 at 9:00 AM with Kelly Corder, reason: general tutoring, section: MATH1200 100 2131 College Algebra.
- PEER TUTORING appointment on 9/5/2012 at 9:00 AM with Kelly Corder, reason: homework help, section: MATH1200 100 2131 College Algebra.
- Appointment on 4/13/2016 at 9:00 AM with Kelly Corder
Select a Center

You can only select one center.
Select your course

Your courses for the current semester will appear in the drop down menu.
Select the days and times you want tutoring

Drag the HANDLES to select the time you want to see a tutor.

Click on the days you want to see a tutor. The days you select will be in GREEN. It is best to choose all days and times to get the most availabilities.

Hit the SEARCH button.
See search results for Tutor Schedules

The key:

- Light Blue available time slots refer to drop-in sessions. No appointment is necessary. Drop in times are available only at the Math and Science Center in Alden 101 at the AAC. These sessions are free.

- Green available time slots refer to 1 on 1 appointments. Sessions in the Math and Science Center are 30 minutes. Peer Tutoring (Private Pay) sessions are 60 minutes. You must make an appointment.

- Yellow available time slots refer to group tutoring sessions. Group Tutoring is not available through Tutor Trac at this time. Please visit the AAC to request a tutor for your group.
Click on the time you want for an appointment
Select the Reason for tutoring.

If you made an appointment with Peer Tutoring, your tutor will email you to choose a location for your tutoring session. He or she will also inform you of the fee. Feel free to contact them first, once you have received the confirmation email.
System will return to the Available Slots screen.

You can make an appointment for a different course, view drop-in hours or Log Off.

Remember! Drop-in hours are in light blue. You cannot make an appointment for drop-in hours. Just go to the Math or Science Center and log-in at the kiosk to start your session.
Sign-In and Sign-Out
Math and Science Center

- Before you begin your tutoring session at the Math Center or Science Center, you will need to Log In to Tutor Trac at our computer kiosk.

- Simply enter your OHIO ID.

- At the end of your session, sign out at the kiosk by entering your OHIO ID and answering a few questions.
Check your email for confirmation

- If you made an appointment for the **Math or Science Center**, meet your tutor in **Alden 101**.

- If you made an appointment for **Peer Tutoring**, your tutor will email you to confirm a meeting location for your tutoring session. We recommend **Alden 101** and **Baker Center**.

- The email confirmation will include your tutor’s email address.

- The standard fee for Peer Tutoring appointments is **$8-$10** per hour.

- You cannot cancel an appointment if it is within 8 hours of your appointment time.
Don’t forget!

- You can book appointments a week in advance.
- You can only book an appointment 8 hours before the start time.
- You can book up to 4 appointments in one week, per subject.
- If you miss 3 appointments, you will be blocked from Tutor Trac. **Don’t miss your appointments. Cancel ahead of time.** We want to serve as many students as possible.
- Refresh your browser if you have trouble viewing the page.
- If you experience technical difficulties with Tutor Trac or can’t find a tutor, please complete a [Help with Tutor Trac Form](#).

*Thank you for your patience!*