

Scheduling appointments through *TutorTrac*

Please visit the Learning Assistance Programs Website at www.seattleu.edu/learning-assistance and click on the **TutorTrac** tab on the right.



- 1) Log into the system using your SU credentials
- 2) Click on “search availability” on the left
- 3) Select “Learning Assistance Programs” from the drop down menu for “Center”
- 4) Leave the “Consultant” section blank (unless you know the name of the individual with whom you would like to work)
- 5) Make the appropriate choice under “reason” (an individual consultation or a tutoring needs assessment—which you must **first** complete before you can be scheduled to work with a tutor). Enter the appropriate date ranges, time frame and days on which you are available. Remember that the more open your options, the more likely you will find available appointments!
- 6) Click the “search” button
- 7) Click on a suitable time and fill in the necessary information. Be sure to adjust the appointment duration as appropriate, for 30 to 60 minutes (Tutoring Needs Assessments are about 30 minutes, whereas Individual Consultations are 60 minutes).
- 8) Click the “save” button.
- 9) You will then receive an e-mail confirmation. Please read the e-mail for important information and to ensure accuracy. Failure to follow instructions may result in termination of scheduled appointments.

If you are having trouble finding an available appointment, return to the search window and revise your search with no days or times selected.

Please note: *If options come up that still do not meet your criteria, please visit the Learning Assistance Programs office and we will work with you to figure something out.*

Hope you have a wonderful quarter!

Scheduling appointments through *TutorTrac*

Please visit the Learning Assistance Programs Website at www.seattleu.edu/learning-assistance and click on the **TutorTrac** tab on the right.



- 1) Log into the system using your SU credentials
- 2) Click on “search availability” on the left
- 3) Select “Learning Assistance Programs” from the drop down menu for “Center”
- 4) Leave the “Consultant” section blank (unless you know the name of the individual with whom you would like to work)
- 5) Make the appropriate choice under “reason” (an individual consultation or a tutoring needs assessment—which you must **first** complete before you can be scheduled to work with a tutor). Enter the appropriate date ranges, time frame and days on which you are available. Remember that the more open your options, the more likely you will find available appointments!
- 6) Click the “search” button
- 7) Click on a suitable time and fill in the necessary information. Be sure to adjust the appointment duration as appropriate, for 30 to 60 minutes (Tutoring Needs Assessments are about 30 minutes, whereas Individual Consultations are 60 minutes).
- 8) Click the “save” button.
- 9) You will then receive an e-mail confirmation. Please read the e-mail for important information and to ensure accuracy. Failure to follow instructions may result in termination of scheduled appointments.

If you are having trouble finding an available appointment, return to the search window and revise your search with no days or times selected.

Please note: *If options come up that still do not meet your criteria, please visit the Learning Assistance Programs office and we will work with you to figure something out.*

Hope you have a wonderful quarter!