

To Make a TutorTrac Appointment & View Teaching Fellow Schedules

- * After the TutorTrac login page is opened, students will need to enter their HWS USER NAME and PASSWORD on the login page. Professors are unable make appointments on *TutorTrac* for students.
- * For best results when making appointments on TutorTrac, follow right-to-left, top-to-bottom spatial steps.

Login to TutorTrac: On the HWS homepage, go to the [Offices and Resources](#) link on the bottom of the page and then under [ADDITIONAL RESOURCES](#) click on the [Center for Teaching and Learning](#). You will then see the [our TutorTrac](#) site link.

- STEP 1** Click on the **Go To** button (UPPER RIGHT CORNER of the *TutorTrac* window).
- STEP 2** Select **Make Appointment** in the drop-down box that follows. **A new page titled *Availability Search* will open.**
- STEP 3** For example, click on **CTL - WRITING – COLLEAGUES** in the drop-down box of **Or select a Center:** (TOP RIGHT CORNER of the *TutorTrac* window).
- STEP 4** Click on the specialty of **Writing_Colleague_Appointment** under **And look for tutors with specialties in the following selected areas:**
- STEP 5** Enter the date range of 9/16/10 to 10/16/10 under **Available from:** (Moving to the TOP LEFT SIDE). Always advance the search a month in case appointments are filled that week.
- STEP 6** Leave the **Type:** box (appointment category) **Blank.**
- STEP 7** Click on the **SEARCH** button, wait a few seconds and then...
- STEP 8** **Scroll down to the bottom of the page** to view available appointments.
**If no appointments show after you scroll down or study tables do not show (e.g., for Writing Colleagues) all availabilities have been taken for the time you selected.*
- STEP 9** Click on the **underlined appointment** (blue in color) you would like to make (On the bottom of the page – on the right hand side).
- STEP 10** The *TutorTrac* appointment will then show up on the student main menu, an email reminder will be sent to both tutor and tutee, and the process is finished.

We appreciate cancellations 24 hours (or sooner) in advance of the scheduled time.

Appointments Necessary: Writing Colleagues, Study Mentors & Study Tables

Appointments Not Necessary: Teaching Fellows: They are drop-in sessions. You can view their schedules and locations.