How to schedule a tutoring appointment on Tutortrac

Updated 10.2023

This is the home page you will see when you first sign into Tutortrac

Click "Schedule a Tutoring Appointment." This will expand the box to show additional information needed to search for appointments.

Select the course you are seeking tutoring for from the dropdown list.

*NOTE: You will only see courses that you are registered for & that the ARC offers tutoring for in this dropdown list.

If you are in a course with multiple components (lecture, lab, discussion) you will see each component listed out (MA 1021 listed 3 times). It does not matter which one you click on.

Please make sure to select a course for the correct term (courses with "A" in section for A term tutoring, "B" for B term tutoring, etc.)

Next, choose the reason that best fits your needs for tutoring then click "search" to search the appointment availabilities.

NOTE: Appointments are not needed for MASH (Math & Science Help). Please refer to the term MASH schedule for the days, times, and subjects MASH is offered.
A list of availabilities for your chosen subject will appear, with the sooner appointments listed first. You can click the arrow at the bottom to see more available dates and times within the next two weeks.

NOTE: Appointments can be booked a minimum of 24 hours in advance and a maximum of two weeks in advance. The system will show appointments available for the next two weeks.

Click on the appointment that works best for you to continue with the scheduling process.

A dialogue box will appear after you click “search.”

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Below is an example of an availability:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Oct 9</td>
<td>10:00am</td>
<td>Test Tube</td>
</tr>
<tr>
<td>Mon, Oct 9</td>
<td>1:00pm</td>
<td>Test Tube</td>
</tr>
<tr>
<td>Mon, Oct 9</td>
<td>3:00pm</td>
<td>Test Tube</td>
</tr>
<tr>
<td>Mon, Oct 9</td>
<td>5:00pm</td>
<td>Test Tube</td>
</tr>
</tbody>
</table>

Click “confirm” to book the appointment.

The information you provide in this box can help the tutor best prepare for the tutoring session. Writing something like “Homework 2” or “Tutoring” is not helpful in providing the tutor with insight on concepts/areas you are seeking to review in the session.

Please provide brief, but specific information on what you are looking to review during the session. (Example: “Would like to review the chain rule as well as derivatives.”)

The location for this appointment is Unity Hall, 5th Floor.

Click “confirm” in order to confirm this appointment. This availability will expire at 2023-10-09 10:00:00.

Click “confirm” to book the appointment.
You can view the booked appointment on the home page by navigating to the calendar and clicking the arrows to find the date of the appointment.

If you are no longer able to attend the appointment, please cancel the appointment in Tutortrac. You can sign back into Tutortrac and then click on the “X” in the upper right-hand corner of the appointment.

Provide a reason for cancelling and then click “cancel appointment.”
After cancelling, the appointment will be updated and marked as cancelled on the date the appointment had been booked.