



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

This dialogue box will appear after you click "search."

A list of availabilities for your chosen subject with 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

Schedule a Tutoring Appointment

Subject: MA1021 AL01 2023 Fall Semester
Reason: Concept/Theory Help

There are 5 slots of time available, please choose one that works for you... Choose a different

Mon, Oct 9 2023

1000a-1050a	Mon Oct 9	1 on 1 In-Person	Test Tutor
Academic Resources Center			Unity Hall, 5th Floor
1000a-1140a	Mon Oct 9	1 on 1 In-Person	Test Tutor
Academic Resources Center			Unity Hall, 5th Floor
1140a-1230p	Mon Oct 9	1 on 1 In-Person	Test Tutor
Academic Resources Center			Unity Hall, 5th Floor

Tue, Oct 10 2023

400p-450p	Tue Oct 10		Test Tutor
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Close

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 confirming the appointment details.

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")

Click "confirm" to book the appointment.

Schedule a Tutoring Appointment

Subject: MA1021 AL01 2023 Fall Semester
Reason: Concept/Theory Help

Confirm booking this appointment in Academic Resources Center with Test Tutor on Mon, October 9th 2023 for MA1021 AL01 2023 Fall Semester Concept/Theory Help

Start Time: 10:00am End Time: 10:50am Duration (Hr:Min):

Meeting Type: In-Person

Student:

What would you like to review or discuss in this meeting?


Sched By: 2023-10-06 12:27:41 Student: Test Student
Sched Mod By: 2023-10-06 12:27:41

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2023-10-08 10:00:00.

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

Close

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

Log Off... 

Worcester Polytechnic Institute

Welcome!

Please reference the options below to book an academic advising or a tutoring appointment. We look forward to assisting you. Our offices are located on the 5th Floor of Unity Hall. Please check in at the front desk when you arrive for your appointment.

If you have questions for the Office of Academic Advising, please call 508-831-5381 or email academic-advising@wpi.edu.

If you have questions for the Academic Resources Center, please email arc@wpi.edu.

Center Visits

← Mon Oct 09 2023 → week list

Academic Resources Center appointment with Test Tutor ✕

Reason: Concept/Theory Help
Subject: MA1021 Calculus I
Location: Unity Hall, 5th Floor
When: at 10:00am


Schedule a Tutoring Appointment


Schedule an Advising Appointment

Calendar URL...

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



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Center Visits

Schedule a Tutoring Appointment

Schedule an Advising Appointment


Calendar URL...

Please confirm cancellation: ✕

Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

Cancel Appointment ✕ Do not Cancel

Provide a reason for cancelling and then click "cancel appointment"



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Center Visits

← Mon Oct 09 2023 →

week list

CANCELLED Academic Resources Center appointment with Test Tutor

Reason-Concept Theory Help

Subject-MA1021-Calculus I

Location-Unity Hall-5th Floor

When-at 10:00a

Schedule a Tutoring Appointment

Schedule an Advising Appointment

Calendar URL...

After cancelling, the appointment will be updated and marked as cancelled on the date the appointment had been booked.

