

# TRiO Student Support Services

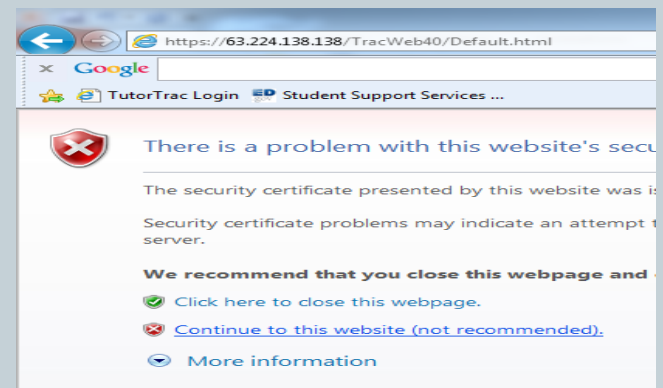
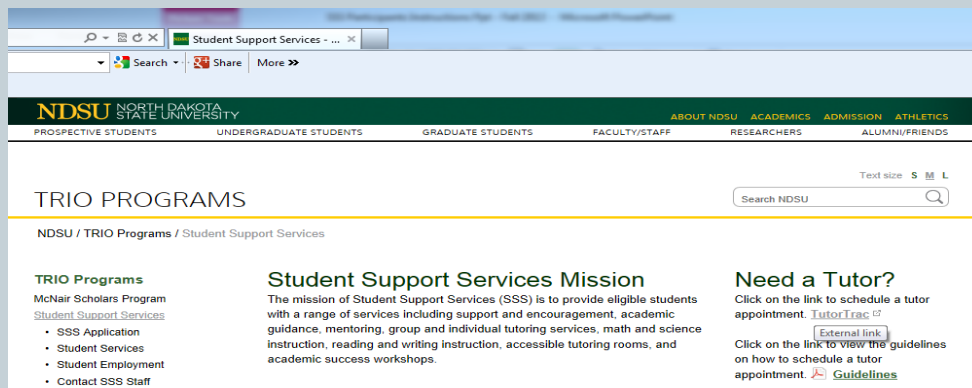


## TUTORTRAC INSTRUCTIONS FOR THE SSS PARTICIPANTS

# How can I access TutorTrac link?



- Go to the NDSU homepage - <http://www.ndsu.edu>
- Click on **T** under the NDSU Index and choose **TRiO Programs**. Under TRiO Programs, choose **Student Support Services**. On the upper right hand corner, click on the link of **TutorTrac**. Select **Continue to this website** to access the TutorTrac login page.



# How to log in to TutorTrac?



- Login username is your **first name.last name** and your password is your **Student ID**. Select **Login** to continue. For example: Login username is daniel.peterson and password is 0123456.

https://63.224.138.138/TracWeb40/Default.html

Certificate error

TutorTrac Login

Google

Search

Share

More

Sign In

NDSU NORTH DAKOTA STATE UNIVERSITY

North Dakota State University

Campus

North Dakota State University

Welcome to North Dakota State University

Welcome! Please Log in

Enter your username and password, then press your Enter key or click the Login button.

User Name: daniel.peterson

Password: .....

Login

Click login after entering name and password

Tracking Software

Welcome to TutorTrac RedRock Software Corporation

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Unauthorized Duplication of Software is Illegal and Protected under Federal Law

# How to make an appointment?



- Once you log in to TutorTrac, click on the **Search Availability** box.
- Choose a center as **TRiO/Student Support Services** from the drop down menu.
- Under Section, select your course from the drop down menu.
- Click on the **Search** button. All tutors with availabilities in your subject will appear in the next screen.
- Select one of the green time slots that best represents your preferences for an appointment.
- A dialog box will open up. Select **General Tutoring** from the drop down as your Reason. You can change the time frame for tutoring as long as it is within the tutor's availability and does not exceed 90 minutes. If you want, you can enter some notes for the tutor in the Notes section. **IGNORE ALL THE OTHER FIELDS ON THIS SCREEN!!!**
- Your appointment will now appear on your main menu screen and you will receive a confirmation email with all your appointment details like the building name, room number, tutor's name, date, time, course and any other important information.

# How to make an appointment? (contd.)



https://63.224.138.138/TracWeb40/main.4sp

Google

TutorTrac Login Student Support Services ...

Main Menu Log Off

Student Options

Search Availability...

Confirm Bio...



Appointment Info

Center: TRIO/Student Support Services

Subject: CHEM 341 1 1340 Fund:

Reason: General Tutoring

Date: 7/29/2013 Time: 8:00a To: 9:30a

Notes: I wanted help with understanding some concepts of Nucleophilic substitution. Daniel Peterson.

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

Save



Search Availabilities

Search Criteria:

Center: TRIO/Student Support S

Section: CHEM 341 1 1340

Time: 8:00a to 9:00p

Days: MON TUE WED THU FRI SAT SUN

Search

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:

Mon 7/29/2013	Tue 7/30/2013	Wed 7/31/2013	Thu 8/1/2013	Fri 8/2/2013	Mon 8/5/2013
Ciciley Littlewolf ciciley.littlewolf@my.ndsu.edu 8:00 AM - 12:00 PM 9:00 AM - 12:00 PM	Ciciley Littlewolf ciciley.littlewolf@my.ndsu.edu 8:00 AM - 12:00 PM 9:00 AM - 12:00 PM	Ciciley Littlewolf ciciley.littlewolf@my.ndsu.edu 8:00 AM - 12:00 PM 9:00 AM - 12:00 PM	Ciciley Littlewolf ciciley.littlewolf@my.ndsu.edu 8:00 AM - 12:00 PM 9:00 AM - 12:00 PM	Zachery Skaskywciz Zachery.T.Skaskywciz@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM 1:00 PM - 4:00 PM	Ciciley Littlewolf ciciley.littlewolf@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM
Zachery Skaskywciz Zachery.T.Skaskywciz@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM 1:00 PM - 4:00 PM	Zachery Skaskywciz Zachery.T.Skaskywciz@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM 1:00 PM - 4:00 PM	Zachery Skaskywciz Zachery.T.Skaskywciz@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM 1:00 PM - 4:00 PM	Zachery Skaskywciz Zachery.T.Skaskywciz@my.ndsu.edu 8:00 AM - 4:00 PM 9:00 AM - 4:00 PM 1:00 PM - 4:00 PM		

# How to sign in and out for an appointment?



- There will be a Kiosk in your tutoring room.
- Before you begin your tutoring session, sign in by entering your Student ID number and hit the return key.
- Do the same at the end of your session to sign out.

Please choose a reason and subject for the visit:

Subject:

Quiet Study (NOT Tutoring)  
CHEM 341 1 1340 Organic Chemistry I  
CHEM 341L 02 1340 Organic Chemistry I Laboratory  
COMM 110 02 1340 Fundamentals/ Public Speaking  
PSYC 250 01 1340 Developmental Psychology

Reason:

General Tutoring  
Quiet Study (NOT Tutoring)  
Test Prep  
} OTHER

**Continue**

# FAQ's



- How do I cancel my appointment?

Call the TRiO Front Desk at 701.231.8028 or visit Ceres 335, 24 hours in advance to cancel your appointment.

- What if I forget to sign in and/or sign out for a tutoring session?

Contact the TRiO Office at 701.231.8028 or visit Ceres 335 to communicate the problem in order to prevent TutorTrac from recording your *Attended* appointment as a *Missed* Appointment.

- What do I do if I have trouble logging in and/or blocked by TutorTrac?

Call the TRiO Front Desk at 701.231.8028 or visit Ceres 335 to get help.

- What if I need a same week tutoring appointment?

Same week tutoring appointments are permitted only under unique circumstances. Contact your SSS advisor to get the permission. If you are permitted one, please contact the TRiO Office at 701.231.8028 or visit Ceres 335 to make the appointment.

# FAQ's (contd.)



- What if the login and log out screen is unavailable during your session?  
Ask for help from an available tutor in Ceres 404 or an office assistant in Ceres 335.

- What if my tutor does not show up?

There are red colored forms located near the sign in computer. Please fill one up and put it in the Drop box which is also placed near the sign in computer.

- What do I do if no tutoring is available for a course I want help with?

There are small, white forms located near the sign in computer. Please fill one up and put it in the Drop box which is also placed near the sign in computer.

- What do I do if a class I am taking does not show up on TutorTrac?

There are small, pink forms located near the sign in computer. Please fill one up and put it in the Drop box which is also placed near the sign in computer.



# Additional Problems/Questions?



- Contact the TRiO Office at 701.231.8028 or visit Ceres 335 for all other queries: anytime between 8 am to 5 pm from Monday-Friday.

OR,

- There are green forms located near the sign in computer. Please fill one up and put it in the Drop box which is also placed near the sign in computer.