

Scheduling a Writing Center Appointment

Online scheduling is available for both undergraduate and graduate tutoring in writing. Graduate students should click on “Graduate Writing” when selecting a Center. If you have any questions, stop by or call the Writing Center at 385.8151.

The screenshot shows the Fisher Intranet homepage. At the top, there is a header with the St. John Fisher College logo and the text 'Fisher Intranet'. Below the header is a navigation bar with links: GATEWAYS | DIRECTORIES | NEWS AND EVENTS | STUDENT RESOURCES | FACULTY & STAFF RESOURCES | INSTITUTIONAL INFORMATION | CLASS SCHEDULES. The main content area is titled 'WELCOME | Intranet Home Page'. On the left, there is a sidebar with 'MORE INFORMATION' and links to Campus Webmail, Blackboard, Lavery Library, Fish 'R' Net, and Office of Information Technology. Below this is an 'ATTENTION SENIORS!' notice. The main content area is divided into three columns: 'Directories', 'News and Events', and 'Student Resources'. The 'Student Resources' column contains a list of links, with 'TutorTrac' circled in red. Other links in this column include Academic Honesty Policy, Career Services, Center For Academic Excellence, Community Service, Math Center, Psychology Department Research Participation Software, SGA Student Shuttle, Terminal Access for CSCI, Transcript Ordering Service, TurnItIn, Writing Center, Class Schedules, Course Schedules, and Student Curriculum Planners. The 'Faculty & Staff Resources' column contains links to Academic Honesty Policy, Center For Academic Excellence, Central Services, Grant Resources, Events and Conferencing Department, Human Resources, Provost's Office, Program for the Enhancement of Teaching and Learning (PETAL), SJFC Institutional Review Board (IRB), and Institutional Information. The 'Institutional Information' column contains links to Academic Honesty Policy, Campus Emergency Response Plan, and Campus Security Report.

When you click on **TutorTrac** you will be prompted to enter your Fisher username and password. Once logged in, select **Make Appointment** under the **Go To** menu.

The screenshot shows the TutorTrac interface. At the top, there is a logo for TutorTrac and the text 'TUTORTRAC'. Below the logo is a navigation bar with a 'Go To...' dropdown menu and an 'Exit' button. The 'Go To...' menu is open, showing options: 'Make Appointment' (circled in red), 'Find Resources', 'Edit Information', 'Document Post', and 'My Tutor Main Menu'. Below the navigation bar, there is a date display: 'Friday, September 28'. Below the date display, there is a section titled 'Here are your upcoming appointments:' with a table header: 'Date', 'Start - End', and 'Type - Who'. Below the table header, there is a section titled 'Messages:'. At the bottom of the interface, there is a footer with the text 'UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION'.

Enter a date range, select “Writing,” and click on a course name (There is no need to select a tutor). Click on **SEARCH**.

Go To...

Availability Search:

Tutor: **Or, select a Center:**

Available from: 9/28/2007 MATH

to: 10/5/2007 WRITING

Type: **And Look for Tutors with specialties in the following selected areas:**

MATH301

CSCI161

PHYS333

PHYS341

PHYS365

MATH325

SSCH310


Other

Search Results:

Click on an availability to schedule an appointment.
 (I=Individual, P=Private Session, G=Group, C=Class, D=Drop-In, E=Electronic, R=Reserved)

Date	Tutor Name	Availability

After clicking on the search button, scroll down and select an available time slot.
 Click **Save Appointment**.

 **TUTORTRAC**

Go To...

Student Info:

Appointment Information: (Type=)

Tutor: **ID: -1 Recur: 0-75**

Date: **10/2/2007** Location:

Time: 2:00 PM Duration (Hours):

Request Help In: Room:

Visit ID: 0

Created 00/00/00 at 00:00:00
By

UNITING COMPUTER TECHNOLOGY WITH HUMAN EDUCATION