

# SCHEDULING APPOINTMENTS

## HOW DO I USE TUTORTRAC?

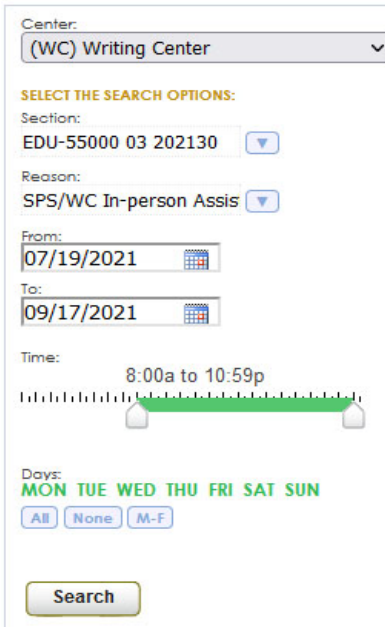
1.

Go to [tutortrac.pfw.edu](http://tutortrac.pfw.edu) and sign in with your PFW username and password. Then, click on **Search Availability** in the upper left of the screen.



2.

Enter your search criteria.



Center: (WC) Writing Center

SELECT THE SEARCH OPTIONS:

Section: EDU-55000 03 202130

Reason: SPS/WC In-person Assis

From: 07/19/2021

To: 09/17/2021

Time: 8:00a to 10:59p

Days: MON TUE WED THU FRI SAT SUN

Buttons: All, None, M-F

Search

1. Select a **Center**. Choose Writing Center for writing assignments, and Speech and Presentation Service for public speaking.
2. Choose the course for your assignment in the **Section** drop-down menu.
3. Choose in-person or online appointment in the **Reason** drop-down menu.
4. Click on **Search**. Do not adjust the date or time parameters. The default setting will show you availability for the next 60 days.

3.

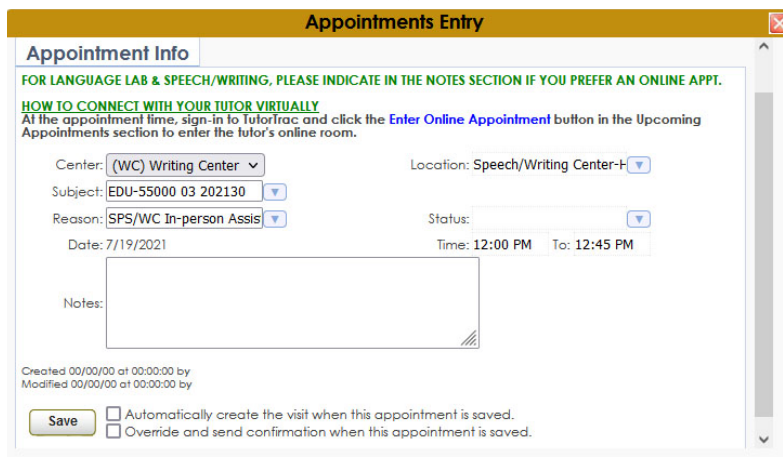
Find an appointment date and time that works best for your schedule and click it.

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 7/19/2021	Tue 7/20/2021	Wed 7/21/2021
Your account has overrides, allowing you to override any scheduling restrictions.		
Lindsey G. Speech/Writing Center-Helmke Library 1st floor 12:00 PM - 12:45 PM 1:00 PM - 1:45 PM 2:00 PM - 2:45 PM	Lindsey G. Speech/Writing Center-Helmke Library 1st floor 12:00 PM - 12:45 PM 1:00 PM - 1:45 PM 2:00 PM - 2:45 PM	Lindsey G. Speech/Writing Center-Helmke Library 1st floor 12:00 PM - 12:45 PM 1:00 PM - 1:45 PM 2:00 PM - 2:45 PM

4.

Review the information, add any notes you want the consultant to know, and be sure to click Save.



Appointment Info

FOR LANGUAGE LAB & SPEECH/WRITING, PLEASE INDICATE IN THE NOTES SECTION IF YOU PREFER AN ONLINE APPT.

HOW TO CONNECT WITH YOUR TUTOR VIRTUALLY  
At the appointment time, sign-in to TutorTrac and click the **Enter Online Appointment** button in the Upcoming Appointments section to enter the tutor's online room.

Center: (WC) Writing Center Location: Speech/Writing Center-H

Subject: EDU-55000 03 202130

Reason: SPS/WC In-person Assis Status:

Date: 7/19/2021 Time: 12:00 PM To: 12:45 PM

Notes:

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

Save  Automatically create the visit when this appointment is saved.  
 Override and send confirmation when this appointment is saved.



WritePurdueFW



WritePurdueFW



WritePurdueFW

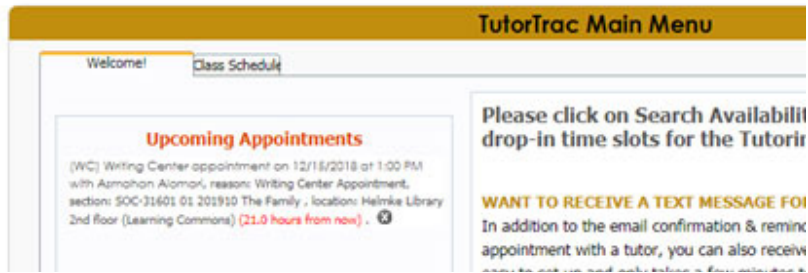


The Draft  
[writepurduefw.wordpress.com](http://writepurduefw.wordpress.com)

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5.

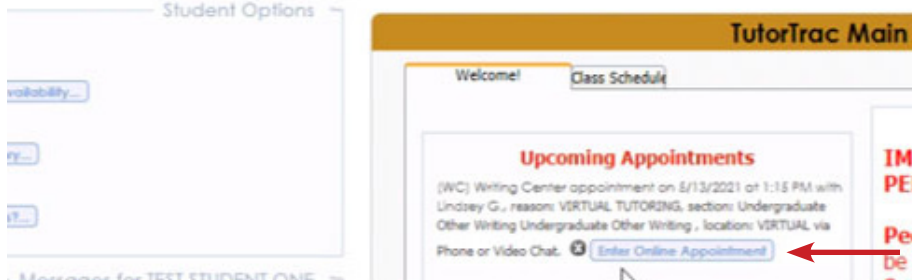
All of your scheduled appointments will appear on the main menu of TutorTrac. You will also receive an email confirmation message from [learningsupport@pfw.edu](mailto:learningsupport@pfw.edu).



## To connect with your consultant

### Virtual Appointments

1. Have your assignment open on your computer and log in to TutorTrac.
2. Your Upcoming Appointments appear in the Main Menu. An **Enter Online Appointment** button will show. Click the button to enter the consultant's online room. The button only works within five minutes of your meeting time.



3. Click **Join Meeting**.
4. If you already have Zoom Client downloaded, the app will launch in a separate window (You may need to click "allow" to have the app load).  
If you have not downloaded Zoom, it may start to download when you select "Join Meeting." However, you don't need the client to complete your appointment. Towards the bottom of your screen you should see a link to "Join from Your Browser," which will connect you to the consultant's room via your browser.
5. Now you're connected to your consultant, and they will admit you at the start of your appointment.

### In-Person Appointments

1. Go to the First Floor Service Desk in Helmke Library
2. Let them know you're there for a Writing Center appointment.
3. The Service Desk employee will connect you with your consultant.



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Writing Center