

HOW TO SCHEDULE TUTORING APPOINTMENTS IN TUTORTRAC

Students: Please log into TutorTrac (<https://tutortrac.rcsj.edu/>) by entering your RCSJ Portal Username and Password to view and schedule tutoring appointments.

Please note that you are limited to a maximum of 2 appointments *per course* per week.

TO SCHEDULE AN APPOINTMENT:

1. Click "Search Availability."
2. Choose your preferred format:
 - In-person appointments are in the Academic Support Center at the Gloucester Campus.
 - Online appointments are through Zoom, see below for access instructions.
 - For drop-in times, please refer to the schedule on the website.
3. Select your **subject/course** from the drop-down.
4. Choose from the available tutor and time slots.
5. In the pop-up window, select "Tutoring" for the Reason and include any notes you would like the tutor to know. Your course will appear in the subject field.
6. Save.
7. Check your RCSJ email for confirmation.

The screenshot shows the 'Appointments Entry' form in TutorTrac. The form is titled 'Appointments Entry' and has a close button (X) in the top right corner. The form is divided into sections: 'Appointment Info', 'Center', 'Subject', 'Reason', 'Date', 'Time', 'Status', and 'Notes'. The 'Center' is set to 'ASC In-Person'. The 'Subject' field is empty. The 'Reason' is set to 'Tutoring'. The 'Date' is '7/12/2023'. The 'Time' is '10:00 AM' to '11:00 AM'. The 'Status' is set to 'Tutoring'. The 'Notes' field is empty. At the bottom, there is a 'Save' button and two checkboxes: 'Automatically create the visit when this appointment is saved.' and 'Override and send confirmation when this appointment is saved.'. The form also displays creation and modification timestamps: 'Created 00/00/00 at 00:00:00 by' and 'Modified 00/00/00 at 00:00:00 by'.

TO CANCEL AN APPOINTMENT:

Log in to TutorTrac. Upcoming appointments are listed on the main page under "Upcoming Appointments." Click on the 'X' to cancel your appointment. You can also contact the Academic Support Center to cancel any upcoming appointments. If you cannot make an appointment, please consider cancelling it so the slot opens for another student.

TO ENTER ONLINE (ZOOM) APPOINTMENTS:

Please log into TutorTrac. The Zoom link will appear next to your appointment prior to the start of the meeting. You will then be placed in the waiting room where you can connect with the tutor.

ANY DIFFICULTIES - CONTACT US!

If you encounter any difficulties such as not seeing your courses or availability, unable to access Zoom, or any other concerns, please contact the Academic Support Center.

Phone: 856-681-6250

Email: AcademicSupportCenter@rcsj.edu

Website: www.rcsj.edu/tutoring/gloucester

