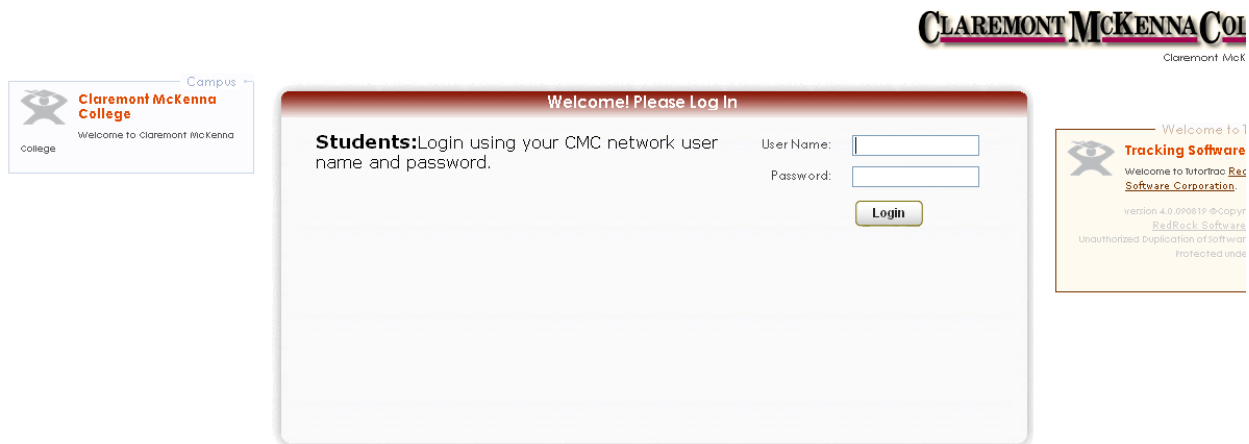


Reserving a Consultant Online Using TutorTrac

To make an appointment with a consultant from The CMC Writing Center, please use the following guide.

1. Logging in for the first time

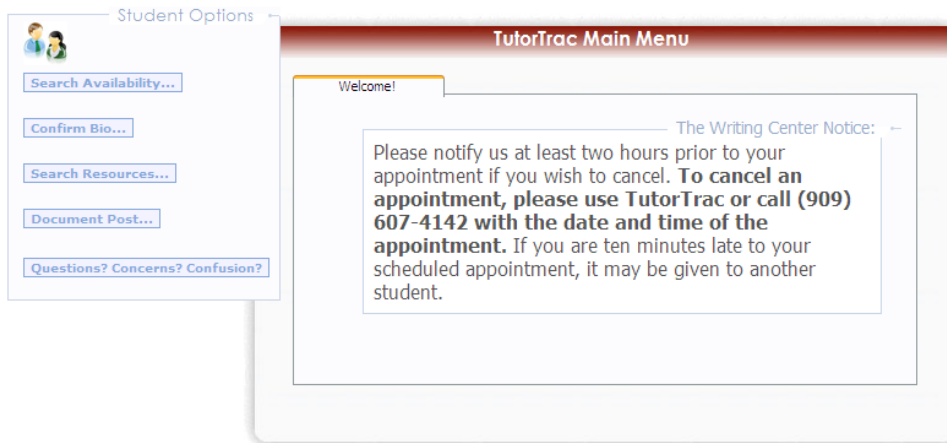
- Using any browser (such as Firefox or Internet Explorer), enter the following address: www.claremontmckenna.edu/writing. Or from the CMC home page, select “Current Students” at the top of the page, and under “Academics” on the new window, select “Writing Center.”
- On The Writing Center home page, select “Reserve a CMC Writing Consultant” in the box adjacent the opening text.
- You will see the following TutorTrac login screen.



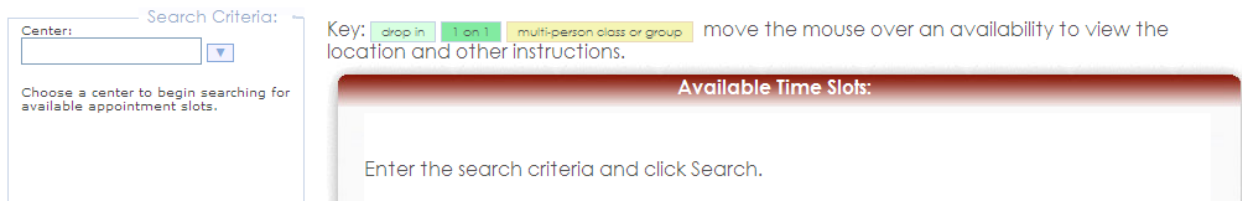
- Enter your CMC network user name and password, which will take you to the main menu.

2. Reserving an Appointment

- This is the main menu that student users will see upon signing in. Please check “Confirm Bio” to ensure your contact information is stored in the system. If not, please provide at least your name and e-mail address.



- To reserve an appointment, select “Search Availability.”
- In the field titled “Center,” select “Writing.”



- A number of fields will appear to narrow your search, which include
 - ✓ Consultant: the specific consultant you wish to work with
 - ✓ Section: the specific subject you want help with
 - ✓ Reason: the particular assistance you want with that subject
 - ✓ From and To: the date range that you are hoping to book an appointment in
 - ✓ Time: the option to search for specific hours
 - ✓ Days: the option to limit the search to any day of operation.

Search Criteria:

Center: ▼

Consultant: ▼

Section: ▼

Reason: ▼

Location: ▼

From:

To:

Time: 0:00a to 11:59p

Days: **MON TUE WED THU FRI SAT SUN**

Key: drop in 1 on 1 multi-person class or group move 1 instructions.

Enter the search criteria and click Search.

- After providing the information needed, select the “Search” button to find available consultant schedules. Below is an example of what you will see.

Search Criteria:

Center: ▼

Consultant: ▼

Section: ▼

Reason: ▼

Location: ▼

From:

To:

Time: 0:00a to 11:59p

Days: **MON TUE WED THU FRI SAT SUN**

Key: drop in 1 on 1 multi-person class or group move the mouse over an available instructions.

Available Time Slots:	
Mon 9/13/2010	Mon 9/20/2010
Takako Mino	Takako Mino
9:30 AM - 10:00 AM	9:00 AM - 9:30 AM
10:00 AM - 10:30 AM	9:30 AM - 10:00 AM
10:30 AM - 11:00 AM	10:00 AM - 10:30 AM
11:00 AM - 11:30 AM	10:30 AM - 11:00 AM
11:30 AM - 12:00 PM	11:00 AM - 11:30 AM
	11:30 AM - 12:00 PM

- If you only select “Writing” in the “Center” field, you can select the “Search” button to find all available consultant schedules (shown below).

Search Criteria:

Center: WRITING

Consultant:

Section:

Reason:

Location:

From: 09/06/2010

To: 09/20/2010

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI SAT SUN

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:

Tue 9/7/2010	Wed 9/8/2010	Thu 9/9/2010	Fri 9/10/2010	Sun 9/12/2010
Lauren Buchanan 9:00 AM - 9:30 AM 9:30 AM - 10:00 AM 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM	Nirant Gupta 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM 8:00 PM - 8:30 PM 8:30 PM - 9:00 PM 9:00 PM - 9:30 PM 9:30 PM - 10:00 PM	Grace Beck 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM	Tessa Dover 9:00 AM - 9:30 AM 9:30 AM - 10:00 AM 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM	Nirant Gupta 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM
Michelle Kahn 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM 8:00 PM - 8:30 PM 8:30 PM - 9:00 PM 9:00 PM - 9:30 PM 9:30 PM - 10:00 PM	Rachel Selvin 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM	Adrien Sebree 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM		Michelle Kahn 7:00 PM - 7:30 PM 7:30 PM - 8:00 PM 8:00 PM - 8:30 PM 8:30 PM - 9:00 PM 9:00 PM - 9:30 PM 9:30 PM - 10:00 PM
Elizabeth Schmitz-Robinson 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM	Heather Siegel 9:00 AM - 9:30 AM 9:30 AM - 10:00 AM 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM	Divya Vishwanath 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM 4:00 PM - 4:30 PM 4:30 PM - 5:00 PM		

- A new window will open, titled “Appointments Entry,” in order to reserve the session. As an example, the student selects Takako Mino on a Monday from 9:00-9:30 a.m. If the student has not provided information in the previous fields, these will be available to provide preliminary information for the consultant; if the fields have not been selected, that information appears in the “Appointments Entry” window.
- In the “Notes” field, you may provide information for the consultant about your assignment and what you specifically want to focus on.

Appointments Entry

Student: Test Student
909-09-0909

Staff: Takako Mino

Appointment Info

Center: Location:

Subject:

Reason:

Date: 9/13/2010 Time: To:

Phone:

Notes:


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

- When you have provided all of the information, select the “Save” button.
- You should receive an e-mail reminder about your appointment.
- If you select the “Main Menu” button at the top of the page, you will see that your scheduled session is listed in the center of the page.

[Main Menu](#) [Log Off](#)

CLAREMONT

Student Options



[Search Availability...](#)

[Confirm Bio...](#)

[Search Resources...](#)

[Document Post...](#)

[Questions? Concerns? Confusion?](#)

TutorTrac Main Menu


Welcome!

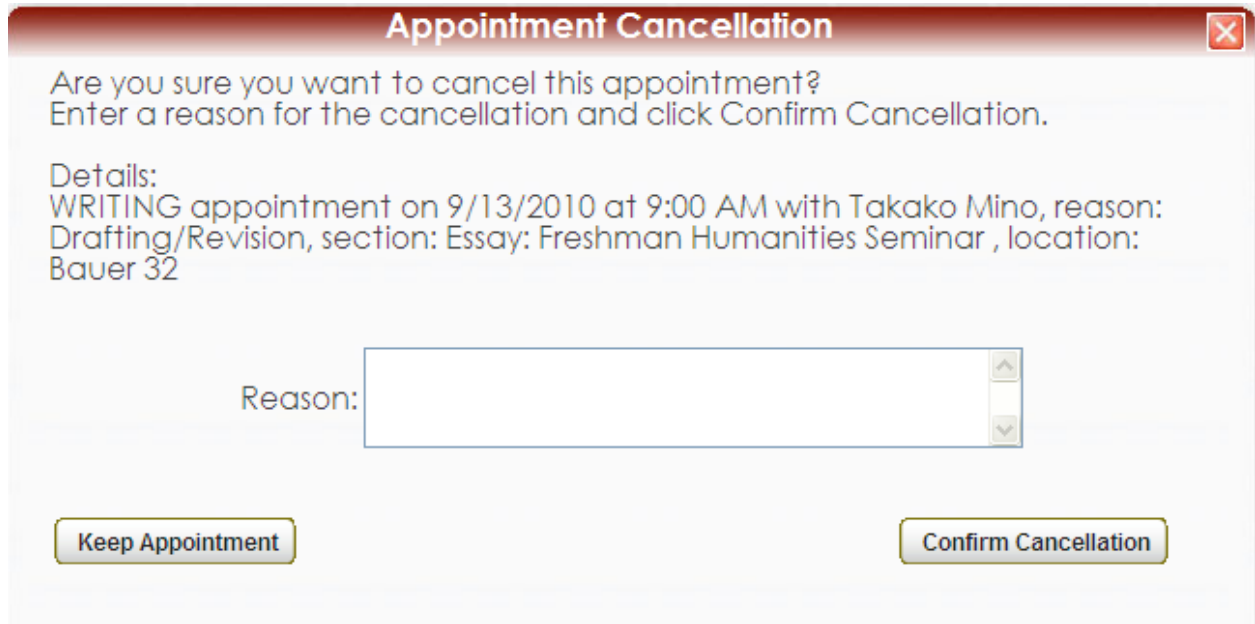
Upcoming Appointments


WRITING appointment on 9/13/2010 at 9:00 AM with Takako Mino, reason: Brainstorming, section: BTC: Other, location: Bauer 32. 

The Writing Center Notice: -

Please notify us at least two hours prior to your appointment if you wish to cancel. **To cancel an appointment, please use TutorTrac or call (909) 607-4142 with the date and time of the appointment.** If you are ten minutes late to your scheduled appointment, it may be given to another student.

- You also have the option to select the  button to cancel your appointment. The “Appointment Cancellation” window will open to prompt you to provide a brief reason for the cancellation.



Appointment Cancellation 

Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
WRITING appointment on 9/13/2010 at 9:00 AM with Takako Mino, reason:
Drafting/Revision, section: Essay: Freshman Humanities Seminar , location:
Bauer 32

Reason:

Note: if you are looking for a consultant who can help with language support (such as Spanish, French, or Chinese), please call The Writing Center at x74142 for availability.

Please do not hesitate to contact us at x74142 or writingcenter@cmc.edu if you have any questions about signing into TutorTrac. We look forward to seeing you!