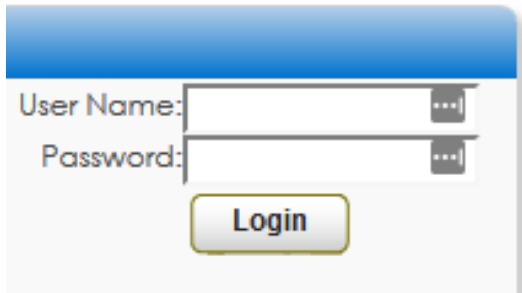
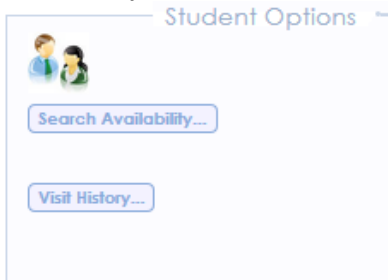


Student Instructions for Creating an Online Appointment in TutorTrac

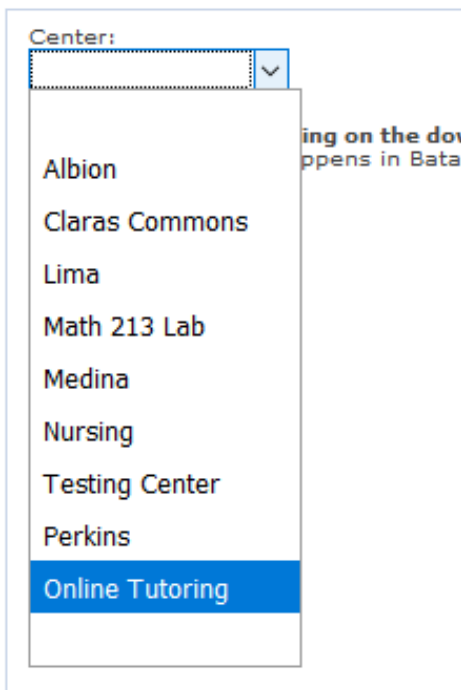
1. Visit <https://tutortrac.genesee.edu>
2. Use your GCC credentials to log in



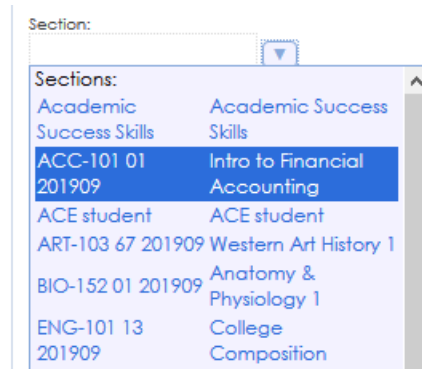
3. From the main screen, select "Search Availability..."



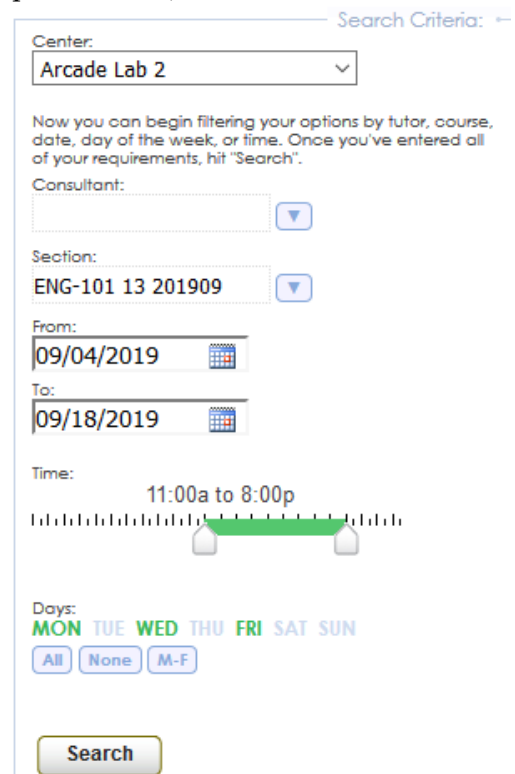
4. Once into the schedule screen, select the Online Tutoring "Center" in which you would like to find a tutor.



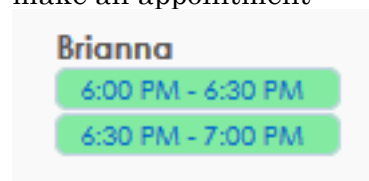
5. Once you have selected a Center, more filters appear. Narrow your search by using these filters.



6. Once you've narrowed your search parameters, select "Search"



7. Select the time block for which you want to make an appointment



8. You will need to select a Subject and a Reason. This step is required.

Subject: ENG-101 13 201909
Reason: Essay or Project Help

9. You can enter any Notes for a tutor. This note will help your tutor prepare.

Notes:

10. Once you have entered all of the appointment information, select "Save".

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

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11. 15 minutes before you appointment, the Zoom link will appear on your main menu page within TutorTrac

Welcome!

Welcome to TutorTrac! Our new system of tracking of tutoring, click on the buttons to schedule appointments.

Upcoming Appointments

Online Tutoring appointment on 3/19/2020 at 5:00 PM with Ryan, reason: Exam Prep, section: MAT-091 49 202002
Basic Math Skills (-0.0 hours from now) . No cancellations within 00:30 hours.