

# TUTORIAL: CREATING A SAGE REFERRAL



**ACCESSING TUTORTRAC:** Open your internet browser, and go to the following Web address: <http://reach1.louisville.edu>. This will direct you to the TutorTrac log-in screen. **NOTE:** For best results, it is recommended that you access TutorTrac using Mozilla Firefox, Safari, or Google Chrome.

**LOGGING IN:** At the TutorTrac Log-in Screen, type your **ULINK username** and **password** in the indicated fields and click on the **Login button**.

The screenshot shows a login interface with an orange header bar that says "Welcome! Please Log in". Below the header, there is a message for students: "Students: Please enter your UofL student username and password and click the Login button." To the right of this message is a login form with two input fields: "User Name:" and "Password:". Below these fields is a "Login" button. A green oval highlights the "User Name:", "Password:", and "Login" fields. A green arrow points upwards from below the "Login" button towards the "User Name:" field. Below the main message, there is additional text: "If you need assistance signing in, give us a call! 502-852-7516. We can also make an appointment for you via email. Send your requests to [LR Ctutor@louisville.edu](mailto:LR Ctutor@louisville.edu)".

Once logged-in to the main menu, you will see your **courses** listed by section and current semester.

**Trac Navigation:**

🔍

Faculty Options

**Faculty Courses**

[COMM315-75 4142](#)



**TutorTrac Main Menu**

Welcome! Utilization

**Welcome faculty!!**

Instructions for using SAGE are available at <http://www.reach.louisville.edu/SAGE/makeReferral.htm>

Please direct any questions/comments to

**[Nicole Meyer](#)**  
 Research Analyst Sr  
 REACH  
 502-852-3709  
 nlmeye01@louisville.edu

Click on the appropriate **course section link** to select students you want to send referrals to.

After clicking on a course section you will see the **list of students** that are enrolled in that course section. This list will include the student's full **Name** and **ID** number (**NOTE:** This information has been pixelated in the graphic below).

**Students Listing**

List Options Reports 48 of 73731 students found Page 1 of 2

	ID	Name
Referral	2699713	Adrian, Ryan Douglas
Referral	1100570	Adams, Christopher Lynn
Referral	1769471	Adams, Nicole Cecilia
Referral	2002030	Adams, Matthew Todd
Referral	1000000	Adams, Elizabeth Ann
Referral	1100000	Adams, Jacob William
Referral	1700000	Adams, Alexander L
Referral	1700000	Adams, Olivia Leigh
Referral	1700000	Adams, Michael Paul
Referral	1000000	Adams, Audrey Ronda
Referral	1700000	Adams, Debra Lynn

STUDENT'S FULL NAME WILL APPEAR HERE

STUDENT'S ID WILL APPEAR HERE

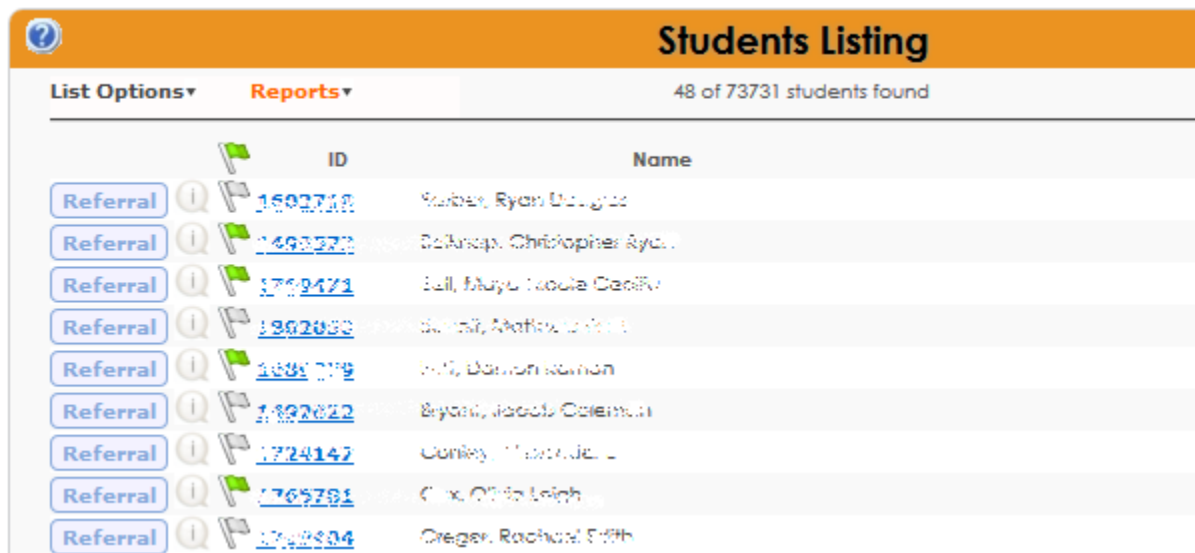
## CREATING A REFERRAL BY FLAGGING INDIVIDUAL STUDENTS:

**NOTE:** You can skip to pg.6 to find instructions on creating a referral from a list of student ID numbers.

### STEP 1. FLAGGING STUDENTS:

To send a referral to one specific student click on the **flag icon** next to their record. When a student has been successfully flagged for a referral, the flag will turn **green**. The image below shows flagged students (**green flag icon**) and unflagged students (clear flag icon).

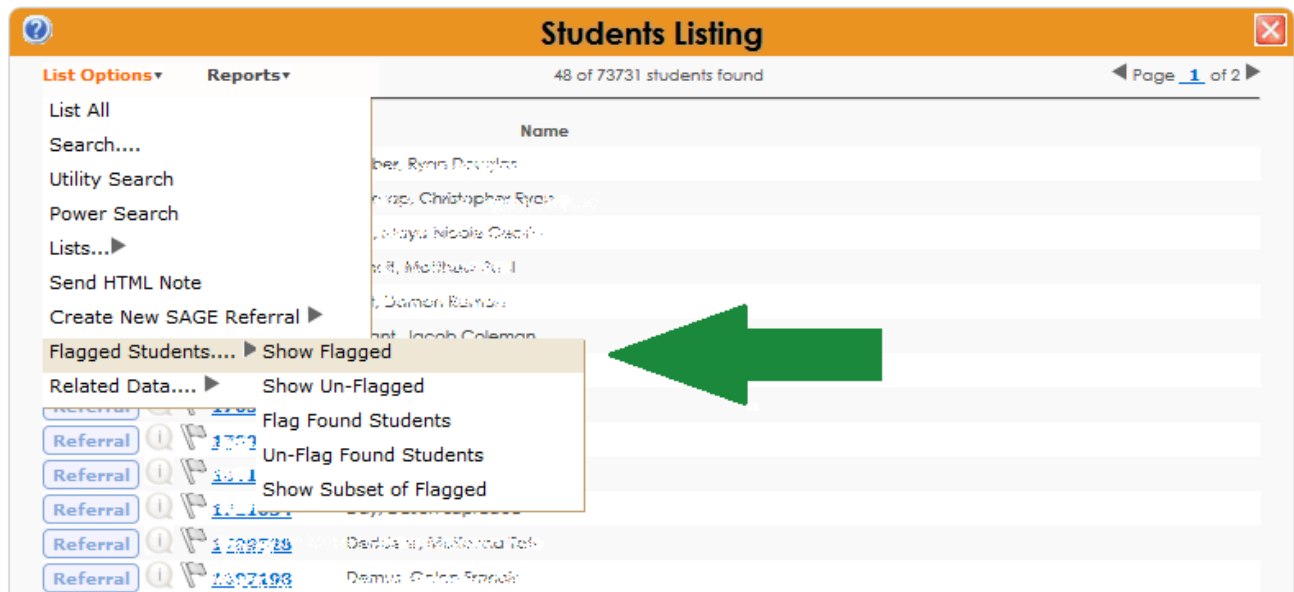
- If you want multiple students to receive the same referral you'll need to flag each individually.



The screenshot shows a web interface titled "Students Listing" with a search bar and a table of student records. The table has columns for "ID" and "Name". Each row includes a "Referral" button, an information icon, and a flag icon. The flag icons for the first eight students are green, indicating they are flagged, while the last student's flag icon is grey, indicating they are not flagged.

	ID	Name
Referral	1692718	Yarbes, Ryan Douglas
Referral	1498372	DeAnsoy, Christopher Ayca...
Referral	1769471	Leil, Murya Nicole Cecily
Referral	1902092	Sanusi, Matthew Jordan
Referral	1681279	Witt, Damon Kameron
Referral	1822822	Bryant, Jacob Coleman
Referral	1724142	Conley, Marissa J...
Referral	1769791	Cox, Olivia Leigh
Referral	1762834	Oregon, Rachael Fifth

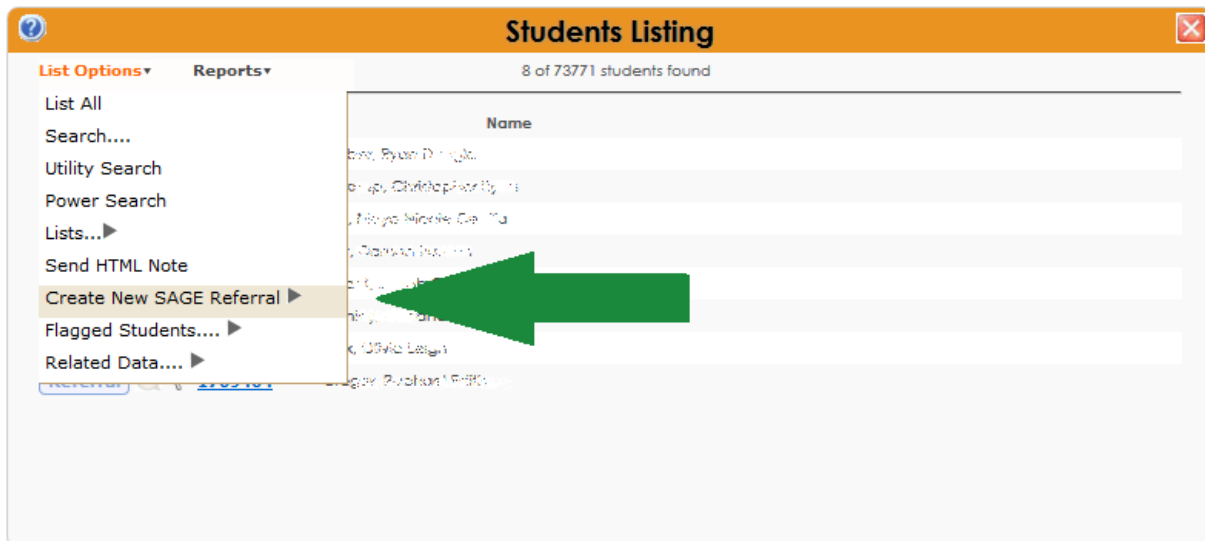
Next, click on **List Options**. In the drop down menu, select **Flagged Students**, and **Show Flagged**.



A new window will appear containing the students you flagged only. **MAKE SURE YOU DO NOT SKIP THIS STEP.** Skipping this step may result in no referrals being sent or referrals being sent to all students.

## STEP 2. CREATING A REFERRAL FOR FLAGGED STUDENTS:

Click on List Options. Under the drop down menu, select **Create New Sage Referral** and **Academic Referral**.



After clicking "Create New Sage Referral" you will be taken to the **Referrals Entry** screen.

The screenshot shows the "Referrals Entry" form with the following fields and buttons:

- SELECTED STUDENTS:** Student: Selection of 8 students.
- COURSE NAME:** Referral Type: Academic Referral
- CUSTOM MESSAGE:** Notes: [Text area]
- REFERRAL DATE:** Date: 1/10/2014
- REFERRAL REASON:** Reasons:  Exam performance,  Absence,  Personal issues,  Study skills,  Writing Skills,  Classroom performance
- RECOMMENDED ACTIONS:** Recommendations:  Contact Instructor,  Set-up appointment with a unit academic advisor,  Contact REACH Learning Resource Center about study sessions & tutoring @ 852-7516,  Contact REACH Math Resource Center about study sessions & tutoring @ 852-7434,  Contact REACH Computer Resource Center about study sessions & tutoring @ 852-7569,  Contact University Writing Center @ 852-2173
- FOLLOW-UP DATE:** Followup Date: 00/00/00, Followup By: [Dropdown menu]
- SUBMIT BUTTON:** Submit Referral
- PRINT BUTTON:** Print

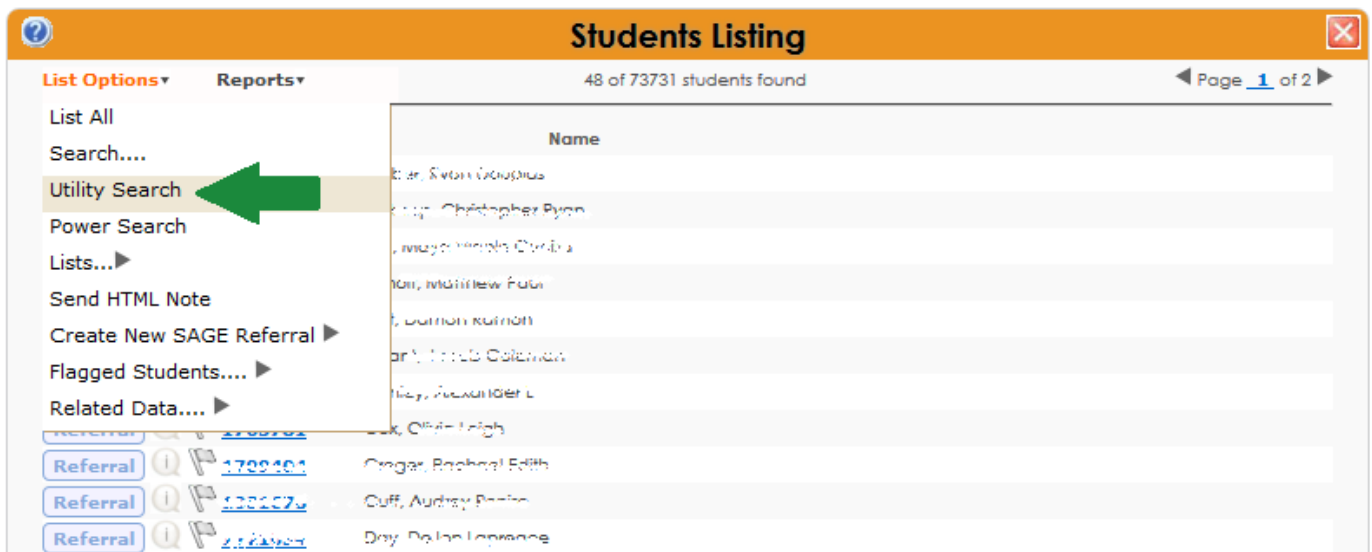
Additional form details: Processed: No, Student Contacted: 00/00/00, User may not delete referrals.

You have many options to choose from when creating your referral:

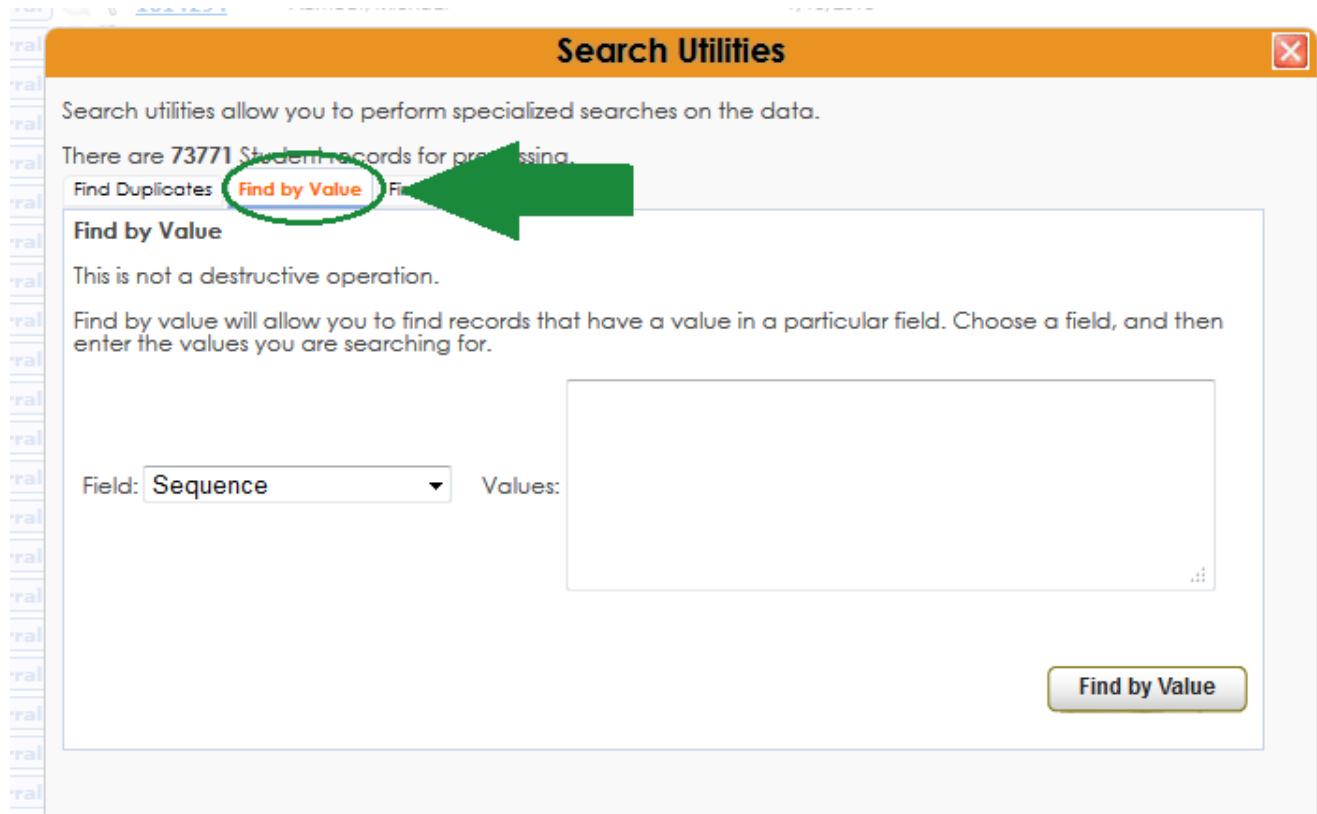
1. Check the **Student** row to make sure that the referral is being sent to the correct number of students.
2. In the **Subject box** type in your course name or subject (e.g. ANTH 202)
3. In the **Notes** box, you can type a message to the student/s being referred.
4. You can check one or multiple reasons for the referral under the **Reasons check-list**. You can also leave this empty if desired.
5. You can suggest students take one or more specific actions to remedy their situation under the **Recommendations check-list**.
6. You can select a suggested follow-up date using the **Followup By** menu.
7. Click the **Submit Referral button** to send the referral. You can also print the referral for your records by clicking the **Print button**

**CREATING A REFERRAL FROM A STUDENT LIST:** Flagging dozens or even hundreds of individual students one-by-one may be too tedious in this case. Instead, **if you have one, specific student or a list of students you know need referrals, you can copy and paste a student ID number or a list of ID numbers into TutorTrac instead of scrolling through your entire roster.** This is helpful if you have several students that need to be sent the same referral. For example, if several students failed a particular exam.

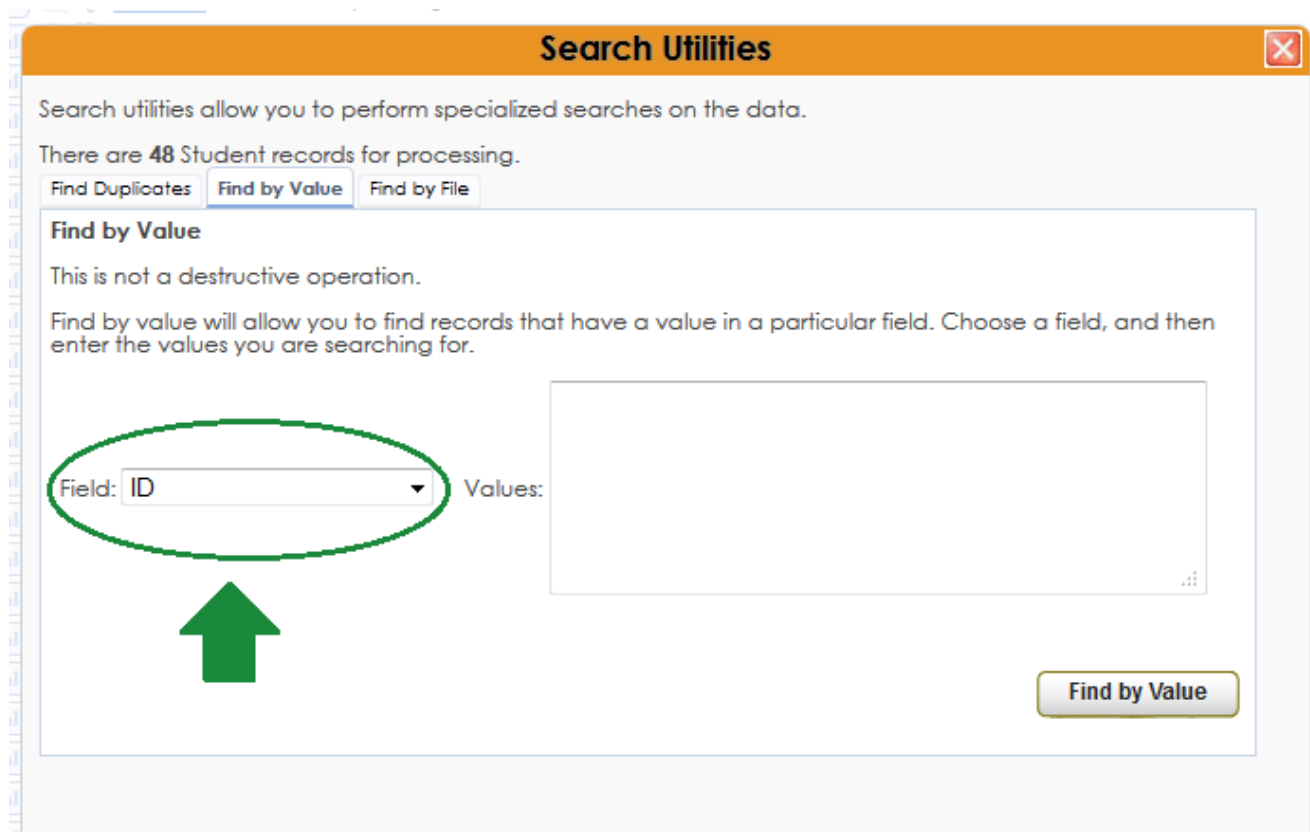
To search for specific students using their ID numbers, click on **List Options** in the upper-left corner of the Students Listing screen and **select Utility Search** from the drop down menu.



In Search Utilities window click on the **Find by Value** tab.



Under the Field drop down menu select **ID**.



Type or paste the student ID numbers you want to search for in the **Values box** and click the **Find By Value button**.

The screenshot shows a window titled "Search Utilities" with a close button in the top right corner. Below the title bar, there is a header text: "Search utilities allow you to perform specialized searches on the data." Below that, it says "There are 48 Student records for processing." There are three tabs: "Find Duplicates", "Find by Value" (which is selected), and "Find by File".

Under the "Find by Value" tab, the text reads: "Find by Value" followed by "This is not a destructive operation." and "Find by value will allow you to find records that have a value in a particular field. Choose a field, and then enter the values you are searching for."

There is a "Field:" dropdown menu with "ID" selected. To its right is a "Values:" text input area containing a list of seven student IDs: 000001, 000002, 000003, 000004, 000005, 000006, and 000007. A green arrow points from the text "TYPE/PASTE ID NUMBERS HERE" to this input area.

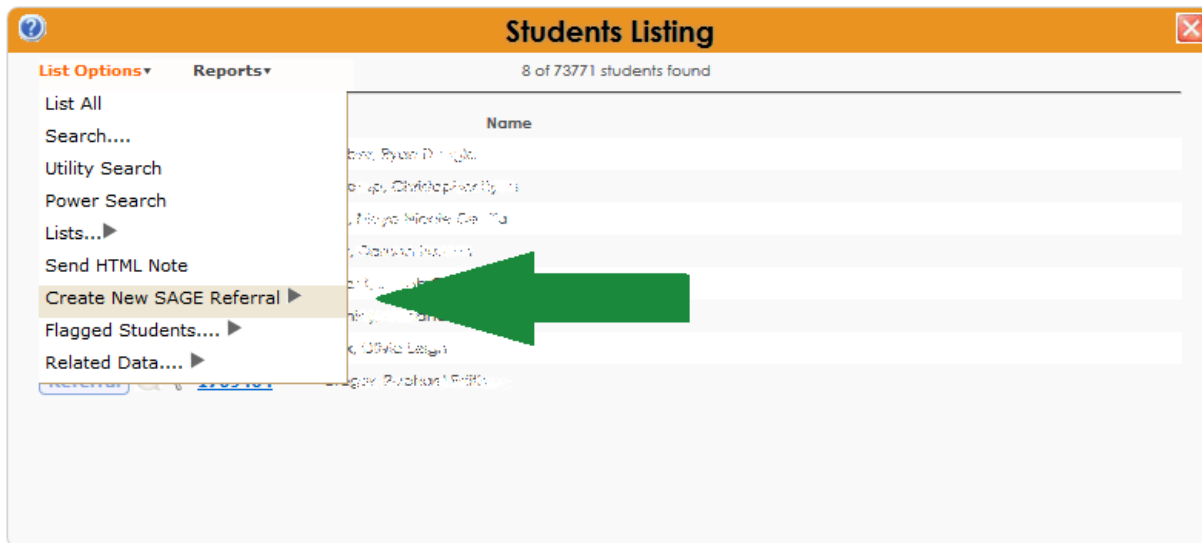
At the bottom, there is a green arrow pointing from the text "CLICK HERE TO BEGIN YOUR SEARCH" to a button labeled "Find by Value". The button is circled in green.

A new window will appear containing the list of students. **NOTE: YOU DO NOT NEED TO FLAG THESE STUDENTS** because by doing the search TutorTrac has already selected them. You can now begin the next step, which is to create the SAGE referral.

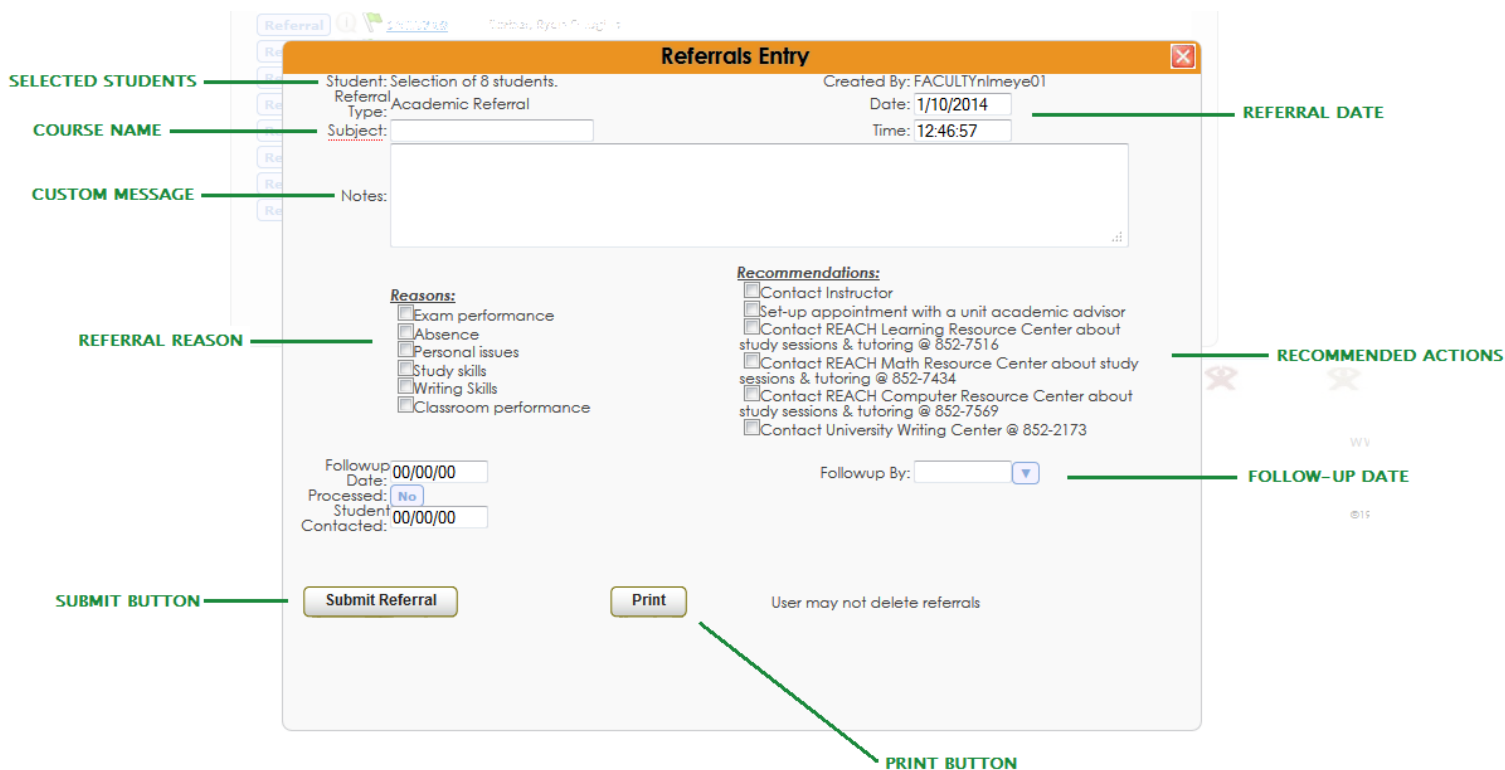
## STEP 2. CREATING A REFERRAL:

Click on List Options. Under the drop down menu, select **Create New Sage Referral** and **Academic Referral**.





After clicking "Create New Sage Referral" you will be taken to the **Referrals Entry** screen.



You have many options to choose from when creating your referral:

1. Check the **Student** row to make sure that the referral is being sent to the correct number of students.
2. In the **Subject box** type in your course name or subject (e.g. ANTH 202)
3. In the **Notes** box, you can type a message to the student/s being referred.
4. You can check one or multiple reasons for the referral under the **Reasons check-list**. You can also leave this empty if desired.
5. You can suggest students take one or more specific actions to remedy their situation under the **Recommendations check-list**.
6. You can select a suggested follow-up date using the **Followup By** menu.
7. Click the **Submit Referral button** to send the referral. You can also print the referral for your records by clicking the **Print button**

For assistance with SAGE or to arrange an individual, group, or departmental training session please contact:

**Nicole Meyer**

REACH Research Analyst, Sr.  
Resources for Academic Achievement (REACH)  
Strickler Hall, Room 328  
(502) 852-3709  
nlmeyer01@louisville.edu