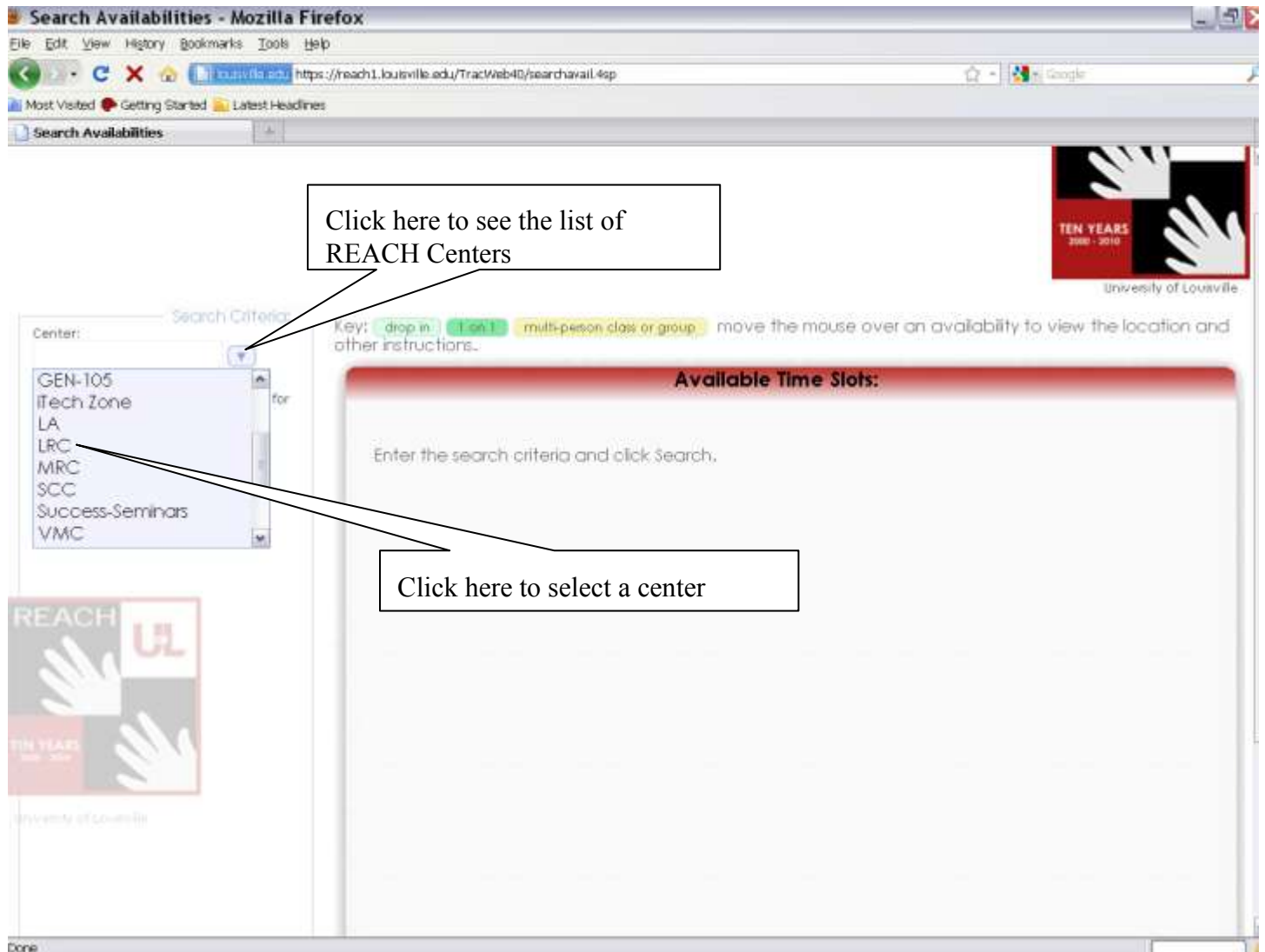


STUDENT INSTRUCTIONS FOR SETTING UP APPOINTMENTS

- 1) In your web browser go to reach1.louisville.edu, which will take you to the sign up page.
- 2) Log in to TutorTrac using your UofL (ULink, Groupwise, etc) username and password.
- 3) Once you are logged in to TutorTrac click on “Search Availability.”

The screenshot shows a Mozilla Firefox browser window titled "Meghan Adams Main Menu - Mozilla Firefox". The address bar displays "https://reach1.louisville.edu/TracWeb40/main.asp". The page content includes a "TutorTrac Main Menu" with a "Search Availability..." button. A callout box with the text "Click here to search availabilities" points to this button. The page also features a "Student Options" section, a "REACH UL TEN YEARS 2000 - 2010" logo, and a "Welcome!" message with an "Academic Assistance Centers Notice" that reads: "To log in/out enter your 7 digit student ID number. Please remember to log out at the end of the your visit and complete the short survey." The browser status bar at the bottom shows "Transferring data from reach1.louisville.edu..." and the URL "www.go-redrock.com".

- 4) After clicking “Search Availability” click on “center” and select LRC, CRC, or iTech Zone.
- a. NOTE that most scheduled tutoring is done through the LRC.
 - b. If you are looking for assistance in a CIS or CECS course then click on CRC or iTech Zone.
 - c. The Writing Center only makes appointments via telephone (502-852-2173).
 - d. NOTE that all other REACH centers do NOT make appointments.



5) After selecting the center use the “Section” drop down menu to select a course you would like to get assistance with.

NOTE that the drop down menu contains a list of ALL courses that you are currently enrolled in.

6) You can further refine the search by selecting...

- a. A date range (e.g. 8/16/2010 to 8/20/2010)
- b. A time range (12 PM to 5PM)
- c. Preferred days (e.g. Mon, Wed, Fri)
- d. The Writing Center only makes appointments via telephone (502-852-2173)

7) Once you have filled out the appropriate fields, click the Search button at the bottom left hand corner and the availability will be appear.

8) Select the time slot you want.

The screenshot shows the 'Search Availabilities' web application in a Mozilla Firefox browser window. The page title is 'Search Availabilities - Mozilla Firefox'. The URL is 'https://reach1.louisville.edu/TracWeb40/searchavail.4.asp'. The page content includes a search form on the left and an 'Available Time Slots' section on the right. The search form has the following fields: Center (LRC), Section (ECON201-02 4108), Reason, From (08/16/2010), To (08/30/2010), Time (8:00a to 8:00p), and Days (MON, TUE, WED, THU, FRI, SAT, SUN). The 'Available Time Slots' section shows two slots: Wed 8/18/2010 and Fri 8/20/2010, both for Cole Morrison from 9:00 AM to 11:00 AM. A key at the top right explains that hovering over an availability shows location and instructions. A 'Search' button is located at the bottom left of the search form. Callouts with arrows point to various elements: 'Select course from the drop down menu' points to the Section dropdown; 'Select a date range' points to the From and To date pickers; 'Select a time range' points to the Time field; 'Select day(s)' points to the Days selection buttons; and 'Search' points to the Search button. A large callout on the right says: 'After clicking “Search”, the availabilities will appear. You can now select the time slot you want'.

9) After clicking on the availability you want, a confirmation screen will appear.

10) Add any additional information or notes and click "Save."

11) You will then receive an e-mail confirmation.

