

## STUDENT INSTRUCTIONS FOR SETTING UP APPOINTMENTS

- 1) In your web browser go to [reach1.louisville.edu](http://reach1.louisville.edu), which will take you to TutorTrac.
- 2) Log in to TutorTrac using your ULINK username and password.
- 3) Once you are logged in to TutorTrac click on “Search Availability.”

The screenshot shows a Mozilla Firefox browser window with the title "Meghan Adams Main Menu - Mozilla Firefox". The address bar displays "https://reach1.louisville.edu/TracWeb40/main.4sp". The browser's menu bar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The page content includes a "Main Menu" and "Log Off" button at the top left. A "Student Options" menu is visible, containing a "Search Availability..." button. A callout box with the text "Click here to search availabilities" points to this button. The main content area is titled "TutorTrac Main Menu" and features a "Welcome!" message and 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 page also includes a "REACH OF UL" logo and "TEN YEARS 2000 - 2010" text. The footer contains the text "University of Louisville" and "www.go-redrock.com".

- 4) After clicking “Search Availability” click on “center” and select LRC.
- a. NOTE that all scheduled tutoring is done through the LRC.
  - b. If you are looking for assistance in a CIS or CECS course then click on CRC.
  - c. NOTE that all other REACH centers do NOT make appointments.

**Search Availabilities - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

louisville.edu https://reach1.louisville.edu/TracWeb40/searchavail.4sp

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**Search Availabilities**

Search Criteria: Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Center: GEN-105 ITech Zone LA LRC MRC SCC Success-Seminars VMC

**Available Time Slots:**

Enter the search criteria and click Search.

REACH UL TEN YEARS 2000 - 2010 University of Louisville

Done

- 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. Preferred days (e.g. Mon, Wed, Fri)
- 7) Once you have filled out the appropriate fields, click the “Search” button at the bottom left hand corner. The availability will be appear.
- 8) Select the time slot you want by clicking on it.

The screenshot shows the 'Search Availabilities' interface in Mozilla Firefox. The search criteria are filled out as follows:

- Center: LRC
- Section: ECON201-02 4108
- From: 08/16/2010
- To: 08/30/2010
- Time: 8:00a to 8:00p
- Days: MON TUE WED THU FRI

The search results show available time slots for Cole Morrison:

Day	Date	Instructor	Time Slot
Wed	8/18/2010	Cole Morrison	9:00 AM - 11:00 AM
Fri	8/20/2010	Cole Morrison	9:00 AM - 11:00 AM

Callout boxes provide the following instructions:

- Select course from the drop down menu
- Select a date range
- Select a time range
- Select day(s)
- Search

A speech bubble states: "After clicking 'Select' availabilities will appear. You can now select the time slot you".

- 9) After clicking on the availability you want, a confirmation screen will appear.
- 10) Under the listing of your course in the “Reason” box, choose “Class Tutoring.”
- 11) Add any additional information or notes and click “Save.”
- 12) You will then receive an e-mail confirmation.

The screenshot shows a web application window titled "Appointments Entry". At the top, there are fields for "Student:" and "Staff:". Below this is a tab labeled "Appointment Info". The form contains several fields: "Center:" with a dropdown menu showing "LRC"; "Location:" with a dropdown menu showing "LRC: Strickler 107"; "Subject:" with a dropdown menu; "Reason:" with a dropdown menu; "Status:" with a dropdown menu; "Date:" set to "9/2/2016"; "Recurring Appt Type:" set to "Weekly"; "From:" set to "5:00 PM"; and "To:" set to "6:00 PM". There is a large text area labeled "Notes:". At the bottom left, 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". Three callout boxes with arrows point to specific parts of the form: one points to the "Reason:" dropdown with the text "Choose 'Class Tutoring' as your Reason"; another points to the "Notes:" text area with the text "Put any additional notes here"; and a third points to the "Save" button with the text "Click on save to make the appointment".

Appointments Entry

Student: [Redacted] Staff: [Redacted]

Appointment Info

Center: LRC ▾ Location: LRC: Strickler 107 ▾

Subject: ▾ Reason: ▾ Status: ▾

Date: 9/2/2016 From: 5:00 PM To: 6:00 PM

Recurring Appt Type: Weekly

Notes:

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

Save  Automatically create the visit when this appointment is saved  
 Override and send confirmation when this appointment is saved

Choose "Class Tutoring" as your Reason

Put any additional notes here

Click on save to make the appointment