TutorTrac Scheduling Instructions

Appointments display 18 hours in advance and cannot be scheduled before then.

Link to TutorTrac <http://tutorapp.bd.psu.edu/>

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| On the left sidebar, in the “Student Options” box, select “Search Availability” |  |
| Select whether you want tutoring for a particular course (All Tutoring) or Writing Tutoring. |  |
| Select the course (under section)  Select the Online or  Library Location (in-person appointments)  Select date range  Select time range  Select search button |  |
| You will see the available tutors for the course during the time range you selected. **Green** highlights mean that you can schedule a one-on-one appointment with any of those tutors. **Blue** highlights (Drop-in Hours, Guided Study Groups, and Exam Prep) don’t require an appointment, just Zoom in! (Zoom Links are on the TutorTrac Main Menu) | |
| To schedule a one-on-one appointment, click on a green box that has the date/time you want. The following window will open. (Your course will appear next to “Subject.”) | |
| You can increase the duration of the appointment to 60 minutes if the tutor is available. Please indicate your goals for the session in Notes. You can also add a reason, phone number, or any notes that pertain to the material.  Save the appointment! A confirmation message will be sent to your Penn State email address. **If you need to cancel the appointment, you must do so at least two hours in advance in order to avoid getting a “No-Show” on your TutorTrac account.**  **FOR ONLINE APPOINTMENTS, LOG INTO TUTORTRAC 15 MINUTES BEFORE YOUR APPOINTMENT. A message with your Zoom link will appear at the bottom of the TutorTrac Main Page.** | |
| Sign up for text alerts that will remind you of your upcoming appointments!  (Located on the right sidebar of TutorTrac Main Page) | |