Creating A Tutoring Attendance Report – for Faculty Users

TutorTrac is an online database used by Academic Support Services to record student attendance and schedule appointments with certified tutors. Faculty members can generate reports for an entire class or view individual student tutorial visits.

1. LOG-IN

To access TutorTrac please go to the Learning Resource Center webpage then click on the Tutortrac icon: <u>https://www.bmcc.cuny.edu/students/lrc/tutortrac/</u>

Click on 'Log into Tutortrac' at the bottom of the screen

Enter your BMCC computer login username and password

Figure 1 – Log-in Screen



2. SELECTING CLASS ROSTER

a 2 Fraulty Cours

Your courses will appear on the left-hand side in the Faculty Courses section of the page (figure 2). Click a course to view registered students (figure 3).

Trac Navigation:		ncc
Faculty Options • Faculty Courses Accounting information Systems Accounting information Systems	TutorTrac Main Menu	Renugh Of Montation Community Co Lammings: Color Tool Color Dool Color Chicker Tool Chicker and foreground.

Figure 3 - Student Listing Box

, ,		alodenia Lialing			
List Options*	Reports	18 of 207333 students found			
1	D	Name			
(i) 123	Afrin, Sanjida				
410	Bahan, Galyna				
90	Bueno Gonzalez,	Кауға			
(1) ft3	Cao, Qiongdan				
(1) ft3	Chao, Joanna				
O Pa	Chen, Chong				
(1) ft3	Gooding, Jenelle				
(1) les	Guzman, Luis				
(1) les	Hamilton, Katrina				
0 13	Lau, Hov				
0 10	Lhaten, Tashi				
(Pa	Li, Jie Hui				
0 P2	Memaj, Elva				
0 12	Perry, Quinzel				
010	Samuseva, Yuliya				
(1) P2	Sylla, Samba				
(1) P2	Trusovo, Ekaterina	1			
90	Vargas, Philip				

3. VIEW STUDENT VISITS TO CENTERS

Located at the top of your 'Student Listings' page, click on: List Options → Related Data → View These Visit

Figure 4 – Students Listing Box

List Options Re	eports 18 of 207333 students found					
List All						
Search	Name					
Utility Search						
Power Search	z. Kavra					
Lists ►	1					
Send HTML Note						
Flagged Students	▶					
Related Data 🕨	View these Visits					
an	Hamilton Kating					
90	Lou. Hov					
90	Lhaten, Tashi					
90	Li, Jie Hui					
9 (1)	Memaj, Elva					
0 6	Perry, Quinzel					
01	Samuseva, Yuliya					
0 P	Sylla, Samba					
0 P	Trusova, Ekaterina					
1 10-	Vargas, Philip					

4. VISIT LISTING

The 'Visits Listing' report displays information about students visit to tutoring centers and other areas on campus.

To Print screen press, Ctrl+ P

Figure 5- Visit Listing Box

Visits Listing									
ist Options Repo	rts•	6 of 1079452 visits found							
Seq Student I	ID Name	Date In	Time In	Time Out	Hrs	Center	Subj	Reason	Consultant
982844	Badrie, Rhea	2/11/2019	4:18 PM	5:18 PM	1.00	LRC Tutoring [28]	CIS100 1700 Session: 1 1192	F511 - Tutoring	
999977	Connell, Diane	2/26/2019	3:16 PM	4:16 PM	1.00	LRC Tutoring [28]	CIS100 1100 Session: 1 1192	Tutoring	
1007524	Connell, Diane	3/5/2019	1:13 PM	2:13 PM	1.00	LRC Tutoring [28]	CIS100 1100 Session: 1 1192	Tutoring	Albarracin, Wilson
1047756	Sanchez, Elizabeth	4/2/2019	9:57 AM	10:57 AM	1.00	LRC Tutoring [28]	CIS100 1100 Session: 1 1192	Tutoring	Albarracin, Wilson
1057285	Sanchez, Elizabeth	4/9/2019	10:06 AM	11:06 AM	1.00	LRC Tutoring [28]	CIS100 1100 Session: 1 1192	Tutoring	Albarracin, Wilson
1066783	Sanchez, Elizabeth	4/16/2019	9:41 AM	10:41 AM	1.00	LRC Tutoring [28]	CIS100 1100 Session: 1	Tutoring	Albarracin, Wilson
							1114		
-									

***Please Note you will need to perform these steps for every course section.

The LRC offers *FREE*, tutorial group sessions and workshops for currently enrolled students. For more information on please visit the LRC webpage at www.bmcc.cuny.edu/students/lrc/in-persontutoring/tutoring-schedule/ Or Contact Tutorial Program: (212) 220-1383 Online Tutoring: (212) 220-8359 Tutoring Email: Irctutoring@bmcc.cuny.edu Online Tutoring Email: onlinetutoring@bmcc.cuny.edu