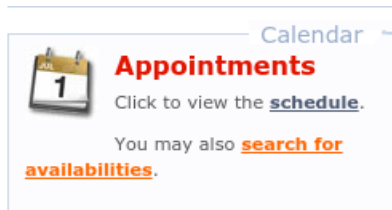


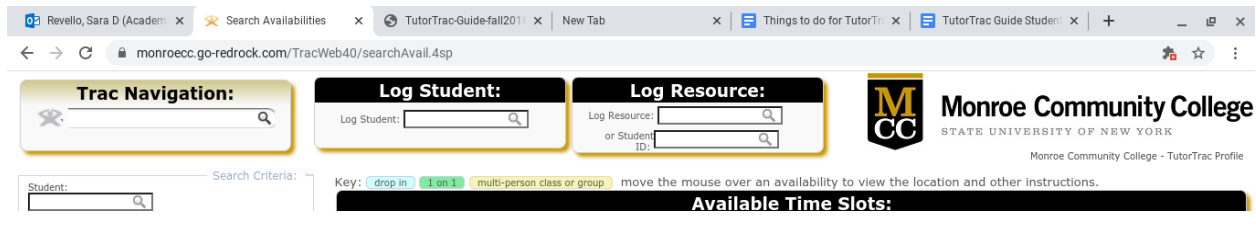
Searching for Tutor Availability:

All tutor's schedules are programmed into TutorTrac. You can search for open appointments based upon the course for which you need tutoring.

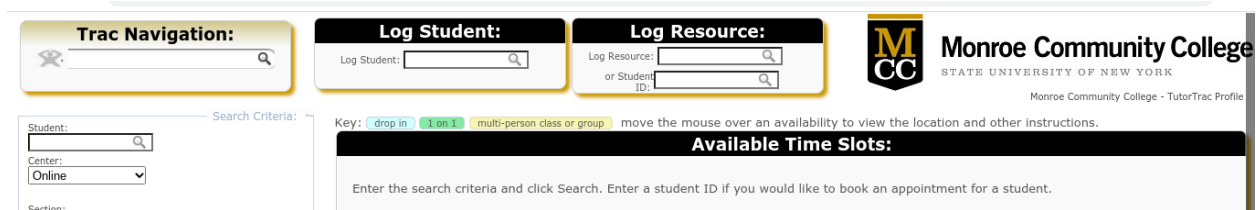


1. Look for the box labeled "Student Options" on the left side of the screen.
2. Click on the link "Search Availability..."

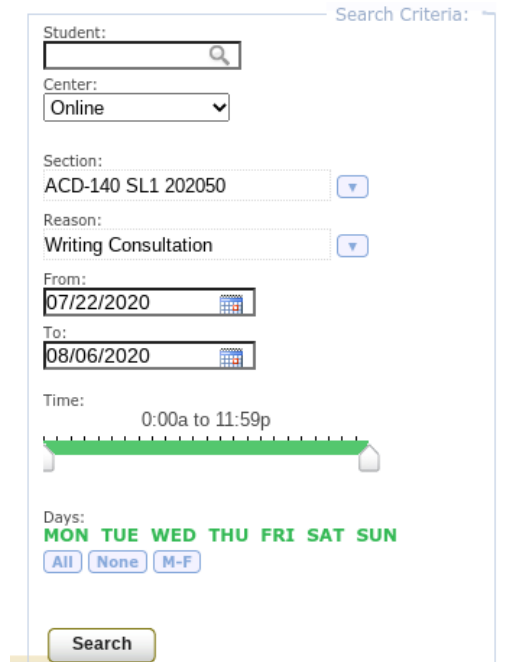
You will be brought to a screen that looks like this:



Click the drop down menu labeled "Center" in the Search Criteria box and choose the center you wish to use--for now, select "Online" as all appointments will be online.



After choosing your center, the search criteria options will automatically change to look like this



The screenshot shows a search criteria form titled "Search Criteria:". The form includes the following fields and options:

- Student:** A text input field with a search icon.
- Center:** A dropdown menu with "Online" selected.
- Section:** A dropdown menu with "ACD-140 SL1 202050" selected.
- Reason:** A dropdown menu with "Writing Consultation" selected.
- From:** A date input field with "07/22/2020" and a calendar icon.
- To:** A date input field with "08/06/2020" and a calendar icon.
- Time:** A time range input field showing "0:00a to 11:59p" with a horizontal slider below it.
- Days:** A row of buttons for "All", "None", and "M-F". Below the buttons, the days "MON TUE WED THU FRI SAT SUN" are listed in green text.
- Search:** A yellow button at the bottom of the form.

1. **Consultant:** If you do not know tutor you wish to work with, leave this box blank. If left blank, all the tutors and their availabilities that fit within your search criteria will appear.
2. **Section:** Choose the course you wish to see a tutor for. Only courses you are enrolled in will appear.
3. **Reason:** Choose the reason you wish to see a tutor or leave blank.
4. **From/To:** Specify the dates in which you would like to search for availabilities (default is a span of 7 days).
5. **Time:** Specify the time span in which you would to search for availabilities (default is 24 hours).
6. **Days:** Specify the days in which you would like to search for availability (default is all days).

When finished setting up search options, click "Search." Availabilities will appear in the box to the right labeled "Available Time Slots" (example pictured below).

Houma Community College - 1001 IRL PHONE

Search Criteria:

Student:

Center:

Section:

Reason:

From:

To:

Time:

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

Available Time Slots:

Wed 7/22/2020	Thu 7/23/2020	Mon 7/27/2020	Tue 7/28/2020	Wed 7/29/2020	Thu 7/30/2020
Your account has overrides, allowing you to override any scheduling restrictions.					
Frank	Frank	Frank	Frank	Frank	Frank
12:00 PM - 5:00 PM	3:00 PM - 6:00 PM	1:00 PM - 4:00 PM	11:00 AM - 3:00 PM	12:00 PM - 5:00 PM	3:00 PM - 6:00 PM
	Emidio	Emidio	Emidio		Emidio
	8:00 AM - 12:00 PM	8:00 AM - 12:00 PM	8:00 AM - 10:00 AM		8:00 AM - 12:00 PM