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:

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 like 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).