

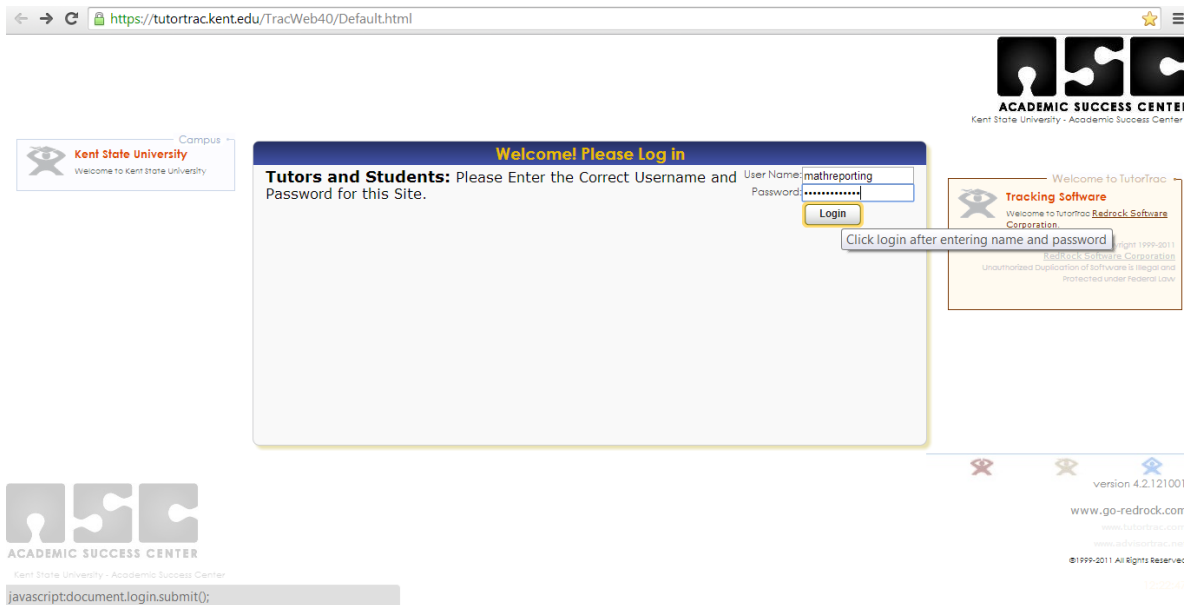
How to use TutorTrac Fall 14

How to run a report to view students logging in for mandatory tutoring 20095 sections: *022,*026, 041, 042, 048, 051, 053, and 054 for the Fall 14.

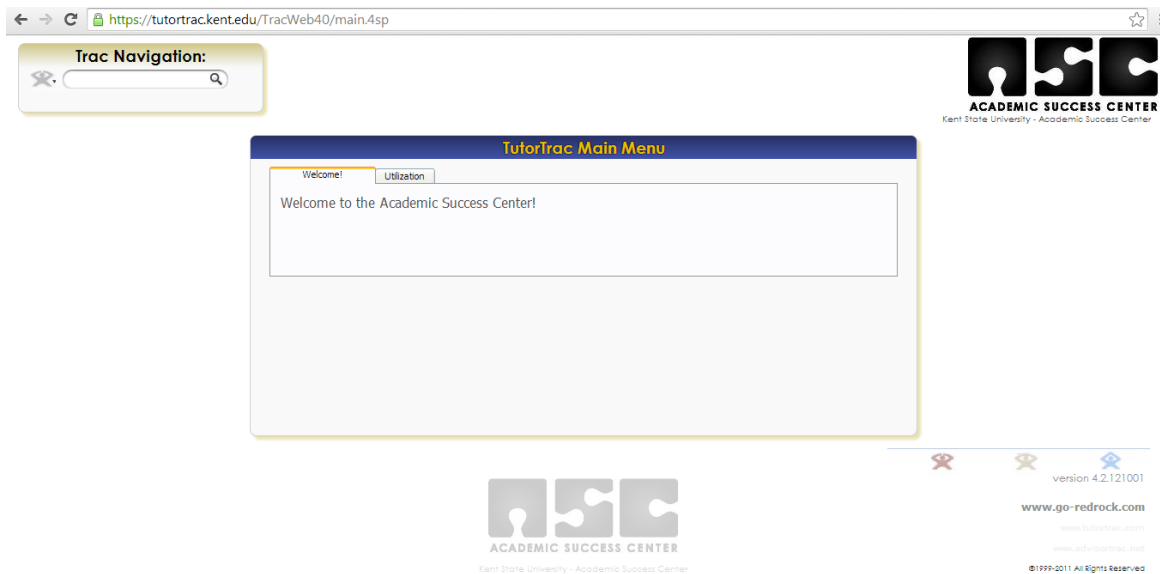
First go to this website: <https://tutortrac.kent.edu/> (university computers)


If at home first down load cisco (kent website: support.kent.edu software downloads) to create a VPN using your Flashline id then go to: <https://tutortrac.kent.edu:82>

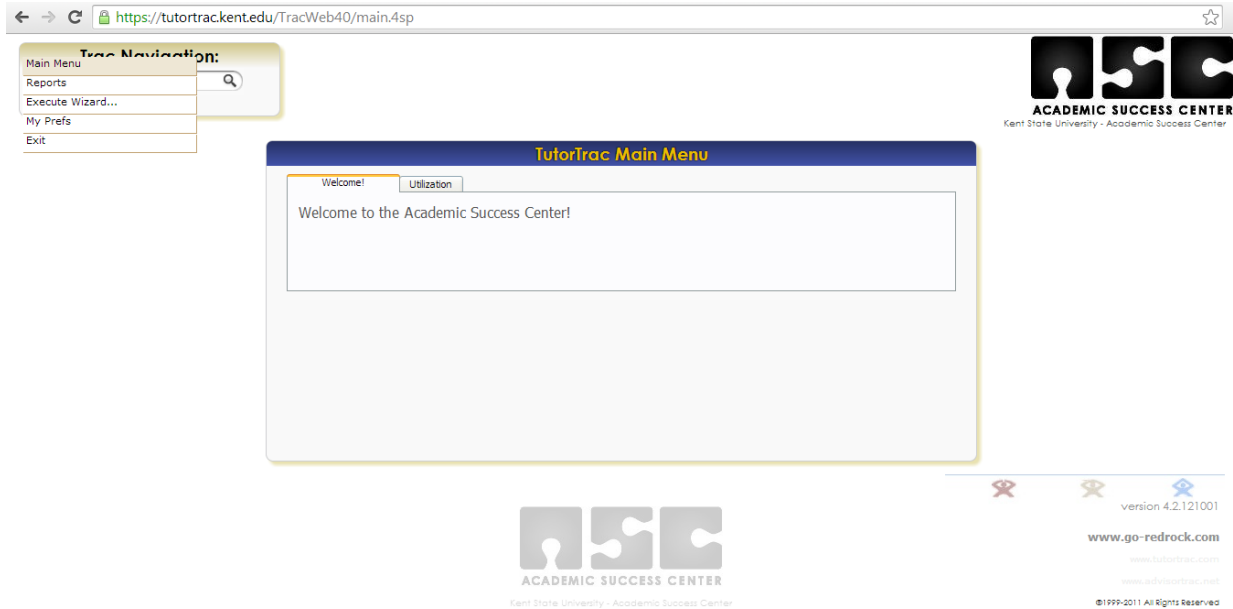
Enter Username: **mathreporting** Password: **mathreporting** and then log in.



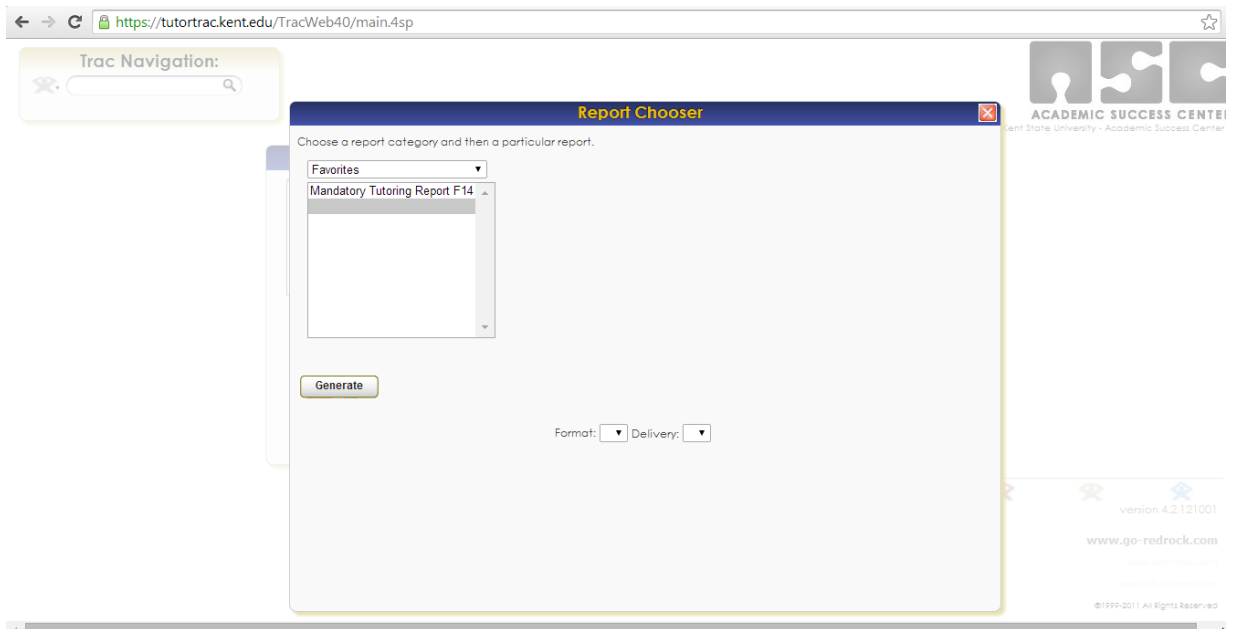
If done correctly you will then end up on this screen



Next click the TracMan icon  in the top left corner of the screen to drop down a menu of options.



Now click on reports and give it a few seconds to load, it will display this screen



Click on “Mandatory Tutoring Report F14” and again after giving it a few moments to load you will be given a few options

The screenshot shows the 'Report Chooser' window in a web browser. A red box on the left contains the text 'Change Range of Dates Here!' with an arrow pointing to the date field in the 'from' section, which is currently set to '08/25/2014'. The 'to' date is '12/26/2014'. The 'Search' field for 'Group 2: Section' contains 'math20095'. The 'Additional fields to add to report' section has 'Student ID' selected. The 'Generate' button is visible at the bottom.

It is preset to search for the whole semester; however you can change the dates to look for specific range in dates.

To search for your specific class you will have to enter the section number in the search bar as shown below

This screenshot is similar to the first one, but the 'Search' field for 'Group 2: Section' now contains '002'. A red box on the left contains the text 'Mandatory Tutoring Report F14' with an arrow pointing to the search field. The 'Additional fields to add to report' section has 'Student ID' selected. The 'Generate' button is visible at the bottom.

Once the section number is entered click the “Generate” button in the bottom left corner, a new screen should open up displaying the report.

Visits by [Sections]SubjectID and [Sections]Section3 grouped by Student 48 Visits found

Centers : EXCEL, Library, Manchester, Math_Grant, Oscar Ritchie, Prentice_Math, Ti_Towers, University/Tutoring, Wright Hall
criteria: from [redacted] to 12/26/2014, Active consultants only, [Sections]SubjectID = math10041, [Sections]Section3 = 001

SubjectID	Section3	ID	Visits	Hours	Date	Time In	Time Out	Tot Hrs
[redacted]	001	[redacted]	1	0.65	4/23/2014	4:05 PM	4:45 PM	0.65
[redacted]	[redacted]	[redacted]	25	25.80	1/22/2014	9:55 AM	10:45 AM	0.83
[redacted]	[redacted]	[redacted]			1/22/2014	10:52 AM	10:52 AM	0.00
[redacted]	[redacted]	[redacted]			1/29/2014	9:57 AM	10:54 AM	0.94
[redacted]	[redacted]	[redacted]			2/3/2014	9:45 AM	10:47 AM	1.04
[redacted]	[redacted]	[redacted]			2/10/2014	9:54 AM	10:49 AM	0.89
[redacted]	[redacted]	[redacted]			2/12/2014	9:50 AM	10:51 AM	1.01
[redacted]	[redacted]	[redacted]			2/19/2014	9:45 AM	10:59 AM	1.23
[redacted]	[redacted]	[redacted]			2/24/2014	9:46 AM	10:52 AM	1.09
[redacted]	[redacted]	[redacted]			2/26/2014	9:50 AM	10:51 AM	1.00
[redacted]	[redacted]	[redacted]			3/3/2014	9:33 AM	10:48 AM	1.23
[redacted]	[redacted]	[redacted]			3/5/2014	9:51 AM	10:54 AM	1.05
[redacted]	[redacted]	[redacted]			3/10/2014	9:37 AM	10:51 AM	1.23
[redacted]	[redacted]	[redacted]			3/17/2014	9:53 AM	10:54 AM	1.04
[redacted]	[redacted]	[redacted]			3/19/2014	9:42 AM	10:48 AM	1.10
[redacted]	[redacted]	[redacted]			3/31/2014	10:03 AM	10:54 AM	0.84
[redacted]	[redacted]	[redacted]			4/2/2014	9:40 AM	10:53 AM	1.20
[redacted]	[redacted]	[redacted]			4/7/2014	9:45 AM	10:48 AM	1.05
[redacted]	[redacted]	[redacted]			4/9/2014	9:42 AM	10:52 AM	1.16
[redacted]	[redacted]	[redacted]			4/14/2014	9:38 AM	10:47 AM	1.15
[redacted]	[redacted]	[redacted]			4/16/2014	9:53 AM	10:53 AM	1.01
[redacted]	[redacted]	[redacted]			4/21/2014	9:54 AM	10:53 AM	0.98
[redacted]	[redacted]	[redacted]			4/23/2014	9:55 AM	10:45 AM	0.83
[redacted]	[redacted]	[redacted]			4/28/2014	9:44 AM	10:52 AM	1.13

**this is sample so names have been blacked out*

Displayed data includes:

- Name
- Banner ID
- Date of Log In
- Time In/Out
- Total Time Logged in for Tutoring during Session
- Number of Visits

At the bottom of each person’s list of tutoring visits, it will give a total number of hours spent at tutoring overall.