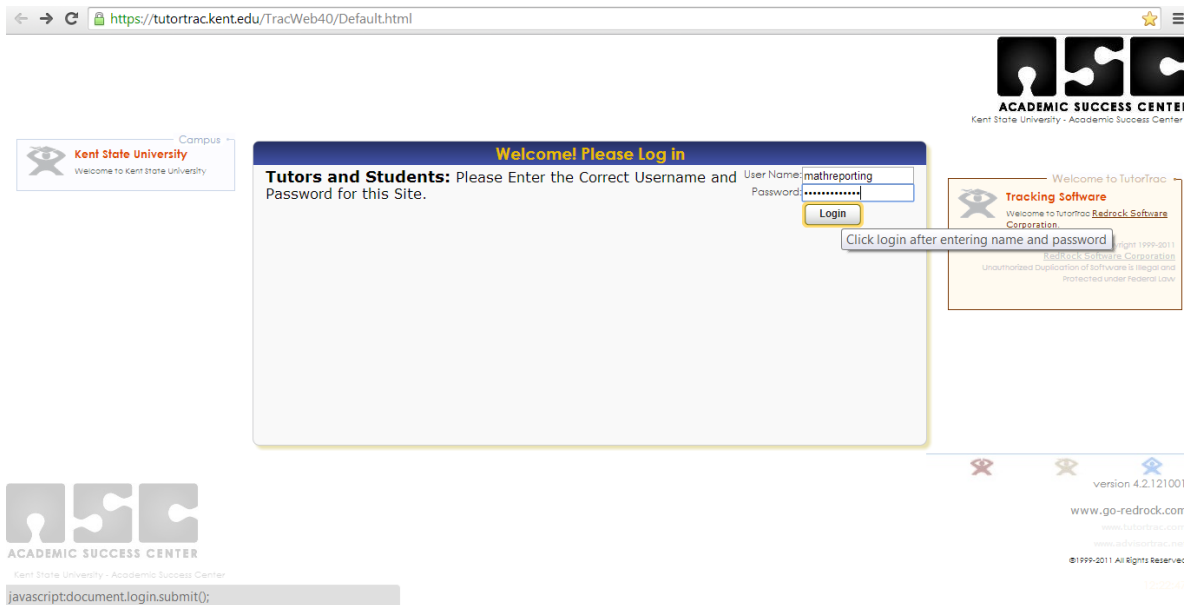# How to use TutorTrac Fall 14

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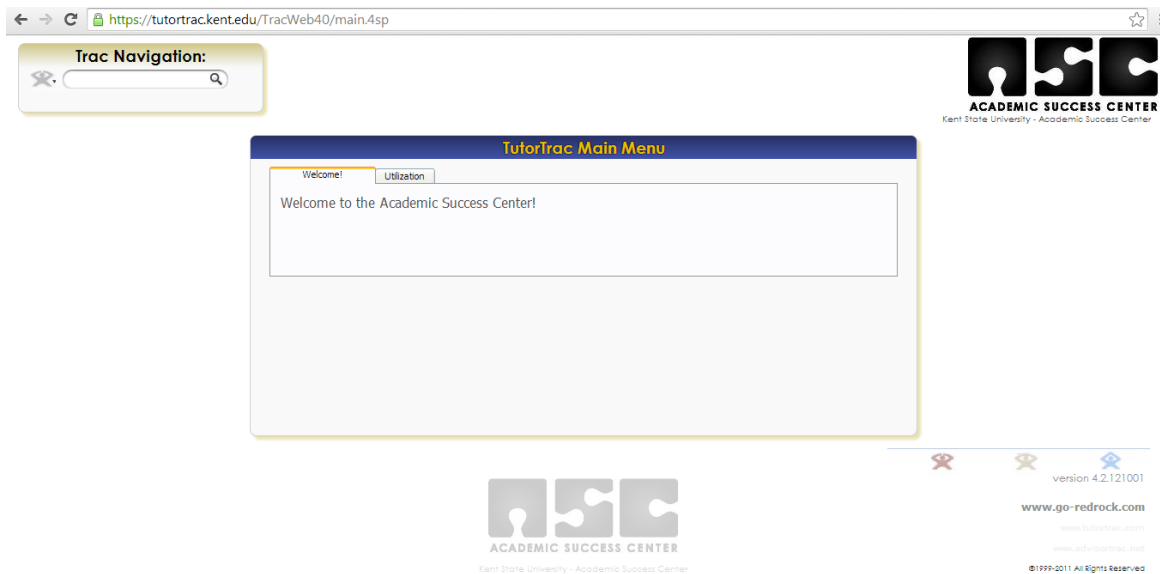
First go to this website: https://tutortrac.kent.edu/ (university computers)

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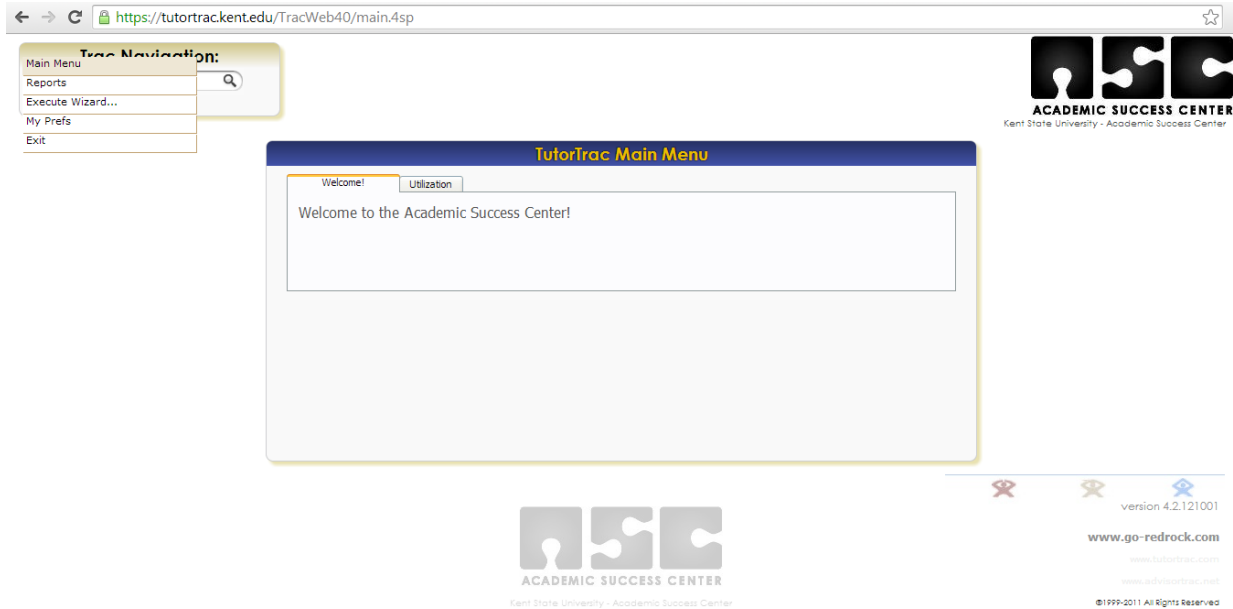
Enter Username: **mathreporting** Password: **mathreporting** and then log in.
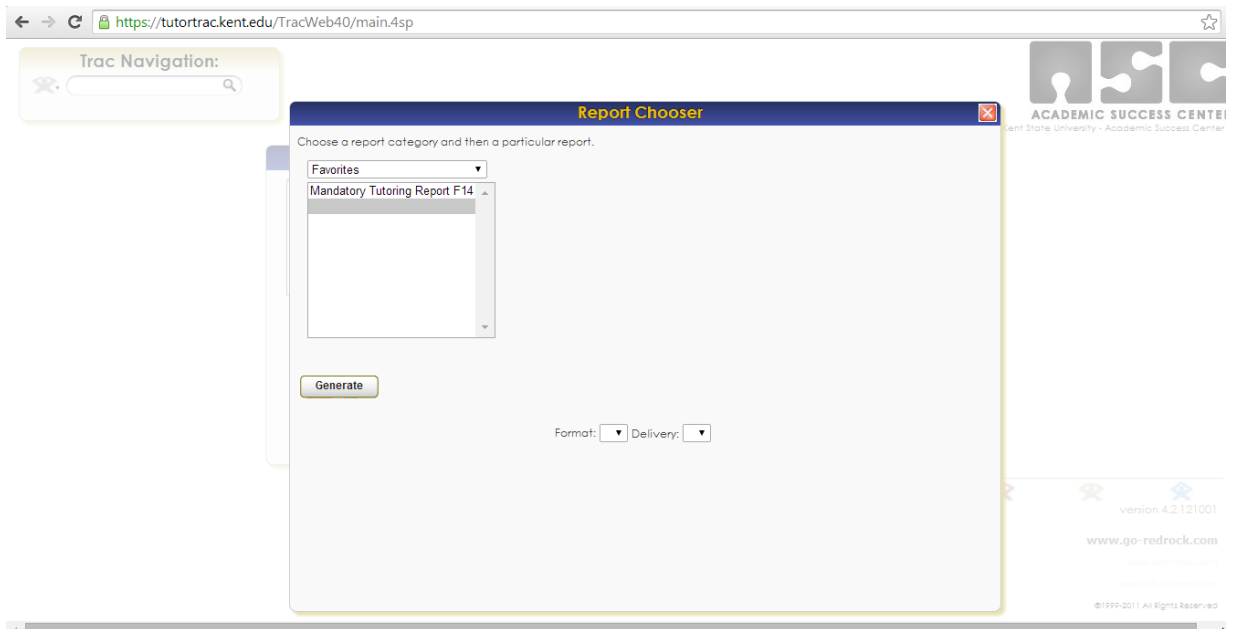

If done correctly you will then end up on this screen

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

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

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, Tri_Towers, UniversityTutoring, Wright Hall
criteria: from██████████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
████	001	███████████	1	0.65				
					4/23/2014	4:05 PM	4:45 PM	0.65
		███████████	25	25.50				
					1/22/2014	9:55 AM	10:45 AM	0.83
					1/22/2014	10:52 AM	10:52 AM	0.00
					1/29/2014	9:57 AM	10:54 AM	0.94
					2/3/2014	9:45 AM	10:47 AM	1.04
					2/10/2014	9:56 AM	10:49 AM	0.89
					2/12/2014	9:50 AM	10:51 AM	1.01
					2/19/2014	9:45 AM	10:59 AM	1.23
					2/24/2014	9:46 AM	10:52 AM	1.09
					2/26/2014	9:50 AM	10:51 AM	1.00
					3/3/2014	9:33 AM	10:48 AM	1.23
					3/5/2014	9:51 AM	10:54 AM	1.05
					3/10/2014	9:37 AM	10:51 AM	1.23
					3/17/2014	9:53 AM	10:56 AM	1.04
					3/19/2014	9:42 AM	10:48 AM	1.10
					3/31/2014	10:03 AM	10:54 AM	0.84
					4/2/2014	9:40 AM	10:53 AM	1.20
					4/7/2014	9:45 AM	10:48 AM	1.05
					4/9/2014	9:42 AM	10:52 AM	1.16
					4/14/2014	9:38 AM	10:47 AM	1.15
					4/16/2014	9:53 AM	10:53 AM	1.01
					4/21/2014	9:54 AM	10:53 AM	0.98
					4/23/2014	9:55 AM	10:45 AM	0.83
					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.