

Logging Students During Office Hours

Step 1

Log into TutorTrac (Username **mathreporting** password **mathreporting**)and Click **Enter Kiosk** and **Math Building**

The image shows two overlapping screenshots from the TutorTrac system. The background screenshot is the 'TutorTrac Main Menu' with a 'Welcome!' tab selected. The foreground screenshot is a 'Log Student:' window with a search box. A blue arrow points from the 'Math Building' option in the 'Main Menu' to the search box in the 'Log Student:' window.

ID	Time In	Reason
810561257	8/29/2014	Work- Emporium
Melendez, Ryan M	3:59 PM	Work
01020000	8/29/2014	Work-

Step 2

The Log In Kiosk will appear

Have the student enter his/her **FLASHLINE** user ID and hit enter in the Log Student Box

The image shows the same 'TutorTrac Main Menu' and 'Log Student:' window as in Step 1. A blue arrow points to the search box in the 'Log Student:' window, which now contains the text '81020000'. The 'TutorTrac Main Menu' window shows a 'Welcome!' message and a 'Utilization' tab. The 'ACADEM' logo for Kent State University is visible in the bottom right corner.

version 4.2.121001

Step 3

You will see their name on the kiosk list



Step 4

After the sessions click their name to log out



Note: You may see students on the screen who are not in your section. This is because another instructor is conducting office hours. The kiosk is shared between all instructors with access to the "mathreporting" tutortrac account.

