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 download 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.

*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.