

TutorTrac Instructions for Students

Logging In:

- TutorTrac can be accessed at <https://tutortrac.sdstate.edu> (If you are having difficulty with Internet Explorer, try using Mozilla Firefox)
- Log in with your MyStateOnline username and the password
- If you have difficulty, call the Support Desk at 605-688-6776

To Search Availabilities and Schedule Tutoring Appointments:

- In the top left of the page, click on “Search Availabilities”
- Choose the Center you’d like to schedule with from the Dropdown Arrow ▼
 - Tutoring (WTP)
- Choose the Reason (Subject) from the Dropdown Arrow ▼
- Click “SEARCH” and available time slots will appear
- Click on your preferred time; to schedule an appointment during that time, click “SAVE”
- If you return to the Main menu, your upcoming appointments will be listed

Available Timeslots:

You will notice that sessions are color-coded based on the type of appointment. Descriptions for those appointments are included below:

- **Blue = Drop-in hours:** Drop-in sessions are times that a tutor or review session leader is available, without you needing to schedule an appointment.
- **Yellow = Group appointments:** Most tutoring appointments occur in groups of up to four students. You and a few other students from your class will meet with a tutor together.

Cancelling an Appointment:

To cancel tutoring appointments, you must do so 24 hours in advance. Cancelling with less than 24 hours notice does count as a missed appointment. Please note that students are suspended from tutoring for the remainder of the semester after their second missed appointment.

Below are the steps for canceling appointments on TutorTrac:

- Login to TutorTrac
- Find a list of your upcoming appointments on your Main Menu
- Click the ⊗ behind the appointment you’d like to cancel
- Type a reason for cancelling your appointment

Questions? Contact us at...

Wintrode Student Success Center

Phone: 605-688-4155

Email: SDSU.Tutoring@sdstate.edu

Website: <http://www.sdstate.edu/gs/students/tutoring/index.cfm>