Making and Managing Writing Center Online Appointments Using TutorTrac

Go to [https://tutortrac.hamilton.edu](https://tutortrac.hamilton.edu) and log in using your Hamilton username and password.

*Note: TutorTrac works best in Firefox*

Once you’ve logged in, you will see a welcome message and a list of your scheduled appointments. You can use TutorTrac to make appointments, cancel appointments, and sign up for text alerts.

Signing up for Alerts

You can choose to receive text reminders and messages that confirm appointments and cancellations. After you’ve logged in to TutorTrac, look for a block to the right of the Welcome screen that says “Receive SMS Alerts.” Check the “Activate” box and a set of directions and options will appear. Regardless of whether you opt in to receive text messages, you will receive email notifications and reminders.
Making an Appointment & Viewing Availability

Click on “Search Availability” (to the left of the welcome message), which will bring up the search criteria screen.

Choose the Nesbitt-Johnston Writing Center. Under Reason, choose what type of conference you need. Then, you can limit your search in other ways:

A. You can choose a date range to search. The system's default window is one week.
B. If you want to look only for certain days or times, you can choose those restrictions.

Note: you can book up to 14 days in advance and no less than 2 hours before an appointment time. If you are trying to make a last-minute appointment, please email us at wcpaper@hamilton.edu so that we can try to accommodate you.

You will be presented with a list of available appointments that meet your criteria, sorted by day. Each green block is an available appointment.

To make an appointment: click on the time that you want to book. You will then be asked additional questions to help us prepare for your conference.
Subject: Choose the class you’re coming in for. You can also select other options not for a class, like resume or application essay.

Other Questions: Indicate in the drop-down menu under the date whether the conference is Required, Voluntary, or Recommended. In the Notes, indicate the approximate length of the draft and what you would like to work on in your conference.

Click “save.” You should now see the appointment on the Welcome screen and also have an email confirmation.

Note: If you are coming to the Writing Center with a group (all working on the same paper), only one group member should schedule the appointment.
What if the search doesn’t show any appointments?

If your search finds no results, you can try adjusting your restrictions. If that doesn’t work, email us at wcpapers@hamilton.edu and we will do our best to help.

**Accessing Your Zoom Appointment**

You can get to your appointment in one of two ways:

1. Log in to TutorTrac. Fifteen minutes before your appointment time, a link will appear on the main screen next to the appointment information. Clicking on the blue block will open the Zoom session.
2. Click the link that is provided in your reminder email.

The reminder email will also have instructions for submitting your draft in .doc or .docx format.
Canceling an Appointment

On the Welcome screen, find the appointment on your list of Upcoming Appointments. Click the X next to the appointment. **You must cancel at least 2 hours in advance of your appointment time.** If you need to cancel closer to your appointment, you must email the Writing Center at wcpapers@hamilton.edu.

Verify that you have selected the correct appointment to cancel. Enter a note about why you are canceling (e.g., My assignment due date changed). Be sure to click “Confirm Cancellation.”

*Note: Excessive last-minute cancellations or missed appointments may affect your ability to book future appointments.*