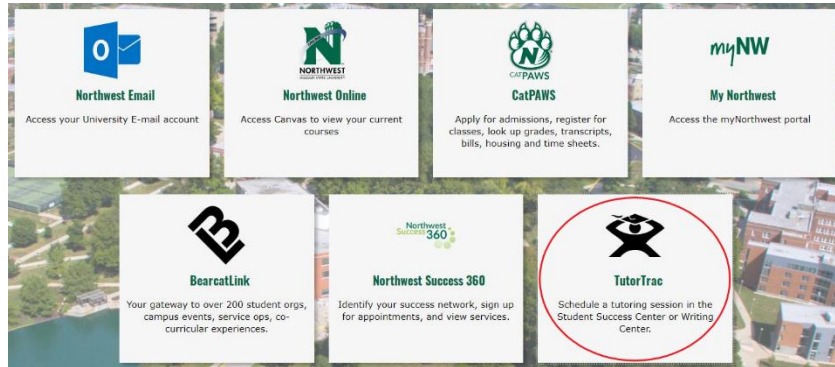
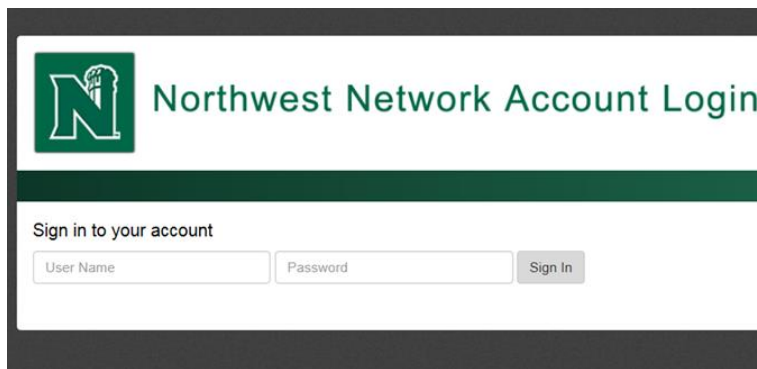


Scheduling an Appointment with the Writing Center

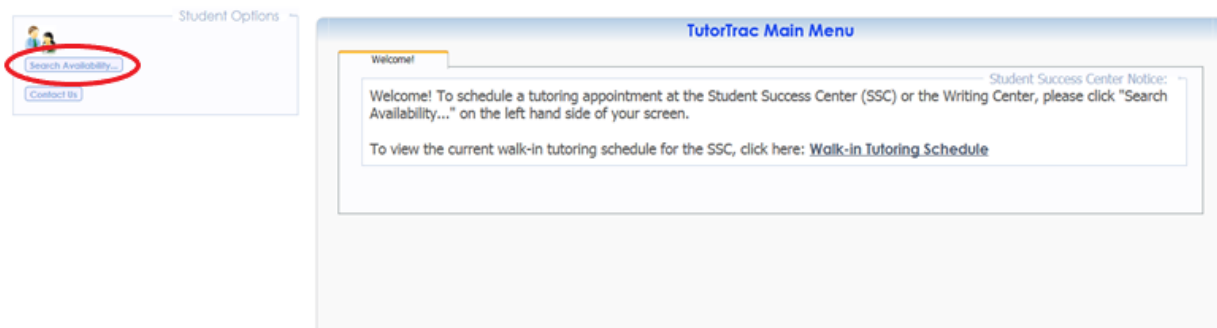
1. Access the log in page at <https://www.nwmissouri.edu/login/> and select TutorTrac.



2. After clicking on the TutorTrac logo, this screen will appear. Log in using your Northwest credentials (S number and email password).



3. After logging in, the screen will look like this. Click “Search Availabilities...” on the left side of the screen to schedule your appointment.



4. After clicking “Search Availabilities...”, this screen will appear. Under “Center:” select “Writing Center”.

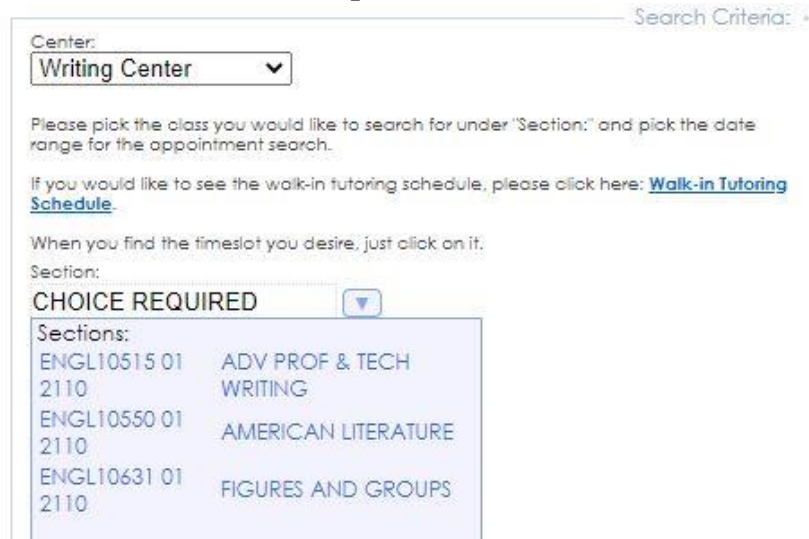


Search Criteria: ←

Center:

Choose a center to begin searching for available appointment slots. Pick “SSC Tutoring” for a Student Success Center tutoring appointment. SSC appointments are for subject related tutoring. Select “Writing Center” for an appointment to assist you with a writing assignment in any class.

5. After selecting “Writing Center”, this screen will appear. Use the “Section:” drop down arrow to pick the appropriate course. **If you are scheduling an appointment that is not for one of your listed courses, select one and mention that the appointment is not for the course in the notes section (see step 8).**



Search Criteria: ←

Center:

Please pick the class you would like to search for under “Section:” and pick the date range for the appointment search.

If you would like to see the walk-in tutoring schedule, please click here: [Walk-in Tutoring Schedule](#).

When you find the timeslot you desire, just click on it.

Section:

Sections:

ENGL10515 01 2110	ADV PROF & TECH WRITING
ENGL10550 01 2110	AMERICAN LITERATURE
ENGL10631 01 2110	FIGURES AND GROUPS

6. After selecting the appropriate course, adjust the date range, times, and days that work for your schedule. It is recommended that you use the default settings on these parameters. Click “Search”.

Center: Writing Center

Please pick the class you would like to search for under "Section:" and pick the date range for the appointment search.

If you would like to see the walk-in tutoring schedule, please click here: [Walk-in Tutoring Schedule](#).

When you find the timeslot you desire, just click on it.

Section: ENGL10515 01 2110

From: 08/31/2020

To: 09/14/2020

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI SAT SUN

All None M-F

Search

7. After clicking “Search”, the available appointments will appear on the right side of the screen. Select your appointment time by clicking the blue text in the box. **If you are scheduling a following appointment, make sure you schedule your appointment with your assigned fellow. A list of the current fellows and their assigned professors can be found [here](#).**

Center: Writing Center

Please pick the class you would like to search for under "Section:" and pick the date range for the appointment search.

If you would like to see the walk-in tutoring schedule, please click here: [Walk-in Tutoring Schedule](#).

When you find the timeslot you desire, just click on it.

Section: ENGL10515 01 2110

From: 08/31/2020

To: 09/14/2020

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI SAT SUN

All None M-F

Key: drop in 1 on 1 mul

Natasha Helme

- 10:00 AM - 10:20 AM
- 10:30 AM - 10:50 AM
- 11:00 AM - 11:20 AM
- 11:30 AM - 11:50 AM
- 12:00 PM - 12:20 PM
- 12:30 PM - 12:50 PM
- 1:00 PM - 1:20 PM
- 1:30 PM - 1:50 PM
- 2:00 PM - 2:20 PM
- 2:30 PM - 2:50 PM
- 3:00 PM - 3:20 PM
- 3:30 PM - 3:50 PM
- 4:00 PM - 4:20 PM
- 4:30 PM - 4:50 PM
- 5:00 PM - 5:20 PM
- 5:30 PM - 5:50 PM

8. After clicking on the clue text in the box, this text box will appear. Use the “Reason:” drop down arrow to select the appropriate appointment type. Provide your phone number and describe what would like to accomplish during your appointment in the “Notes:” box. **If your appointment is not for one of your listed courses, mention that in the “Notes:” section.**

The screenshot shows the 'Appointments Entry' form for staff member Natasha Helme. The form includes a 'Reason:' dropdown menu, a 'Phone:' dropdown menu, and a 'Notes:' text area. Red arrows point to these three fields. The 'Subject' field is set to 'ENGL10515 01 2110' and the 'Time' is set to '10:00 AM' to '10:20 AM'. A 'Save' button is located at the bottom left of the form.

9. Click “Save.” You will receive a confirmation email with the details of your scheduled appointment.

This screenshot is identical to the previous one, but the 'Save' button at the bottom left is circled in red to indicate the next step in the process.