Creating A Tutoring Attendance Report – for Faculty Users

TutorTrac is an online database used by Academic Support Services to record student attendance and schedule appointments with certified tutors. Faculty members can generate reports for an entire class or view individual student tutorial visits.
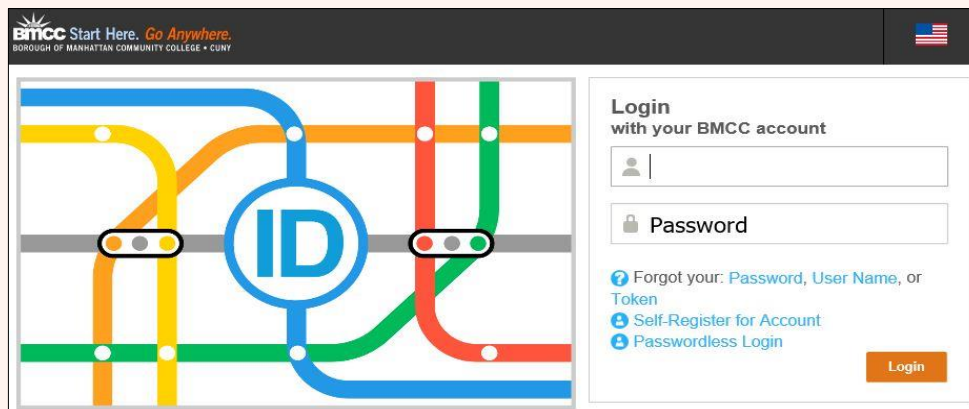
1. LOG-IN

To access TutorTrac please go to the Learning Resource Center webpage then click on the Tutortrac icon: https://www.bmcc.cuny.edu/students/lrc/tutortrac/

Click on *'Log into Tutortrac'* at the bottom of the screen

Enter your BMCC computer login **username** and **password**

Figure 1 – Log-in Screen

2. SELECTING CLASS ROSTER

Your courses will appear on the left-hand side in the Faculty Courses section of the page (figure 2).

Click a course to view registered students (figure 3).
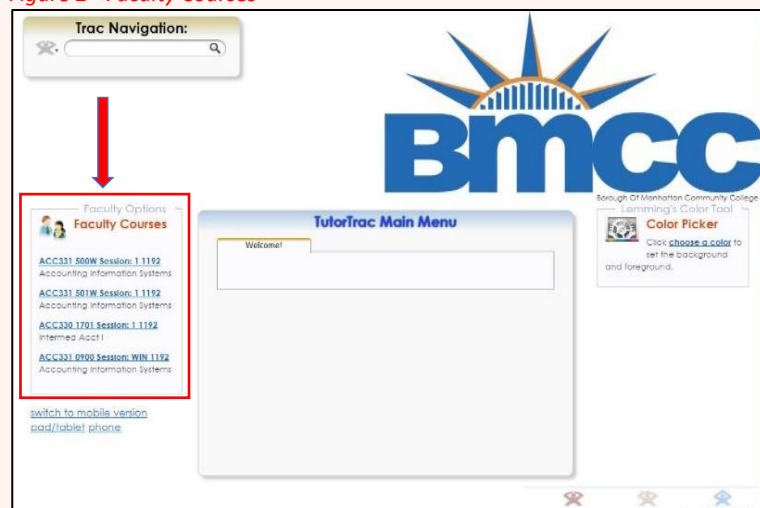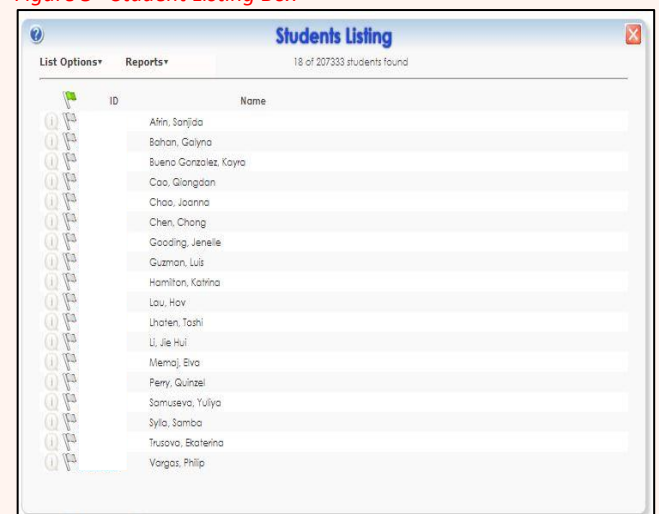
Figure 2 - Faculty Courses
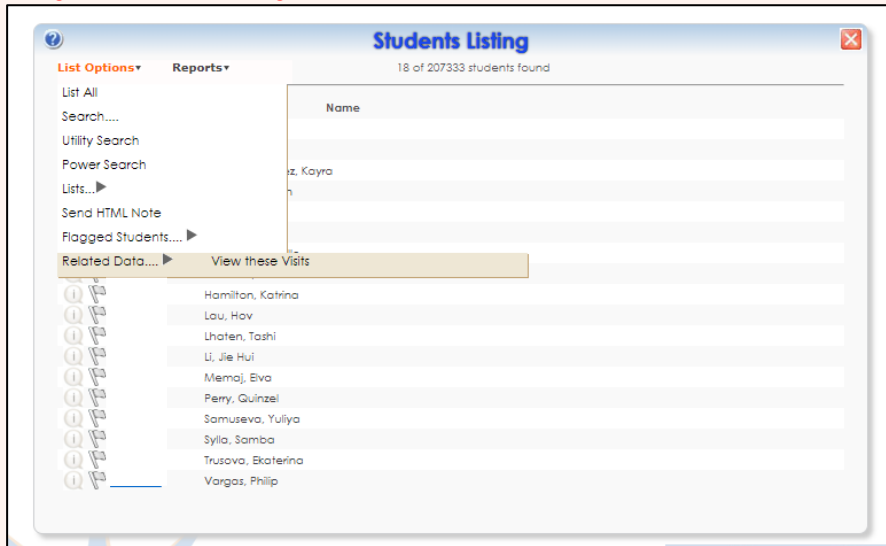

Figure 3 - Student Listing Box

3. VIEW STUDENT VISITS TO CENTERS

Located at the top of your 'Student Listings' page, click on:

List Options ➡ Related Data ➡ View These Visit

Figure 4 –Students Listing Box

4. VISIT LISTING

The 'Visits Listing' report displays information about students visit to tutoring centers and other areas on campus.

To Print screen press, **Ctrl+ P**

Figure 5- Visit Listing Box

***Please Note you will need to perform these steps for every course section.**

The LRC offers *FREE*, tutorial group sessions and workshops for currently enrolled students. For more information on please visit the LRC webpage at www.bmcc.cuny.edu/students/lrc/in-persontutoring/tutoring-schedule/
Or Contact
Tutorial Program: (212) 220-1383
Online Tutoring: (212) 220-8359
Tutoring Email: lrctutoring@bmcc.cuny.edu
Online Tutoring Email: onlinetutoring@bmcc.cuny.edu