



# Student Access and View

12:30pm -1:20pm

Papago





## What Can Students do?

- Allow students to book their own appointments
- Allow students to cancel appointments
- Sign up to Text Messaging (txt Msg Module)
- Upload/download files
- Take a Survey (SurveyTrac)
- View Visit history
- And more!



## How Students can access

- Campus Authentication (LDAP, SAML, CAS) using their campus account to access Trac. (Recommended)
- Local User Account. Created and assigned within the Trac system. (This can be helpful when Campus authentication is not available)



# Why Allow Student Access?

- Lets the student take an active roll in their own scheduling
- Taking the responsibility off of staff – reducing workload.





# Customizing the Student View

- Tracman Icon → Utilities and Prefs → System Preferences → Student Access
- Center Profile → Group Access Tab → Student Group
- Center Profile → Prefs Tab → Notices Tab



# Restricting the Student

- Missed Appointment rule
- Student Status
- Student Center Status
- Student lists





# Student Access Pref

**Batch Utilities**

Batch utilities allow you to perform searches, data changes and various other operations on a selection of records. Many of these operations **can not be undone** so do not activate a destructive process if you are unsure of the results.

There are **24** Center records for processing.

Custom Utility **System Prefs** Advanced Prefs LDAP Tool Email Tool Auto Events Auto Reports Q2 Configs

These fields control student access to certain functionalities

- Edit Bio from Main Menu: Yes ▾
- View Class Schedule from Main Menu: No ▾
- Students can book appointments (master switch NO overrides center prefs): Yes ▾
- Students can view own visits (master switch NO overrides center prefs): Yes ▾
- Students can view full name of consultants: No ▾
- Browse Resources: Yes ▾
- Allow students to post documents: Yes ▾
- What is the subdirectory for student doc posts?: Sequence ▾
- URL for student help (http://...) or (mailto:...): helpdesk.qo-redrock.com
- Displayed text of help link (Help...):
- BANNED  INACTIVE ▾
- Access Based On Status: no access full access no appointments
- Message for Inactive Students: Student Record Deactivated
- Message for Full Access Students: TEST!!!





# Student Notice

Center Profile: Redrock Tutoring

General   Centers   Group Access   Tutor   Sections   Reasons   Prefs

Log In/Out   Scheduling   Custom Fields   Custom Lists   Emails   Notices

Notice to staff:  Welcome to Redrock Tutorial Services. Please enjoy your s...

Notice to consultants:  This is what Consultants See

Notice to faculty:  Sample notice to faculty.

Notice to students: 

```
<p><span style="color: #800080;"><strong>How  
to Find Opportunities for  
Tutoring</strong></span></p>  
<ol>  
<li><span style="color: #800080;">In the left  
de panel box, click on <em>Search
```

Notice on KIOSK:  Message on KIOSK from Redrock Tutoring





## Student View

Main Menu Log Off Switch to Consultant profile

Student Options

Search Availability...  
Confirm Bio...  
Search Resources...  
Visit History...  
Document Post...

Assigned Advisor

Messages for Malcolm Reynolds

load earlier read messages

3/20/2019  
Dear Malcolm Reynolds: You have missed the following appointment Tutor: Hummel, Jessie Subject: PED115 003 20112 Date: Tuesday, March 19, 2019 Time: 11:00 AM Location: You have missed 1 appointment(s). Per our Program policy, you are allowed 3 absences. Please call us if you cannot attend a session. If you dropped/withdrew from your course, please notify us immediately. We can be reached at (330)672-3190. Academic Success

AdvisorTrac Main Menu

Welcome! TutorTrac Inst

Redrock Tutoring Notice:

### Upcoming Appointments

Demo Learning Center appointment on 4/1/2019 at 12:00 PM with , location: Zeta (4.1 hours from now) .

Demo Learning Center appointment on 4/1/2019 at 2:00 PM with Silvia , location: Beta Hall (5.1 hours from now) .

Demo Learning Center appointment on 4/2/2019 at 2:00 PM with Silvia , location: Alpha Hall. .

Demo Learning Center appointment on 4/5/2019 at 12:00 PM with , location: Beta. .

Demo Learning Center appointment on 4/8/2019 at 12:00 PM with , location: Beta. .

### Fitness Related Course

You are registered in **PED115 003 20112** and have **2** visits for a total time of **1.00** hours.

### How to Find Opportunities for Tutoring

1. In the left side panel box, click on *Search Availabilities*.
2. You will be taken to the **Search Availabilities** page.
3. From the **Center** drop-down, choose *Tutoring at Williams*.
4. From the **Section** menu, choose the course for which you want tutoring. If your course list does not come up immediately, be patient; TutorTrac sometimes take a few second to load.
5. Enter the **Date** range you would like to search. Keep in mind, we will be updating the next week's availabilities by Wednesday.
6. Select the **Time** range you would like search by dragging the handles. To find

REDROCK COMMUNITY COLLEGE  
Redrock University

Receive SMS Alerts

**Text reminders is turned on**

You will receive a reminder for an appointment within 60-65 minutes of the appointment start time.  
Click to edit: ▶

Note: Standard Text Message rates may apply.

Whiteboard

**You have been invited!**

To attend the following live online sessions: [University of St. Francis Demo](#) [GRAPHICS](#)

Student Surveys


You may take one of the following surveys:  
[Testing Center Request](#)



## Search Avail for Students

Find on page  No results < > Options ▾

[Main Menu](#) [Log Off](#) [Switch to Consultant profile](#)



Please select a Center:

Please email [support@go-redrock.com](mailto:support@go-redrock.com) if you need assistance scheduling an appointment.  
Consultant:

Section:

Reason:

From:

To:

Time:

Days:  MON  TUE  WED  THU  FRI  SAT  SUN

Search Criteria:

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

**Available Time Slots:**

Enter the search criteria and click Search.

### Instructions for Searching

1. Click the drop down menu and select a center from the menu
2. Search for available times by selecting a course or consultant's (tutor's) name
3. Click the search button at the bottom of the screen
4. Click on the time listed that is most convenient for you



# Center Info by Profile

Student Entry

General info Documents SAGE Visit Summary History Class Schedule

Last Name: Reynolds  
First, Middle: Malcolm  
Address: 1323 West south Street  
City, State Zip: tempe, AZ 85210  
Email: jhalter@go-redrock.com  
Birthdate: 3/9/1969  
Home Phone: 480-370-4649 Mobile Phone: 480-370-4649  
Text Msg Addr: 14803216927@msg.fi.google.com  Receive Other Bulletins  
Handle: 13000  
 Confirm BIO on next log in  Use Mobile View

Save

Get Text Alert Activation Code

Basic Info Custom Campus **Center Info** Lists

Learning Center

what is your favorite pasta? [dropdown] [At Login]

Redrock Tutoring

Center Missed Appointments: 0

Center Status: [dropdown]

Notes on Student: [text area]



2019 Annual Redrock Conference



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