

## THE WRITING CENTER IS ONLINE FOR FALL 2020

As a result of current circumstances, the writing center will operate fully online for the fall 2020 semester. We will maximize our resources, offering some one-on-one appointments and workshops led by writing consultants on a variety of topics. Using Zoom, writing consultants will be able to see, hear, and collaborate with students. They will ask thoughtful questions, offer strategies to help create better writers, and inspire students to talk about their writing. Students are encouraged to bring writing from all disciplines and at all stages of the writing process, from outlines to completed drafts, as well as non-academic/personal works.

### HOW TO USE YOUR STUDENT TUTORTRAC ACCOUNT

#### Logging in to TutorTrac through the URL:

[Visit TutorTrac from the Pace campus](#). Once on this page please use your Pace credentials (same login as your Pace Portal)

[Visit TutorTrac from off-campus](#) \*\*\*Please Note: You will be asked to sign in with your Pace credentials (same login as your Pace Portal) twice.

*Note: Suggested Browser is Mozilla Firefox (Internet Explorer won't work well)*

#### Questions or concerns?

Email [wc\\_plv@pace.edu](mailto:wc_plv@pace.edu)



## How and Why to Use Your Student TutorTrac Account

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### Using your student TutorTrac account allows you to:

- Search for a specific tutors hours and availability
- View your block course schedule

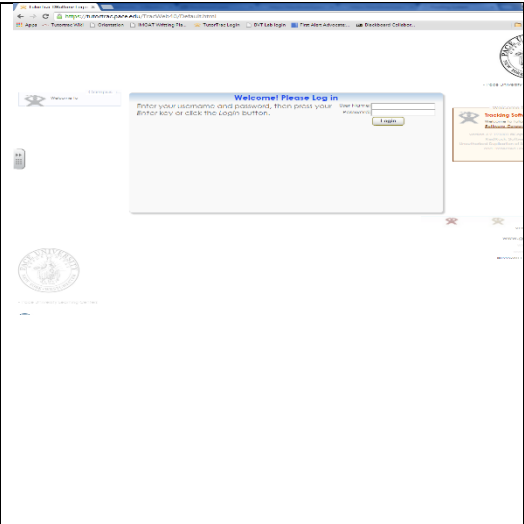
- View your previous writing consultations
- Make an appointment to see a tutor

### Logging in to TutorTrac through the URL:

<http://rlib.pace.edu/login?url=https://tutortrac.pace.edu>

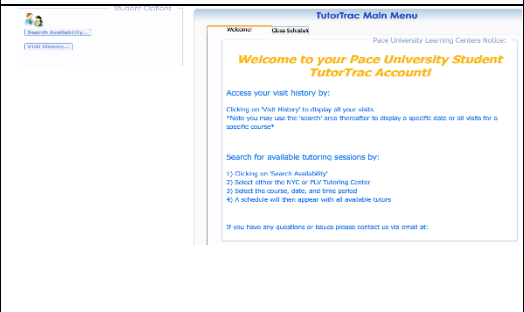
Once on this page please use your Pace credentials (same login as your Pace Portal)

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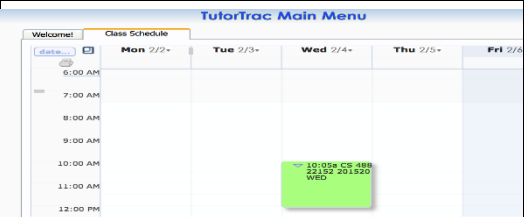
### From the main menu (as seen to the right), you can do the following actions:

- View your class schedule
- Search Availability
- View History



### Viewing your class schedule

- Select the Class Schedule tab on the main menu
- From here you can use the toggles to change the display size of the rows and columns (thicker line between Mon and Tues)
- To print select the print button or use print screen




### Searching availability


- Select 'Search Availability' from the main page
- Dropdown on the left: **select your desired center**
- **Select a course** you would like tutoring for
- **Select a time-frame** and click **Search**
- Tutor availability for the selected course will be displayed
  - Tutors will be available for appointment-based scheduling (will be in green or yellow)
  - Note: 3-hour notice for cancellation required!
  - You may only miss two appointments total


Search Criteria: --

Center: Content Tutoring ▼

Section: CHOICE REQUIRED ▼

From: 09/01/2017 

To: 10/14/2017 

Time: 10:00a to 10:00p  


Days: MON TUE WED THU FRI SAT SUN  
 All  None  M-F

### Viewing your Writing Center history

- From the main menu select 'View History'
- Here you may view your previous visits to the Writing Center