Viewing Visit History

To view your visit history, log into TutorTrac and click on the Utilization button on the main screen.

Select the appropriate dates from the Change Date menu.

The list of your work visits should appear on the page.
For Students

How to Log In to TutorTrac

How to View the Tutoring Calendar

How to Make an Appointment
Logging In

To log in go to [https://tutortrac.stonehill.edu/](https://tutortrac.stonehill.edu/) on Firefox or Chrome. Internet Explorer will work, but we have an older version that will not support all of the features and functions on TutorTrac. Log in using your myHill username and password.

This is your main screen. From here, you can view the schedule for drop-in tutoring, make appointments, and view your visit history.
Viewing the Tutoring Schedule

After logging in, click on the Search Availability button in the top-left corner of the screen.

If you are looking for a writing tutor, select Writing Center from the Center drop-down menu. If you are looking for a subject tutor, select Subject Tutoring from the Center drop-down menu.

Select the class that you are seeking help in from the Section drop-down menu.

Choose the weekday(s) that you are available. If a day is GREEN, then it will show up in your search results; if it is gray, then it will be omitted from your search results.

Then, click search.
Viewing the Tutoring Schedule (Continued)

All available hours for drop-in tutoring and appointments will appear on the screen. Drop-in tutoring hours are shown in blue, while appointment hours are shown in green.

If no results appear on the search screen, it indicates that a tutor is not available for that particular subject on a regular basis. Instead of using TutorTrac, please stop by the CWAA to be put in contact with a tutor.
Making an Appointment

After viewing the schedule for tutoring (see the previous section for more instructions about viewing the schedule), click on your desired appointment slot. All available appointment slots are shown in green, while drop-in tutoring hours are denoted in blue.

The center, subject, time, and location should already be filled in based on your search criteria.

Select a reason for the appointment and enter in any additional notes that might be helpful for the tutor to know in advance.

Then, click Save. You should receive an e-mail confirmation of your appointment.