

New Look!!

SNC Academic Support Services - Tutor Administration

File Tools Help

Current Tutors

- Admin, Michelle
- Hilgemann, Brice
- Irving, Geoff
- Jorgensen, Bryan
- Keehan, Michelle
- McEnaney, Paul
- Vorland, Corey
- Vroman, Travis

Inactive Tutors

- Apple, Bob
- Plank, Thomas
- Schneider, Ann

Courses Available to Tutor

- ENGL 339
- IDIS 100
- MATH 102
- BUAD 230
- BUAD 345
- CSCI 110

Assign Tutee

First Name:

Last Name:

ID:

CRN:

Class ID:

Class Name:

Professor:

Tutor Information

First Name: Michelle Mailbox Number: 666

Last Name: Admin Home Phone:

ID: 999999 Cell Phone:

Tutor ID: 334 Street: My Street

Grad Date: Spring 2011 City: De Pere

Major: CompSci Zip Code: 54115

Minor: My Minor Address Pref: Use home mailbox

Advisor: Advisor Double Click the words you would like to edit

Profile Last Updated: AWAITING TUTOR LOGIN

Tutor Courses

Course Name	Course ID	Professor	Other Prof	Recommendation
College Writing	IDIS 100	Neary, L	Neary, L	No
Introduction to Literature	ENGL 150	Crowley, K.	Crowley, K.	No
Shakespeare's Drama	ENGL 339	Risden, E.	Risden, E.	No

Group Sessions

Course Name	Course ID	Group Meeting Times	Num of Students	Professor
FINANCIAL ACCOUNTING	ACT 205	Wednesday 3-5	5	Anderson / Choudhury

Current Connections

Tutee ID	First Name	Last Name	CRN	Course ID	Course Name	Professor	Start Date	End Date
123	New	New	456	ACCT 326	Intermediate Accounting	Anderson / Ch...	4/27/2...	5/1/2010
456	Another	New	234	AMER 116	History of the United St...	Baker, K.	4/27/2...	5/1/2010

Preferences

Hold

Prof. Hours: 0

Num. Semesters: 0

Email: My E-Mail

Assign Tutee

First Name:

Last Name:

ID:

CRN:

Class ID:

Class Name:

Professor:

Added CRN when Assigned

Fixed End Date Glitch

Double click connection to Edit Current Connections

Added Check Boxes

Current Connections

Tutee ID	First Name	Last Name	CRN	Course ID	Course Name	Professor	Start Date	End Date
123	New	New	456	ACCT 326	Intermediate Accounting	Anderson / Ch...	4/27/2...	5/1/2010

Eval (T)

1st Appt

Goals

Group Sessions

Course Name	Course ID	Group Meeting Times	Num of Students	Professor
FINANCIAL ACCOUNTING	ACT 205	Wednesday 3-5	5	Anderson / Choudhury

Double click session to Edit Group Sessions

Tutor Information

First Name: Michelle
 Last Name: Admin
 ID: 999999
Tutor ID: 334
 Grad Date: Spring 2011
 Major: CompSci
 Minor: My Minor
 Advisor: Advisor

Mailbox Number: 666
 Home Phone:
 Cell Phone:
 Street: My Street
 City: De Pere
 Zip Code: 54115
 Address Pref: Use home mailbox

Save Cancel Double Click the words you would like to edit

Preferences

Hold
 Pref. Hours: 0
 Num. Semesters: 0
 Email: My E-Mail

View Modules
 View Schedule

Added a Tutor ID

Double click words you would like to edit in the Tutor Information.

Group Sessions

Course Name	Course ID	Group Meeting Times	Num of Students	Professor
FINANCIAL ACCOUNTING	ACT 205	Wednesday 3-5		

Ability to Add a group session. Click Add session

When add session is clicked, this form appears, allowing a new Group Session to be entered

Add Group Session

Course ID: [Dropdown]
 Course Name:
 Professor: [Dropdown]
 Group Meeting Day: [Dropdown]
 Group Meeting Time:
 Number of Students: [Dropdown]

Save and Quit Save and Clear Cancel

Step 1: When Assigned, asks if print you would like to print.

YES- Move to step 2
 NO- Adds to Database, done

Step 2: If Yes was chosen in Step 1, asks if you would like to change the document.

YES- Move to step 3
 NO- Prints, done

Step 3: If Yes was chosen in Step 2, this document is populated in Word to change. The user can print, save, etc.

Assign Student

Do you want to print this connection?

Yes

Assign Student

Do you want to make changes to this document?

Yes No

TUTOR ASSIGNMENT

STUDENT RESPONSIBILITIES

1. YOU must contact your tutor WITHIN 2 DAYS of being assigned to arrange your first tutoring session.
2. Provide your tutor with a copy of the syllabus for the class and keep your tutor informed of any changes in course requirements.
3. Agree to a schedule of SET appointment times that will allow you to have prepared (complete assignments, read, etc.) before the tutoring assignment.
4. Provide you tutor with feedback on the effectiveness of the tutoring sessions. If you have concerns about tutoring, talk to your tutor or the Academic Support Office.
5. You must ATTEND CLASS. Tutors are not a replacement for your instructor. Students who do not attend class regularly will lose their tutoring.
6. Come prepared. Bring directions for assignments, texts, notes, and other materials. Do as much of your assignment as you can before you come so you can identify the areas of most concern.
7. When tutoring is terminated, you are responsible for completing an email evaluation of your tutoring experience.

You have been assigned:

NAME: Michelle Admin
 PHONE #:
 CELL #:
 E-MAIL: My E-Mail
 SUBJECT: History of the United States

I am glad you have chosen to improve your skills with the assistance of a tutor. A tutor's role is slightly different than that of a TA's. In addition to helping you with the subject content of your class, your tutor will help you develop effective learning strategies and provide effective reinforcement. For this process to be successful, it is most important that you develop a tutoring schedule with your tutor and that you understand your responsibilities in the tutoring process.

Best of luck with your efforts in your classes. Please let me know how things are going. If I can assist you in any way, please come in and see me.

Sincerely,

If you have any problems regarding your tutoring, please contact Academic Support Services immediately.

New Note Column

Michelle Admin

Module	Level 1 Date	Level 2 Date	Date	Date	Date	Date	Notes
Time Management							
Essential Study Strategies							
Culturally Diverse Students							
Tutor Practicum 1							Notes
Tutor Practicum 2							
Students with Disabilities							
Math Video 1							Completed via email
Math Video 2							
The Writing Process							
Tutoring the Humanities							
Tutoring the Sciences	4/13/2010						
Tutoring the Social Scienc...							
Diagnosis Through Obse...							
Tutoring the Physical Sci...							
Learning Disabilities							
Sleep							
Coaching							
Group Tutoring							

Ability to Highlight Module if needed to complete (visible to tutor via web)

When note column is clicked, this form appears. Add notes for personal use

CSCI 110

Tutor	Professor	Count
Hilgemann, Brice	Pankratz, D.	3
Jorgensen, Bryan	Pankratz, D.	0
Keehan, Michelle	Pankratz, D.	3

Shows if tutor has hold, also displays count of students that tutor is tutoring.

View Tutor

Deactivated Quick Search

Displaying All Deactivated Connections

Click column headers to sort columns

Tutor First	Tutor Last	Tutee Fi...	Tutee Last	Course ID	Course Name	Professor
Michelle	Keehan	Stewart	Barber	BUAD 3...	Bus App / Sys Analy...	Molnar, K.

Print Results Close

Shows Deactivated students and prints results.

Displays CRN

Quick Search

Displaying All Current Connections

Click column headers to sort columns

Tutor First	Tutor Last	Tutee Fi...	Tutee Last	CRN	Course ID	Course Name	Professor
Michelle	Admin	New	New	456	ACCT 326	Intermediate Account...	Anderson / Ch...
Michelle	Admin	Another	New	234	AMER 1...	History of the United ...	Baker, K.
Brice	Hilgemann	Bonnie	McVey	8373	ACCT 206	MANAGERIAL ACCO...	Jenkel, I.
Brice	Hilgemann	Dave	Pankratz	3898	CSCI 110	Intro Computer Progr...	Pankratz, D.
Brice	Hilgemann	Jim	Blahnik	3456	CSCI 110	Intro Computer Progr...	McVey, B.
Michelle	Keehan	Molly	Letter	3564	BUAD 3...	Bus App / Sys Analy...	Molnar, K.
Michelle	Keehan	Ashley	Mier	3564	BUAD 3...	Bus App / Sys Analy...	Molnar, K.
Michelle	Keehan	Nick	Nelson	3445	CSCI 110	Intro Computer Progr...	Pankratz, D.
Corey	Vorland	Jim	Blahnik	5535	CSCI 110	Intro Computer Progr...	Pankratz, D.
Corey	Vorland	Bonnie	McVey	3443	MATH 1...	Basic Algebra	Leiterman, T.

Print Results Close

Total 10

Shows if the tutor has a hold.

Displays current count of students being tutored.