

# **St. Norbert Tutor Database System - Tutor's Website**

Training Slides



# Agenda

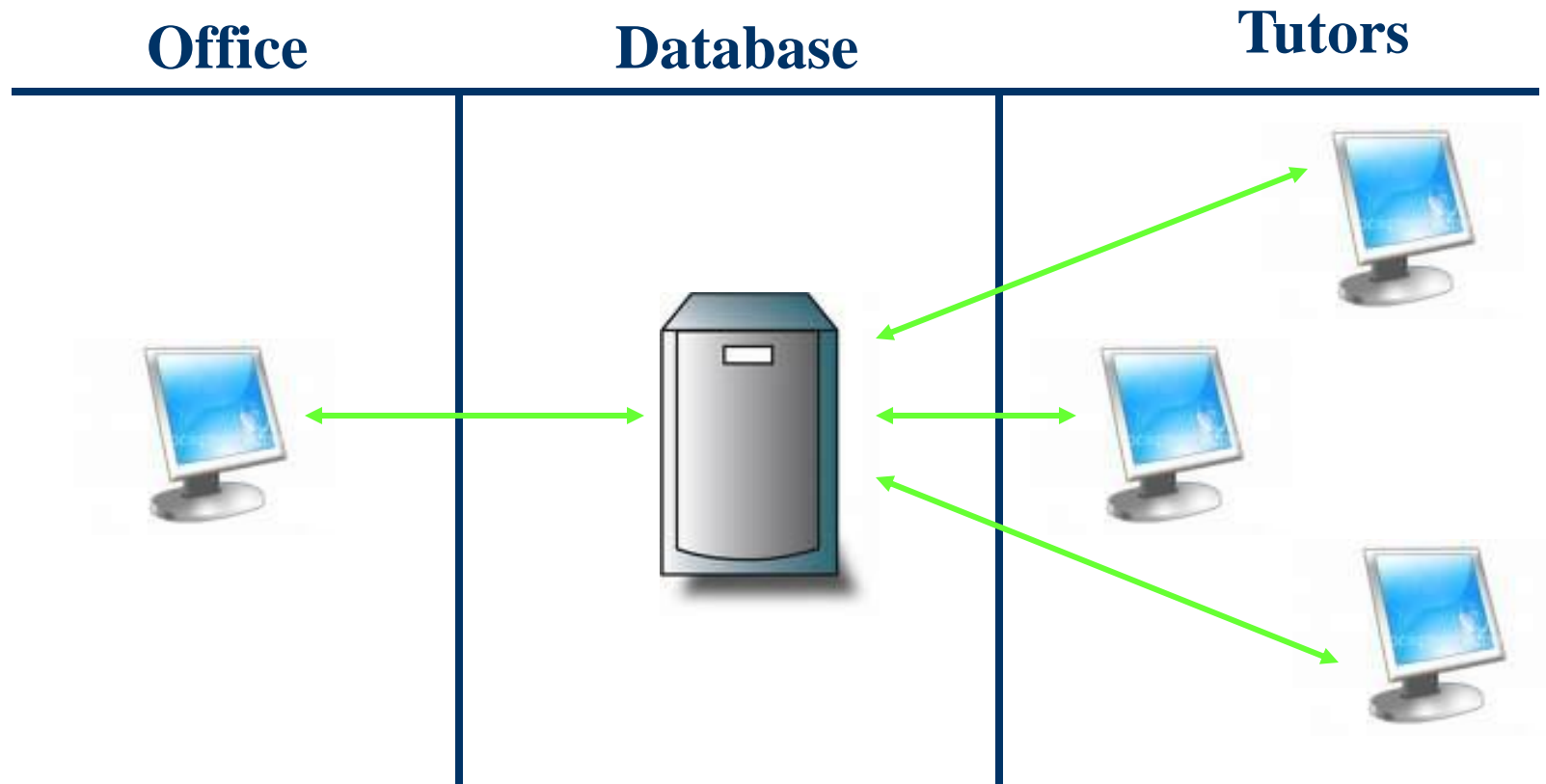
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- Overview
- Registering & Logging In
- Accessing & Updating Your Information
- Further Help

# Overview

- Purpose
  - Assist the office in making quicker, more efficient connections
  - Allow tutors to update their information over the course of the semester
- Advantages
  - Similarities to previous system
  - Tutors can update information from any computer

# System Layout



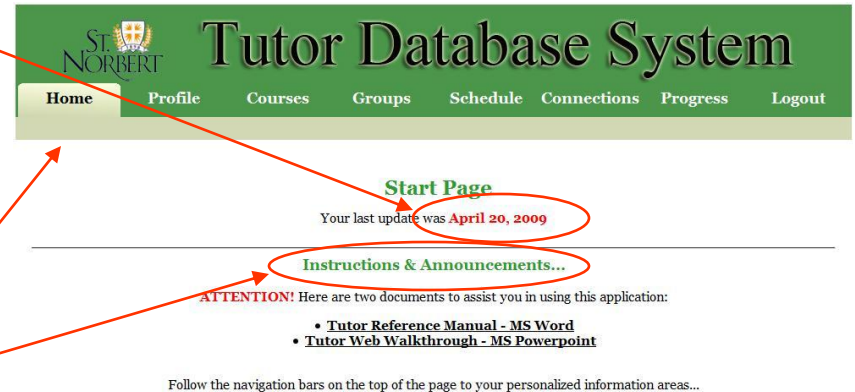
# Registering & Logging In

- Make sure you are entered into the system with the office
- Open web browser and go to: [compsci.snc.edu/tutor](http://compsci.snc.edu/tutor)
- Enter your last name and ID number to log in – make sure you have entered them as you have given them to the office
- If you have problems logging in, please contact the office to check your name and ID



# Initial Home Screen

- The initial screen will display the date of your most recent update to the system
- You may return to this screen at any time by clicking on the 'Home' tab on the top
- You will also be alerted to any special instructions or announcements at this screen



# Accessing & Updating Your Information

- Access your information at any time by clicking on the navigation tabs at the top of the screen
- You are responsible for editing your information in the Profile, Courses, Groups, and Schedule tabs
- Your current data will be displayed; click on 'Update' to save your changes

The screenshot displays the 'Tutor Database System' interface. At the top, there is a navigation bar with tabs: Home, Profile, Courses, Groups, Schedule, Connections, Progress, and Logout. The 'Profile' tab is selected. Below the navigation bar, the profile form is divided into three columns: Personal Data, Contact Info, and Semester Preferences. The 'Update Information' button at the bottom right is circled in red.

Personal Data	Contact Info	Semester Preferences
Last Name: Admin	Suite Number: 1393	Hours to work per week: 20
ID: 999999	Phone Number: x3302	Number of students to tutor: 5
First Name: Ryan	Cell Phone:	Number of semesters tutored: 0
Grad. Date: Spring 2010	Address: 100 Grant St	
Major: Computer Science	City: De Pere	
Minor: Business	State: WI	
Advisor: Dr. Pankratz	Zip Code: 54115	
	Mail Preference: <input checked="" type="radio"/> On Campus <input type="radio"/> Off Campus	
	E-Mail Address: ryan.mcLaughlin@snc.edu	
	<input type="button" value="Update Information"/>	

# Viewing & Editing Courses

- To add a course, select Discipline and click 'Select Discipline,' select Course and click 'Select Course,' select Professor(s), verify Course Name, and click 'Add Course.'
- To delete a course, select the course you want to delete in drop-down box and click 'Delete Course.'
- Current Courses are shown below these options.

The screenshot displays the 'Tutor Database System' interface. At the top, there is a navigation bar with links for Home, Profile, Courses, Groups, Schedule, Connections, Progress, and Logout. Below this, there are three main sections:

- Add A Course:** A form with a 'Select Discipline' dropdown menu (currently showing 'AMER'), a 'Select Discipline' button, and a 'Reset' button.
- Delete A Course:** A form with a dropdown menu (currently showing 'CSCI 460 - Capstone') and a 'Delete Course' button.
- Current Courses:** A table listing the user's current courses.

Course ID	Course Name	Professor	Other Professor	Recommendation
CSCI 460	Capstone	Pankratz, D.	Pankratz, D.	o
COME 322	Business + Professnl Speaking	Hutchinson, K.	Hutchinson, K.	o
CSCI 330	Database Techniques/Modeling+L	Blahnik, J.	Blahnik, J.	o



# Requesting a New Course

- At the bottom of the Course page, there is a form for you to request a class be added.
- Fill in all the fields on the form and click 'Send Request.'
- If the form was sent correctly, you will see a page thanking you for your inquiry and a button to return you to the previous page.
- This form is sent to the Academic Support Service's Office notifying them that you want this class to be added. When they receive it, they will add the class to the database and to your class list.

Fill out this form to request a class be added to the list above.

Course ID:	<input type="text"/>
Course Name:	<input type="text"/>
Primary Professor:	<input type="text"/>
Other Professor:	<input type="text"/>
<input type="button" value="Send Request"/>	

# Viewing & Editing Groups

- To delete a group, clear the information in each textbox of the Current Group Session table, then click 'Update Groups.'
- To add a course, fill in the information in each textbox of the second table, then click 'Update Groups.'

The screenshot displays the 'Tutor Database System' interface. At the top, there is a navigation menu with options: Home, Profile, Courses, Groups (selected), Schedule, Connections, Progress, and Logout. Below the menu, the page title is 'Your Current Group Sessions'. This is followed by a table with the following data:

Course ID	Course Name	Professor	Group Meeting Times	Number of Students
CS 460	Capstone	Pankratz	Monday 1:30	10
CS 330	Database	Blahnik	Monday 12:20	8

Below this table, a message states: 'Found 2 groups. You may add more groups below.' This is followed by a form with the following headers:

Course ID	Course Name	Professor	Group Meeting Times	Number of Students

At the bottom of the form, there is an 'Update Groups' button. Red arrows and circles highlight the tables and the button, corresponding to the instructions in the list.

# Viewing & Editing Schedule

- To add time slots that you are available, click on the beginning of that time slot and drag to the end of it.
- To delete time slots, simply click and drag back over the selected time slots.
- Yellow slots signify you are available during that time and white slots signify you are not available.
- Note: You cannot drag sideways to select time slots; you must drag vertically.

Please click and drag time slots vertically to **highlight** your availability  
To delete availability in time slots, simply click and drag back over it

Current Slot Available Not Available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
8:30 a.m.							
9:00 a.m.	Available						Available
9:30 a.m.	Available						Available
10:00 a.m.	Available						Available
10:30 a.m.	Available						Available
11:00 a.m.	Available						Available
11:30 a.m.	Available	Available				Available	
12:00 p.m.	Available	Available				Available	
12:30 p.m.	Available	Available				Available	
1:00 p.m.	Available	Available				Available	
1:30 p.m.	Available	Available				Available	
2:00 p.m.	Available	Available	Available		Available		Available
2:30 p.m.	Available	Available	Available		Available		Available
3:00 p.m.	Available	Available	Available		Available		Available
3:30 p.m.	Available	Available	Available		Available		Available

# Viewing Your Connections

- This top table shows your active student connections, if there are any.
- The bottom table shows your inactive student connections, if there are any.

The header of the Tutor Database System features the St. Norbert logo on the left and the title "Tutor Database System" in a large, serif font. Below the title is a navigation menu with the following items: Home, Profile, Courses, Groups, Schedule, **Connections** (highlighted), Progress, and Logout.

## Your Current Connections

### Active Connections

First Name	Last Name	Student ID	Course ID	Course Name
			MATH 115	PRECALC
			Hist 130	hist of Latin America
			Hist 130	Hist of Latin America

### Inactive Connections

First Name	Last Name	Student ID	Course ID	Course Name
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# Viewing Your Module Progress

- This table shows the modules that you can complete, as well as the date(s) of completion.
- The modules are shown on the left in the green column.
- The completion dates(s) are shown in the whitespace of the table.



ST. NORBERT  
Tutor Database System

Home Profile Courses Groups Schedule Connections **Progress** Logout

Your Module Progress

Module	Level 1 Date	Level 2 Date	Date	Date	Date	Date
Coaching		5/8/2009				
Culturally Diverse Students			4/18/2009			
Diagnosis Through Observation						8/1/2009
Essential Study Strategies		4/21/2009				
Group Tutoring	4/26/2009					
Learning Disabilities				6/4/2009		
Math Video 1						
Math Video 2						
Sleep			5/31/2009			
Students with Disabilities						5/9/2009
The Writing Process						
Time Management	4/5/2009					
Tutor Practicum 1				4/26/2009		
Tutor Practicum 2						4/5/2009
Tutoring the Humanities						

# Additional Help

- If at any time you are unsure about the information you are seeing or are unsure about what to do, first refer to this PowerPoint or the Manual that is also available for you to download. If you are still having troubles, contact the Office of Academic Support Services to receive assistance from an administrator or another tutor.

**THANK YOU!**