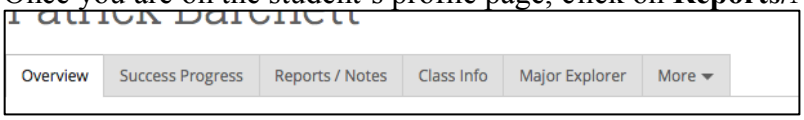
Navigate Instructions for Faculty

How to Look Up Tutoring Visits for Individual Students

1. From the search menu (magnifying glass icon on the top right side of the screen), type in the student's name or 920#, then click on their name

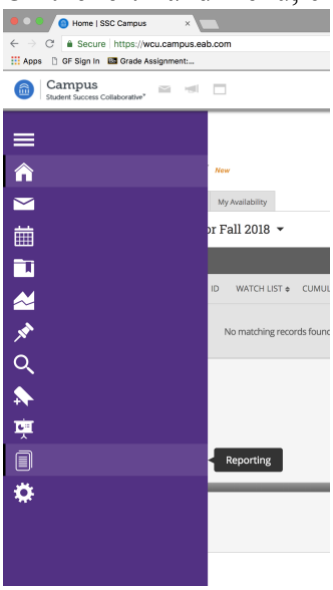
2. From your "Professor Home" screen, you can also click on an individual student's name in your class roster
3. Once you are on the student's profile page, click on **Reports/Notes** in the tab menu



4. Scroll down to **Appointment Summaries**
5. Click on "View Report" to the right of each visit to read tutors' summary notes

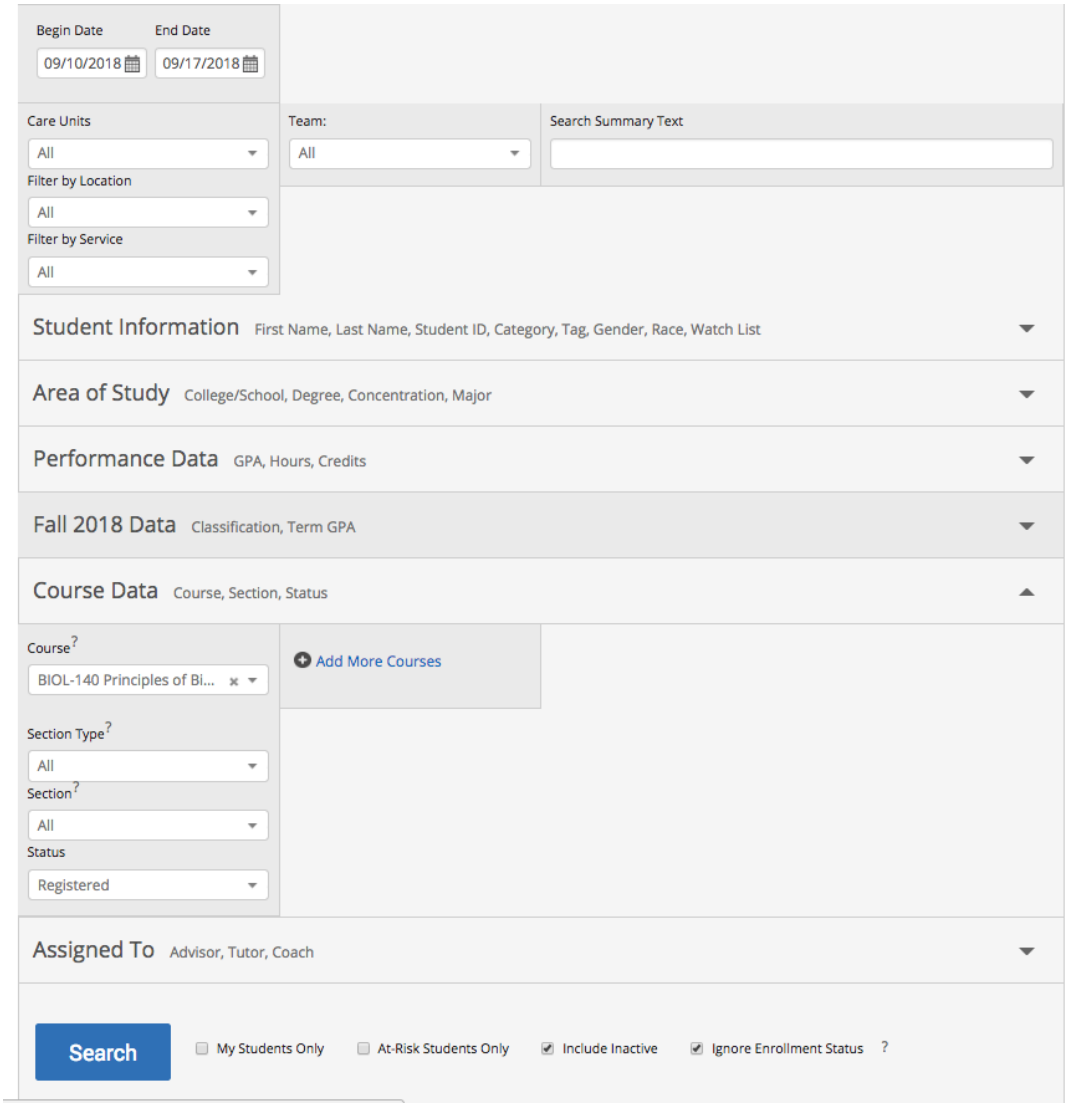
How to Find Tutoring Reports for a Class

1. On the left-hand menu, click on Reporting

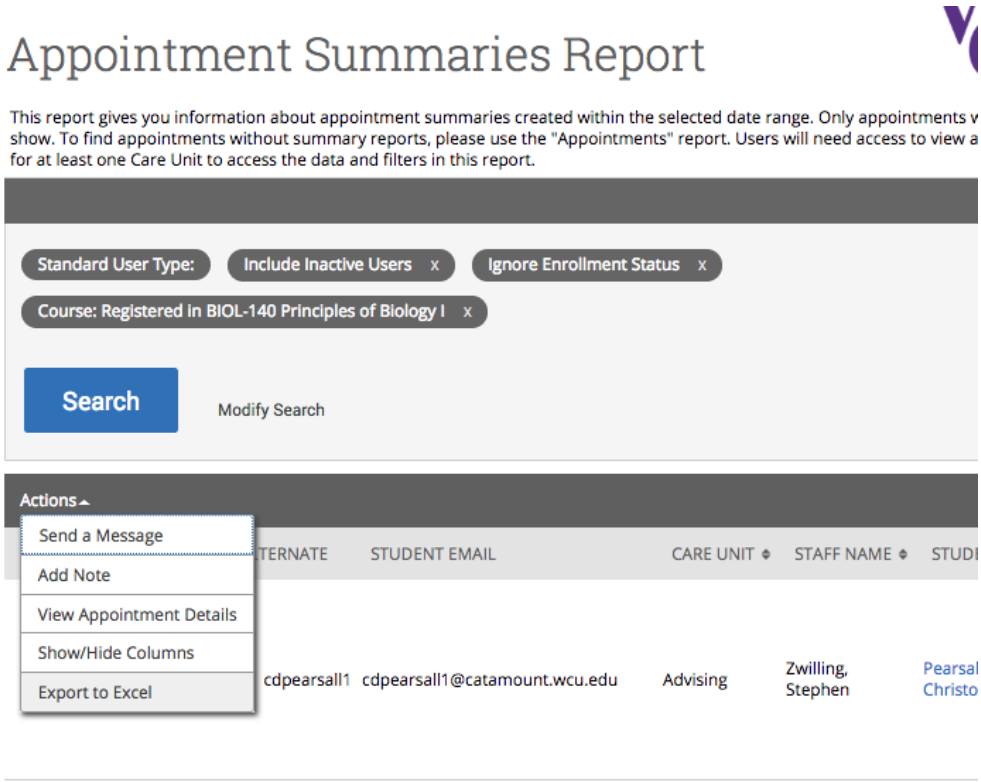


2. Under Reports, click on Appointment Summaries

3. Change the date range
4. Under Care Units, select “Tutoring”
5. Under Course Data, choose your course and section (you can only search one section at a time). Note, you must enter courses as prefix-number (e.g. BIOL-140)
6. At the very bottom of the screen, check the boxes for “Include Inactive” and “Ignore Enrollment Status”



7. Click Search
8. Under Actions, click on Export to Excel



9. Click on the link to the Download Center to access your report (you can also access the Download Center from your Home page under Quick Links)
10. Please note that these reports include:
    a. ALL tutoring visits made by students in the selected class, regardless of the reason for the visit. For example, if you generate the Tutoring Details Report for students enrolled in CIS 251-01 and Sara Smith is a student in that class, the report will show ALL of Sara's tutoring visits for the selected time period. If Sara also visited the WaLC for writing tutoring for her ENGL 101-01 class, that visit will show on the report.
    b. Cancelled appointments (listed in the **Reported duration** column)
    c. No Shows (marked in the **Is no show** column)
    d. Reported session durations under the **Reported duration** column. Note: The **Scheduled duration** column shows the amount of time allocated for the appointment (either 30 or 60 minutes). The actual appointment duration is reported by the tutor in the **Reported duration** column, but this will not appear until the tutor has completed the report. The deadline for tutors to submit their reports is 10:00 pm each Friday.
    e. Tutors' notes under the **Summary** column
11. Suggestions for stripping unwanted data from the report:
    a. Delete rows 1-8 (title of the report, date/time it was generated, etc.)
    b. Delete the following columns:
        i. Student ID (keep the "Student external" column to include 920s)
        ii. Tutor External

iii. Categories
iv. Appointment created by
v. Appointment created at
vi. Begin date time
vii. End date time
viii. Scheduled duration
ix. Appointment type
x. Date Submitted
xi. Unused slots
xii. Appointment reasons
xiii. Appointment comments
xiv. Appointment cancelled by
xv. Cancellation reason
xvi. Cancellation comment

c. Format the data into a table, with the headings as Table Headers
d. In the **Reported duration** column, strip out the "Cancelled" option (using the drop-down arrow in the header)
e. In the **Is report filed** column, strip out the "No" option
f. In the **Is no show** column, strip out the "yes" option
g. Use the **Reported reasons** and/or **Reported course** columns to strip out data you do not need (for example, if you are generating a report of course tutoring visits, strip out all reasons except "Tutoring"). In the **Reported course** column, select only the class for which this report is being generated.

12. A note about **writing tutoring** visits: Students are not required to select a course when scheduling writing tutoring appointments, so courses are sometimes not reported in the **Reported course** column for writing tutoring visits.
13. For assistance with tutor reports, please call the WaLC at 828-227-2274.