

# ACCUTRACK TUTORING REQUESTS SCREEN

When you click on Tutoring Requests from the Main Menu, you will see the following options:

- Tutoring Requests: Use to track service requests and assignments.

## TUTORING REQUESTS

**Purpose:** Used to track requests for **Services** at the **Center** and assignment of these requests to individual **Tutors**.

**Access:** From **System Administration**, click on **Tutoring Requests > Tutoring Requests**.

The screenshot shows the 'Tutoring Requests' window in AccuSQL. It features a table of requests and two detailed form panels for 'Request' and 'Assignment'.

Requested On	Student	Activity	Preferred Tutor	Assigned On	Assigned To
04/26/2016 1	Abel, Ellie A	ENG4400 Creative Writing 1 [Eng	Adams, Karen 'Tomcat'	07/03/2019	Adams, Ki
04/26/2016 1	Rajan, Sandi T	55248 MAC 2311C Calculus I [M	Bright, Cindy	07/03/2019	Bright, Cin
09/06/2017 0	Foster, David	ANAT2206 Anatomy & Phys 1 [C	Eastwood, Clint	09/07/2017	Eastwood
09/07/2017 1	Foster, David	CHEM3332 Analytical Chemistry	Bright, Cindy	09/07/2017	Bright, Cin
09/07/2017 1	Foster, David	ENG4400 Creative Writing 1 [Eng	Bright, Cindy	09/07/2017	Bright, Cin
09/07/2017 1	Foster, David	ACG1228 Intro Accounting 1 [Co	Bright, Cindy	09/07/2017	Bright, Cin
09/07/2017 1	Foster, David	MAT110-CENTRAL Basic Math (I	Bright, Cindy	09/07/2017	Bright, Cin
09/07/2017 1	Foster, David	BIO1 1100-001 Biology 1 ICourse	Bright, Cindy	09/07/2017	Bright, Cin

**Request Details:**

- Request DateTime:** Tue, Apr 26, 2016, 11:43 AM
- Student:** Rajan, Sandi T [866115501]
- Activity:** 55248 MAC 2311C Calculus I [Math Classe
- Preferred Tutor:** Bright, Cindy [000555555]
- Preferred times:** 2PM, 3PM

**Assignment Details:**

- Date Tutor Assigned:** Wed, Jul 03, 2019
- Assigned Tutor:** Bright, Cindy [000555555]
- Notes:** Setup appointment on July 5, 2019 at 2 PM.

Buttons: Add, Delete, Edit




If your center requires requests for tutoring and tracks these requests, you can use this screen to record the tutoring requests and assignments. Using Tutoring Requests, the student can select their preferred tutor for the session, but it is ultimately up to the person(s) controlling the Tutoring Requests to assign the tutor for the session.

Once a request has been assigned (thus approved) by the staff member(s) via the Tutoring Requests screen, then the student will be able to schedule the appointment for the date/time indicated.

Using Tutoring Requests gives you ultimate control over student appointments, however, it has some limitations. The student is required to use some means of communication (email/phone/web form) to contact you to request the appointment (outside of **AccuSQL/AccuTrack**) and then that information is entered into the Tutoring Requests screen in **AccuSQL/AccuTrack**. Once that is done, the tutoring request also needs to be approved in **AccuSQL/AccuTrack**, also using the **Tutoring Requests** screen. Only then will the student have the capacity to make an appointment for the date/time specified via **AccuSQL/AccuTrack**, or Web Gateway.

Tutoring requests are either enabled or disabled globally via the **Set Appointment > Setup > Restrictions Options**. If enabled, then all appointments for students must be assigned via the Tutoring Requests screen. You cannot have some students that are approved via Tutoring Requests to make appointments and some that are not.

## Entering a Request

1. Click on the **Add** button.
2. Enter the **Tutoring Requests** date and time. This field is automatically filled with the current date and time, but you can enter change that to whatever date and time you wish.
3. **Select the student:** You must select the student that made the tutoring request. Click the ellipses button  to see a list of students and select one.
4. **Select the Activity (class):** You must select the Activity or class the student requested. Click the ellipses button  to see a list of activities (classes) and select one.
5. (Optional) Select the **student's preferred tutor:** To indicate the requested tutor, click the ellipses button  to see a list of tutors for the selected class and then select one.
6. (Optional) Enter the **preferred meeting times**.
7. Click **Save** to record the new request.

## Entering Assignments

You can also register the tutoring assignments in the **Tutoring Requests** screen by following these steps:

1. Select the **Tutoring Request** from the list at the top of the screen and click the **Edit** button.
2. **Enter the date** that you are making the **Tutoring Assignment**.
3. Select the assigned **Tutor**.
4. (Optional) **Enter comments** on the assignment in the Notes box.
5. Click the **Save** button.

To only show requests with no assignment, click the "Show only those with no assignment" checkbox.

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