



Making Referrals Using TutorTrac

A Guide for UAH Faculty

8/1/2015

You can access TutorTrac by visiting the Student Success Center website or <http://tutortrac.uah.edu>.

- ❖ Log in using your Charger ID & password
- ❖ Contact the Project Success Team (earlyalert@uah.edu) if you have any questions or issues
- ❖ TutorTrac works best with Mozilla Firefox web browser

TutorTrac Main Menu:

Trac Navigation:



Faculty Options
Faculty Courses

- HPE200 01 201506** [Submit](#)
[Academic Performance](#) [Submit](#)
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- HPE109 01 201506** [Submit](#)
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- HPE450 01 201506** [Submit](#)
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TutorTrac Main Menu

Welcome!

Welcome!
To make a referral for an individual student, please select the appropriate class from the list on the left. When your roster is displayed, select "Referral" next to the student's name.

To make the same type of referral for a group of students, click on the appropriate referral type listed next to the class on the left. When your roster is displayed, select the triangle next to each student you want to refer and then select submit.

Please contact someone from the Project Success Team if you need further assistance by emailing earlyalert@uah.edu. Thank you!

Making a Referral for an Individual Student:

- ❖ You can make a referral for an individual student by selecting your class from the list on the left.
- ❖ Once your class roster is displayed, select **Referral** next to the student's name you wish to refer:

Students Listing

List Options* 32 of 27086 students found

	ID	Name
Referral	A25233819	Carfer, Brittany Nicole
Referral	A25095855	Choup, Anne Marie
Referral	A25144992	Cole, Larissa May
Referral	A25140316	Cordier, Theresa E
Referral	A25158726	Cummings, Joshua W

- ❖ When the Referral Entry is displayed, select the referral type from the dropdown menu and click Create:

Referrals Entry

Create a referral for 1 student records.

Please choose a referral type to create: Referral Type: Attendance

Please choose the related subject: Subject: HPE200 01 201506

Create

- ❖ Complete the referral by adding any notes and/or checking the box next to the specific reason for the referral:

Referrals Entry

Student: [Redacted] Created By: FACULTY [Redacted]

Referral Type: Attendance Date: 7/28/2015

Subject: HPE200 01 201506 Time: 12:10:38

Notes:

Reasons:

Intermittent absences

Excessive absences

Excessive tardiness

Processed

Student Contacted: 00/00/00

Submit Referral Back Print User may not delete referrals

- ❖ Click Submit Referral

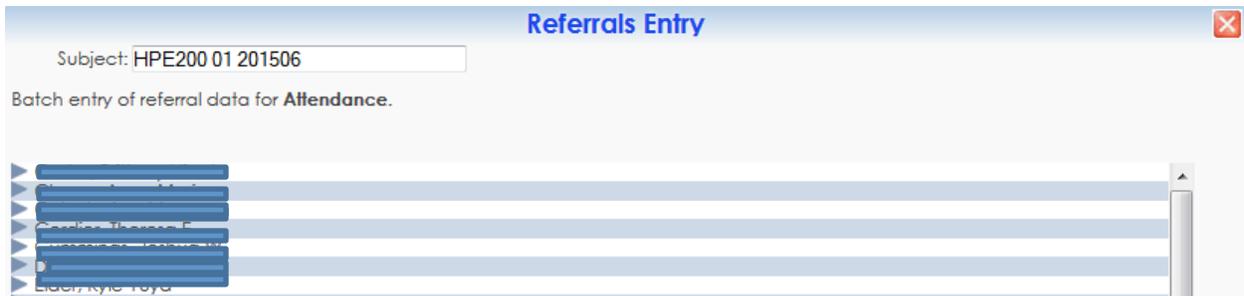
Once a referral is submitted, you will receive a confirmation email. We will also contact the student (via email and phone) to notify them of the situation and suggest actions to take in order to improve their success.

Making a Referral for a Group of Students:

To make the same referral type for a group of students, click on the appropriate referral type listed next to your class on the left:



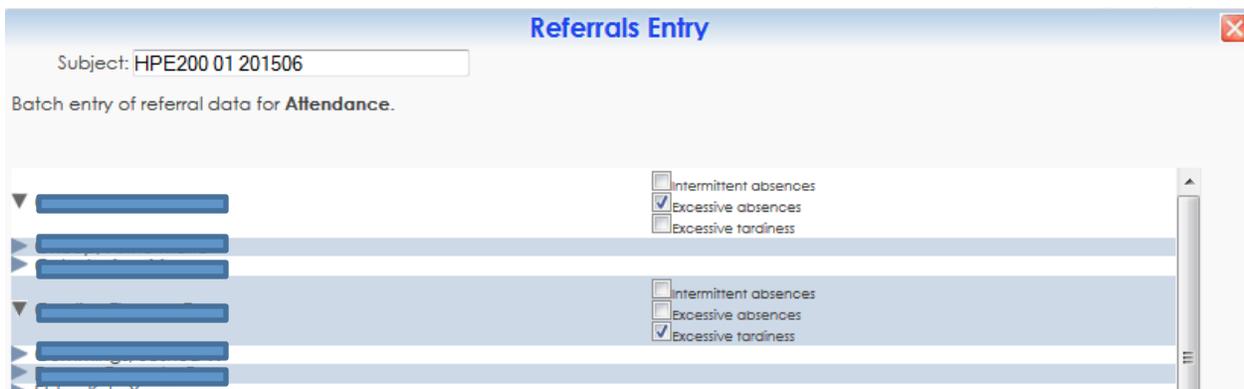
- ❖ Once your class roster is displayed, select the blue arrow next to all of the students' names to be referred.



The screenshot shows the "Referrals Entry" form. The subject is "HPE200 01 201506". Below the subject field, it says "Batch entry of referral data for Attendance." A list of student names is displayed, each with a blue arrow pointing to its right. The names are partially obscured by blue bars.

A list of reasons will appear next to each student's name.

- ❖ Check the box that best describes that student's situation.
- ❖ Continue to do this step for each student.
- ❖ Then select Submit.



The screenshot shows the "Referrals Entry" form with the same subject and batch entry text. The student list now includes checkboxes for reasons. For the first student, "Excessive absences" is checked. For the second student, "Excessive tardiness" is checked. The other reasons are unchecked.