Making Referrals Using TutorTrac

A Guide for UAH Faculty

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:

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:

❖ 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: A▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ Created By: FACULTY▮▮▮▮
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:
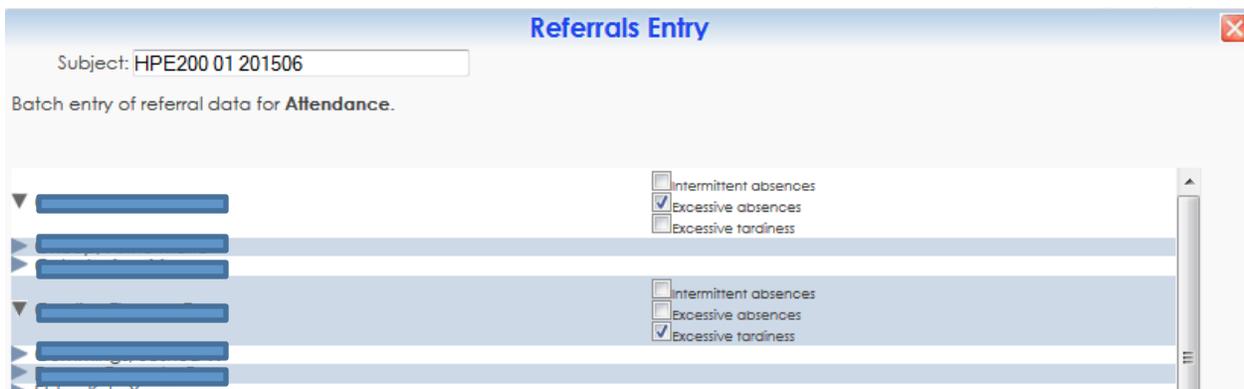

❖ Once your class roster is displayed, select the blue arrow next to all of the students' names to be referred.
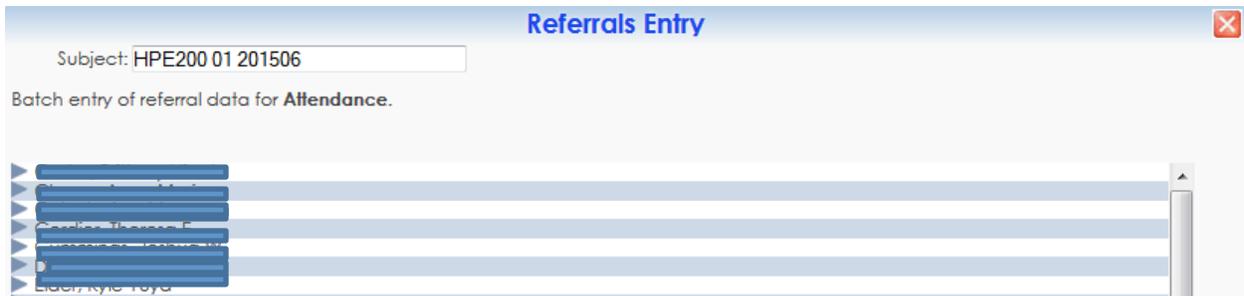
A list of reasons will appear next to each student's name.

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