Step 1:
Login to tutortrac.cwu.edu with your single sign-on credentials. This will take you to a screen that looks like this:

Step 2:
Once in the TutorTrac Main Menu page, you will see a list of courses you are teaching this quarter. You will need to access all of your reports in the quarter of instruction. A week after quarter end, you will need administrator help to access reports for previous quarters.

Step 3:
Choose a course.

Step 4:
Your roster for that course will appear below the ID and Name fields. We do not include a screenshot of these fields for FERPA reasons.

At this point, you can choose to run reports or make a referral to academic coaching. We will start with an example referral. To read more about reports, please skip to section 2.
1. CREATING REFERRALS FOR ACADEMIC COACHING

Step 1a: To make a referral to academic coaching, click on a student’s name. A window will appear with student information. The top of that window has three tabs. The system defaults to the General Info tab. Please click on SAGE to make a referral.

Step 1b:
You will see the student’s name at the top of the new window. Under the name and student information, you will see a button that says “New.” Click this button.

Step 1c:
Currently, the only referrals available are for academic coaching. This will default into the referral type. You can then choose a subject if you like, but this field is not required. Click “Create.”
2. Getting Reports for Your Class Visits:
Click on the class for which you would like to access the report.

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**Step 1d:**
The next screen will show the details for the referral. Select as many reasons as you like, and choose a recommendation. You do not need to fill out anything else on this page.

**Step 1e:**
Click "Submit Referral." This will prompt an automated email to you, the ASC, and the student. The emails will contain information on the referral, and the student email will prompt them to contact us. An academic coach will additionally reach out to the student using the most current contact information we have available in MyCWU.

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**Step 2a:**
Choose a course.
Once you select a course, you will see a screen that shows your class roster. At the top of the roster, you will see a tab that says "reports."

**Step 2b:**
Select "Reports" > "List Reports" > "Visit Summary." This will populate your course roster and all associated visits. You can choose to use this simple report, and we highly recommend this option.

For more robust reports, please set up a training with the ASC. We do not recommend running other types of reports without training. Displayed results can be incorrect if all fields are not set up correctly.

Questions?

Email us at tutoring@cwu.edu. You can also reach out to Katie Boswell at katie.boswell@cwu.edu if you experience any problems.