How to Schedule an Online Writing Center Appointment

Go TO THE BROOKDALE WEBSITE AND CLICK THE MYBROOKDALE TAB

• Click the green TutorTrac icon located on the drop down menu bar.
• Enter your NETID and password to access the Student Main Menu/Welcome page.

THEN, SCHEDULE YOUR APPOINTMENT

• In the Student Options box, click Search Availability.
• From the Search Criteria box, click on the blue down arrow under the Center box and choose Writing Center: Online. (you will need to scroll to the bottom of the list)
• Click Search, and then scroll down to view available times in the Available Time Slots column.
• Click on the appointment time you wish to reserve under any Consultant.
• From the Appointment Entry screen, choose the class for which you are attending in the Subject box.
• Type your telephone number, including area code, in the Phone box.
  • Click Save.
  • Click the Main Menu tab in the upper left hand corner to return to the Welcome page.
  • Scroll down to the Upcoming Appointments box to review the appointment(s) you have scheduled.
  • To make another appointment, click Search Availability.
  • To leave TutorTrac, click the Log Off tab.

TO CANCEL AN APPOINTMENT

• Access the Student Main Menu/Welcome page as described above.
• Scroll down to the Upcoming Appointments box and click the x next to the appointment you wish to cancel.
• Click the Confirm Cancellation tab.

*IMPORTANT:* Students must cancel the appointments that they are unable to keep. Students who miss two appointments will be blocked from making a scheduled appointment via TutorTrac for one month. During this time, students will still be able to drop-in to work with a writing consultant. After the month, students will be reinstated in TutorTrac.