Supplemental Instruction
TutorTrac Information

How to Enter Work Hours:

Click On

Student ID = Your CWID
Date = Work Date
Center = “SI Employee Login”
Reason = Your reason for Work
Consultant = Your name

Time = Work Time
Subject = “Work”

Student ID = You
- Click on Student ID
- Type in your CWID
- Select yourself
Date = Enter the date of work
Center = “SI Employee Login”
Reason = Choose a reason for work

Time = Time in and out
Subject = “Work”
Consultant = Choose your name

Table:
- Bailey, Connie
- Bowen, Madison
- Conley, Ashley
- Davis, Justin
- Jones, Savannah
- Rice, Ashley
- Voss, Kelsey

Class Attendance
Office Hours
 Prep Time
SI No-Show Session
SI Sessions
Supervision
Training