University of North Alabama

Center for Writing Excellence

TutorTrac/Whiteboard: Student Instructions

**How to Use Whiteboard for an Online Writing Center Appointment**

**IMPORTANT! Make sure that you are using the *Mozilla Firefox* browser when logging in to TutorTrac from your computer. Other browsers, such as *Safari, Chrome*, and *Internet Explorer* are *not* compatible with the TutorTrac program and may cause serious interruptions in service.**

**First**

* Open the document that you wish to work on during the appointment before you begin the session

**Then, Access TutorTrac** at <https://tutortrac.una.edu/TracWeb40/default.html>

* Log in to your account (log in ***five minutes* *after*** your scheduled time)
* The **Student Main Menu/Welcome Page** will appear

**To Begin The Session**

* Click on the date of your scheduled online appointment
* **Scroll down** to the bottom of the page
* Click **Open LiveDoc Session**
* Minimize the **Whiteboard Document Session**window
* Return to your document window, select all and copy your document
* Maximize the **Whiteboard Document Session** window
* Click **Begin Editing** on the gray bar above the white space
* Paste your document in the white space under the **Write Area** label
* Click the **Save** icon on the tool bar
* You will use the white space the same way that you use Microsoft Word
* To work in the document area, click on it and then type, cut and paste, delete, etc.
* Each time you make changes to the document, you need to click the small **Save** box at the bottom of the **Write Area**

**To End the Session**

* Make sure that you have clicked **Save**
* Copy the changes you made to the document and paste to a word file on your hard drive or flash drive
* Then, close out of the **Whiteboard Document Session**
* Click *refresh* to see the information in the **Notes** box on the appointment entry screen. This represents your “appointment slip” should you need to print it for your instructor.
* Revise your original document based on the changes made during your appointment

**After the Session**

* Your online appointment session will be saved to your TutorTrac account for the remainder of the day
* If you wish to review the appointment:
  + Log in to TutorTrac and click the appropriate appointment date and time listed on your **main menu** screen
  + From the appointment information window, click on **Open LiveDoc Session**
  + You may copy and save the chat history to a file on your hard drive or flash drive.