Welcome to AdvisorTrac

The web-based system used to track and retain notes about individual advisees and advising sessions.
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To log on to AdvisorTrac go to:

Entering the SWAN and click on the Advising icon. You will be automatically logged in to AdvisorTrac. Or you can also go directly to this link: https://tutoring.clayton.edu:8001/TracWeb40/default.html and use your CSU network userid and password to login.

Review of Main Menu Items:

Once on your main menu you will notice a Trac Navigation window with a small icon called the “Trac Man” and a “Magnifying Glass”. You will also see a Log Student window, which is mainly used for logging in students that show up at a center for multiple advisors. Down the left side you will notice a “Calendar” box for Appointments if you utilized creating appointments for students. The next window “Quick Visit” is used to create information for your students and place notes in the system. The last window “Mini Log List” - log a student visit, is mainly utilized for a center that logs many students that come in. On the Right side are just fun “Tips of the Week” and a Color Picker to change your main menu color options on your screen.
On the Main Menu, in the Center Screen you will see Welcome messages. If you select the next tab area that says “Center Status” you will see the stats for each center visit for the day.

If you click on the next tab that says “Utilization” you will see who came into the Faculty Center.
If you click on the final tab “Schedule” you will notice a calendar show up. If this feature were utilized, and you had student appointments created they would be listed in this area.

Trac Navigation Window Information:

If you click on the Trac Man drop down in the Trac Navigation box, a drop down of choices will show up.

- Log listing refers to a list of students that checked in through a “Kiosk” station at a center.
- Schedule is a calendar feature if you scheduled appointments with students.
- My Prefs is an area to change the looks of your Main Menu items.
- Confirm Bio is an area to fix your personal information in the system.
- Switch to Student Profile shows a view of what students would see if they had access to log in from on-line into the center.
- Exit is to exit out of the AdvisorTrac system at the end of your day.
If you select the “Magnifying Glass” which is a Search button, you will see a drop down menu appear. You can search for students by either typing in their last name or ID into the Trac Navigation bar or click on “Students” and it will open another window of search information for you. Visits refer to searching for student visit information. Resources we do not utilize – this refers to books, cd’s, etc. that a student may check out from a center. Appointments refer to your schedule if you were using it in AdvisorTrac for student appointments.
How to Search for a Student in AdvisorTrac:

There are various ways to search for student information on AdvisorTrac. You can click on the Magnifying Glass in the Trac Navigation Window and click on Students. Another window will appear – Students Listing, which shows student choices in the system. A various way to search would be to just type in the last name, first name or I.D. of a student in the Trac Navigation area and see if the choice appears in blue. Blue means it is interactive and you would click to open.

In this example, we clicked on the list options drop down and clicked on the Search entry to locate our student. **Please note: sometimes after you have searched for one particular student and you come back to search another, you may need to click in this List Options area and click on List All to get the full list of students back in the Queue.
After clicking on the Search button in the Student Listing, a Student Search Window pops up and you can type in the Student I.D. or Last name and hit Search.

Once the student is located in the system, the information pops out on the Student Listing and you can click on the Blue I.D. information to open the student record.
Once you have opened the Student Entry record, there will be tabbed choices to review information about the student. SAGE is a system that we do not run at our centers. When opening the Student “History” information, you will be asked to click on the LOAD button to see information.

Student Visit Information will populate and you can then review tabs that open in this record. Most other tabs are not populated currently.
Creating a “Quick Visit” after meeting with a Student:

If you need to log-in a student and the student does not log-in from a kiosk check-in station, you would click on the Quick Visit button:

In the Visits Entry screen, click on the Blue Student ID to start search.
The **Choose A Student** window will appear and you can type the student I.D. into the empty search box, the last name of the student or page through the information using the paging arrows.

Once you have located your student and chosen them by selecting the blue I.D. you will finish filling in your Visits Entry Screen. You would click on the blue – Date In: - area and the times will populate automatically. If you need to change the Time Out: to reflect the correct amount of minutes you worked with the student, you can click on the clock icon and fill in the duration (15, 30, 60 minutes). Fill in Reason area, consultant (you) & notes area and click Save.
Please Note: when scrolling to locate your name, you may need to utilize the left/right scroll bar and the up/down scroll bars inside the window.
After you hit the Save button, this screen will come up to place Advisor Choices about the meeting. Put N/A if none of the choices listed are applicable. These must be populated to complete Saving the record.
Prior to saving notes in the student record, you can tab through other student information that shows up on the Visit entry screen if you choose to review: