The purpose of the Batch visit is to log in multiple students from the same class/section for one session instead of entering the students using Quick Visits. Batch visit utilizes the class roster to make it easier to find and take attendance for those students that attend your sessions.

To enter the Batch Visit, scroll down to where it says Quick visit on your Main menu page of TutorTrac. Click on Batch Visit to open the Batch Visit Dialogue box.

The Batch Visit Window opens; here you begin entering data. First, choose a center that the batch visit will be under from the drop down menu (circled). Batch visits should only be done under Supplemental Instruction (SI), In-Class Tutoring (ICT), or Structured Learning Assistance (SLA).

After choosing your center, click the “Choose” button. The Batch Visit Entry screen appears.
This is where you fill in the bulk of the information for the visit. Make sure you have the correct date (purple) and time (Green) of the session. Input your name in the consultant field (yellow highlight). Enter your location (red). Choose a reason (type of tutoring). Do not choose Work or blank. Enter your section (black) from the drop down menu. Sections must be entered in the following format:

**MATH-200 001** (spaces and hyphens are important)

There may be duplicate section numbers. Choose the one for the current semester based on the five digit number after the course/section. Semesters are displayed as the four-digit fiscal year plus a 1, 2 or 3 indicating Summer, Fall, or Spring. For example: 20181 = fiscal year 2018, summer semester (1).

**After entering all information, click the “SI Batch Entry” tab located under the section number. Then click Show Enrolled/Similar Visits.**

The SI batch Entry uses the class roster for that section. You will see two listings. The students in the left column are enrolled and have previously attended a tutoring session. The students in the right column are also enrolled but have not yet attended a tutoring session.

To enter students in SI Batch Entry:

1. Scroll through both lists and cross check your Attendance sheet with the class roster.
2. Check the boxes for the students whom attended your session.
3. After checking the attendance click Batch Create (you may need to scroll down)
4. The No beside their name will change to yes. Any students you selected from the right column will now move to the left (because they have attended a session).
5. Close the Batch Visit Entry window.

After you are finished entering your batch visits they will appear in your Utilization tab.