Tutoring Session Check In  - Tutor Guide

Use this application to check in and check out the students who you are tutoring. It is important to have the students check in at the beginning of the session and check out at the end.

Get the application ready for student use
The Tutor needs to login to get the application ready for students to check in

1. Run the application from any computer that has internet access
2. Log in to the computer using your normal BTC computer account
3. Go to the BTC website and then to the Staff Login web page
4. Log in using the “Tutor Center Check In” link at the bottom of the page
5. Use the “CheckIn” user account. **Don’t give your students this user account or password**
6. The application is now ready for students to use
7. Close the browser at the end of the tutoring session and log out of the computer