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

Tutor Center Check In
- For Tutor employee use only.
- Requires login with Network Account

5. Use the "CheckIn" user account. Don't give your students this user account or password

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Login
User name

Password

Login

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6. The application is now ready for students to use

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Tutoring Check In/Out
Please check in as you arrive and check out as you leave.

Check In

Currently checked in (Tap name or scan ID card to check out)

7. Close the browser at the end of the tutoring session and log out of the computer