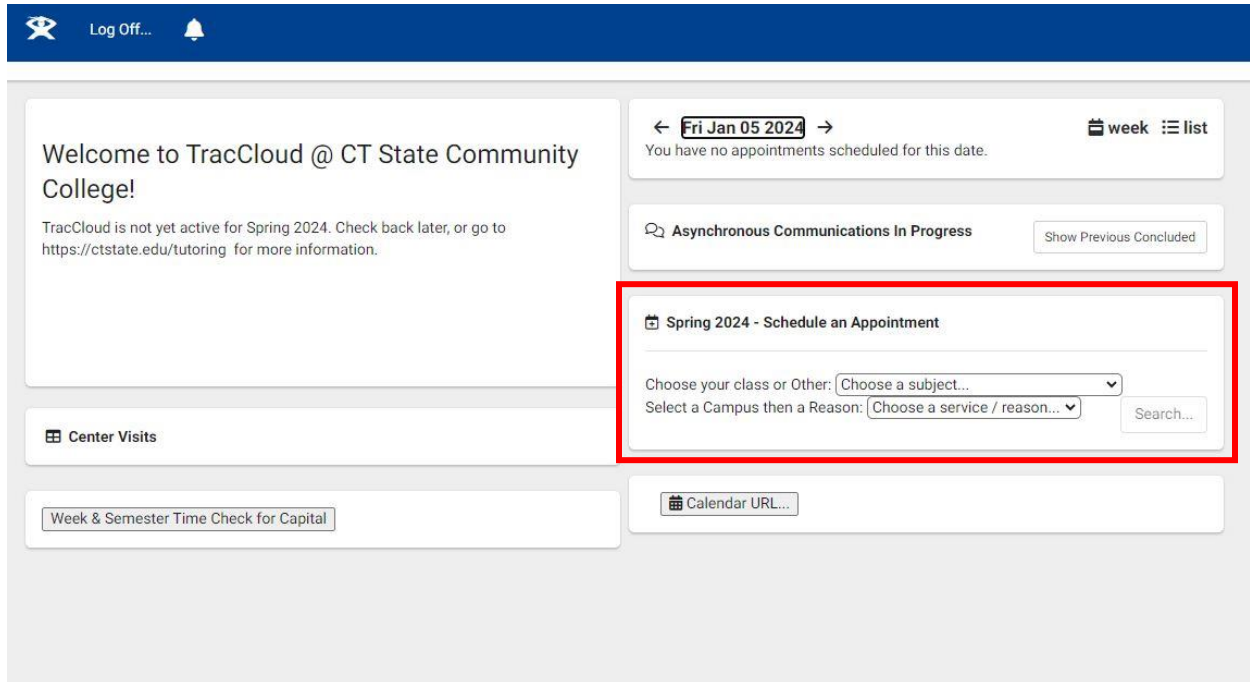


## Detailed Guide for Scheduling Tutoring at CT State using TracCloud

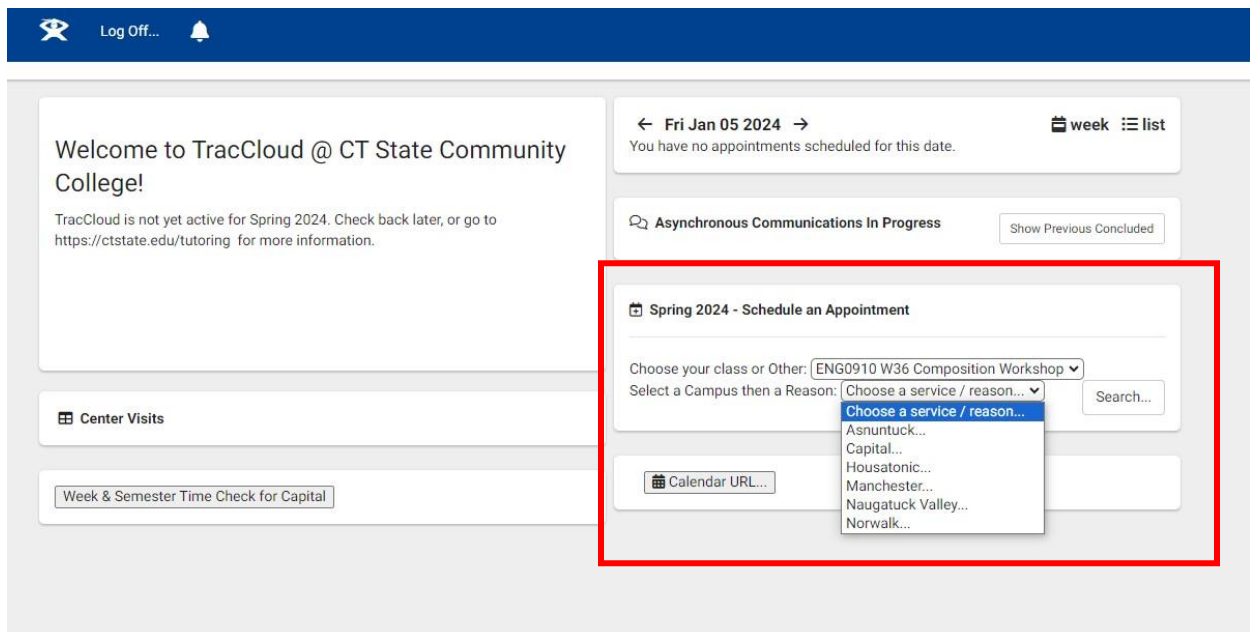
**Step 1:** Login to TracCloud (<https://traccloud.go-redrock.com/cscu>) using your CT State login credentials and click to expand the box titled “Schedule an Appointment.”



The screenshot shows the TracCloud interface. At the top, there is a blue navigation bar with a 'Log Off...' button and a notification bell. The main content area is divided into several sections. On the left, there is a 'Welcome to TracCloud @ CT State Community College!' message with a note that the service is not yet active for Spring 2024. Below this is a 'Center Visits' section and a 'Week & Semester Time Check for Capital' button. On the right, there is a calendar view for 'Fri Jan 05 2024' showing no appointments. Below the calendar is a section for 'Asynchronous Communications In Progress' with a 'Show Previous Concluded' button. The 'Spring 2024 - Schedule an Appointment' section is highlighted with a red box. It contains a form with two dropdown menus: 'Choose your class or Other: Choose a subject...' and 'Select a Campus then a Reason: Choose a service / reason...'. A 'Search...' button is located to the right of the second dropdown. Below the form is a 'Calendar URL...' button.

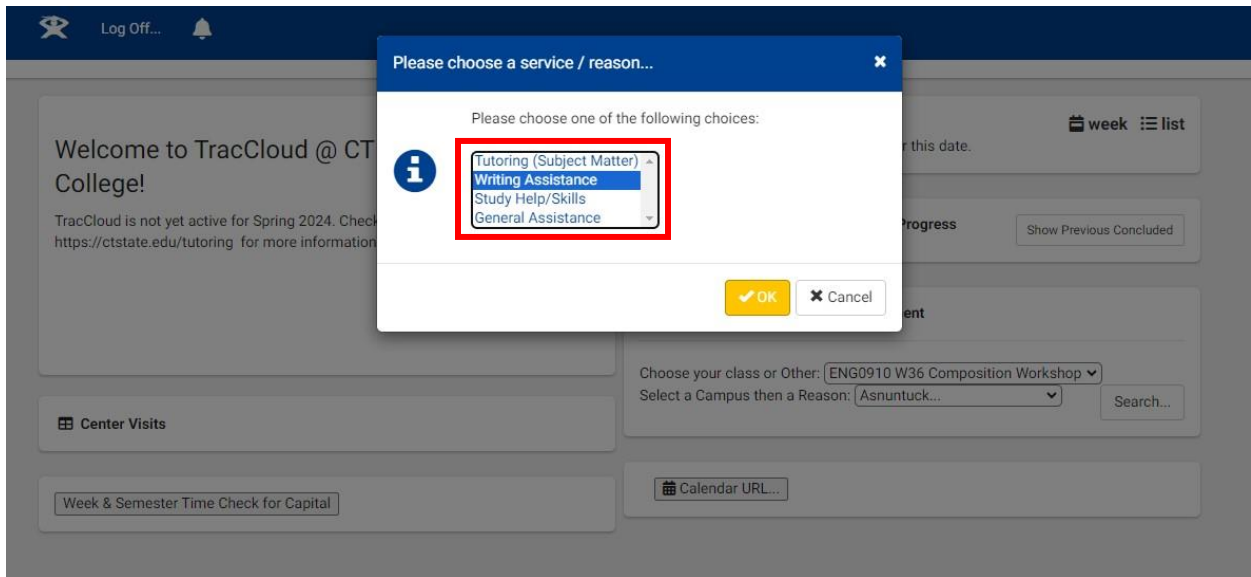
**Step 2:** Select the Class you'd like help with, and then select the Campus, and click Search.

Note: “Other” is best used for general help with technology, study skills, and other general assistance.



This screenshot is similar to the first one, but the dropdown menu for 'Choose a service / reason...' is open, showing a list of campus options: 'Asnuntuck...', 'Capital...', 'Housatonic...', 'Manchester...', 'Naugatuck Valley...', and 'Norwalk...'. The 'Choose a service / reason...' option is highlighted in blue. The 'Spring 2024 - Schedule an Appointment' section is still highlighted with a red box. The 'Search...' button is now visible to the right of the dropdown menu.

Step 3: Select a Reason for tutoring from the pop-up box and click "OK."



Step 4: View the availabilities and select your preferred slot.

Note: Availabilities will be color-coded by type (1-on-1, group tutoring, etc.) and will display icons for location (in-person, online, or an option of either one).



**Step 5:** Select your Meeting Type if you have a choice (In-Person or Online) and write a note in the Notes box about what you'd like help so the tutor can prepare for the session. Click Confirm to finalize.

Confirm booking this appointment in **Asnuntuck - Academic Tutoring Center** with **Susan** on **Fri, January 19th 2024** for **ENG0910 W36 Composition Workshop Writing Assistance**

Start Time	End Time	Duration (Hr:Min)
09:00am	09:45am	

Meeting Type:  
 In-Person    Online  
This is an IN-PERSON appointment.

Student

Notes

Sched By: 2024-01-17 08:45:29 Student DeanTest Blumberg  
Sched Mod By: 2024-01-17 08:45:29

**CONFIRM**

Click Confirm in order to Confirm this appointment. This availability will expire at 2024-01-19 04:00:00.

The location for this appointment is **Academic Tutoring Center - Room 119**

**Step 6:** Check your CT State email for confirmation of your upcoming appointment.

Hello DeanTest,

This email confirms the following appointment:

Time: 05:00pm to 05:45pm  
Date: 01/19/24  
Subject: ENG0910  
Tutor: Dean

Your appointment is ONLINE.

1. Have your books and materials ready.
2. Go to [traccloud.go-redrock.com/cscu](https://traccloud.go-redrock.com/cscu) 10 minutes before your appointment start time and log in using your NetID (Banner number @ [student.comnet.edu](mailto:student.comnet.edu)). You will not be able to connect more than 10 minutes before your session. Once logged in, there will be an Enter Online Appointment button that you will click to connect to the session. No link is needed via email.
3. Have specific questions ready.

For any questions or if you need to cancel your appointment please contact the Academic Tutoring Center at 860-253-3164, [as-tutors@acc.comnet.edu](mailto:as-tutors@acc.comnet.edu), or Room 119 in the Asnuntuck Library.

## Attending Your In-Person or Online Session & Cancelling Your Session

**Attending In-Person:** If your appointment is scheduled for on-campus, meet your tutoring at the scheduled location. This information is located both on your TracCloud dashboard as well as in the confirmation email you received.

**Attending Online:** To join the online tutoring session, login to TracCloud and click the link titled “Click here to join your online session.” This will launch the online meeting platform where you will work with your tutor.

**Note:** Your tutoring center may have restrictions that prevent you from joining the meeting too early or too late. If you experience difficulties, reach out to the campus tutoring center directly.

**Cancelling Your Session:** To cancel your upcoming appointment, login to TracCloud and click the “X” in the upper right corner of the session box.

The screenshot displays the TracCloud dashboard interface. At the top, there is a navigation bar with a logo, a "Log Off..." link, and a notification bell icon. The main content area is divided into two columns. The left column contains several utility boxes: a welcome message for CT State Community College, a search box for asynchronous communications, a "Spring 2024 - Schedule an Appointment" section with dropdown menus for class/subject and campus/reason, a "Center Visits" section, a "Calendar URL..." field, and a "Week & Semester Time Check for Capital" button. The right column shows a calendar view for the week of January 15-21, 2024. The dates are listed vertically, with the text "You have no appointments scheduled for this date." for most days. On Friday, Jan 19th, there is a highlighted appointment box with a red border. The appointment details are: "Asnuntuck - Academic Tutoring Center appointment with .", "Reason: Writing Assistance", "Subject: ENG0910 Composition Workshop", and "When: at 5:00p". A link "Click here to join your online session." is provided, and a red "X" icon is visible in the top right corner of the appointment box.