

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."

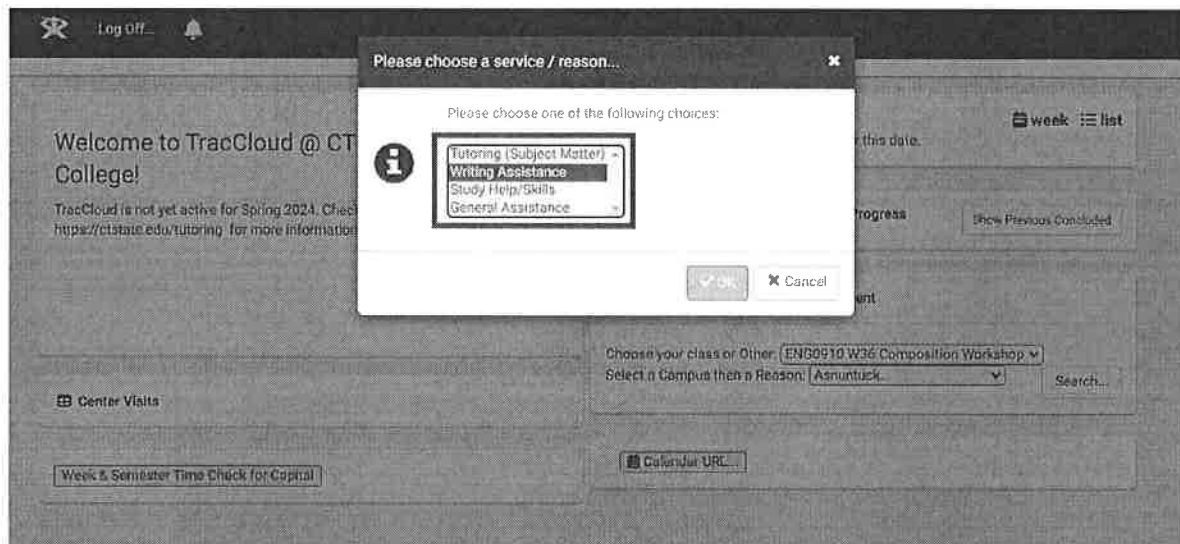
The screenshot shows the TracCloud @ CT State Community College homepage. The top navigation bar includes a user profile icon, "Log Off...", and a notification bell. The main content area has a welcome message and a note about Spring 2024 activity. On the right, there's a calendar view for "Fri Jan 05 2024" showing no appointments. Below this, a section titled "Asynchronous Communications In Progress" is visible. The "Spring 2024 - Schedule an Appointment" box is highlighted with a red rectangle. It contains a dropdown menu for "Choose your class or Other:" with "Choose a subject..." selected, and a dropdown for "Select a Campus then a Reason:" with "Choose a service / reason..." selected. A "Search" button is also present. At the bottom of the page, there's a "Calendar URL..." link.

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 shows the same TracCloud @ CT State Community College homepage, but with the "Spring 2024 - Schedule an Appointment" box expanded. The "Choose your class or Other:" dropdown now shows "ENG0910 W36 Composition Workshop" selected. The "Select a Campus then a Reason:" dropdown is open, showing a list of campuses: "Assunpink...", "Capital...", "Housatonic...", "Manchester...", "Naugatuck Valley...", and "Norwalk...". The "Search" button is still visible. The "Calendar URL..." link remains at the bottom.

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 Save to finalize.

Spring 2024 - Schedule an Appointment

Subject: ENG0910 W36 Composition Workshop
Reason: Writing Assistance

Student: Blumberg, DeanTest
Email: deanteaches@gmail.com

Date: 01/19/2024

Center: Asnuntuck - Academic Tutoring Center

Start Time: 05:00pm
End Time: 05:45pm
Duration (Hr:Min):

Meeting Type: ☒ In-Person ☐ Online

Online URL: https://teams.microsoft.com/j/19%3ameeting_NDJIMDc1C

Notes: I'd like help on my upcoming narrative essay for my English class, I'm not sure how to start

Sched By: 2024-01-05 13:43:09 SysAdmin Dean Blumberg
Sched Mod By: 2024-01-05 12:48:09

SAVE Click to Save.

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.gp-redrock.com/ssu 10 minutes before your appointment start time and log in using your NetID (Banner number @ student@commnet.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.commnet.edu, or Room 119 in the Asnuntuck Library.

< Reply > Forward



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.


 Log Off... 

Welcome to TracCloud @ CT State Community College!

TracCloud is not yet active for Spring 2024. Check back later, or go to <https://ctstate.edu/tutoring> for more information.

 Asynchronous Communications In Progress


Show Previous Concluded


 Spring 2024 - Schedule an Appointment


Choose your class or Other:

Select a Campus then a Reason:

Schedule

 Center Visits

 Calendar URL...

 Week & Semester Time Check for Capital

← Mon Jan 15 2024 →

day list

Monday, Jan 15th

You have no appointments scheduled for this date.

Tuesday, Jan 16th

You have no appointments scheduled for this date.

Wednesday, Jan 17th

You have no appointments scheduled for this date.


Thursday, Jan 18th

You have no appointments scheduled for this date.

Friday, Jan 19th

Asauntuck - Academic Tutoring Center appointment with
Reason: Writing Assistance
Subject: ENG0910 Composition Workshop
Click here to join your online session.
When at 500p

X



Saturday, Jan 20th

You have no appointments scheduled for this date.

Sunday, Jan 21st

You have no appointments scheduled for this date.