

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.”

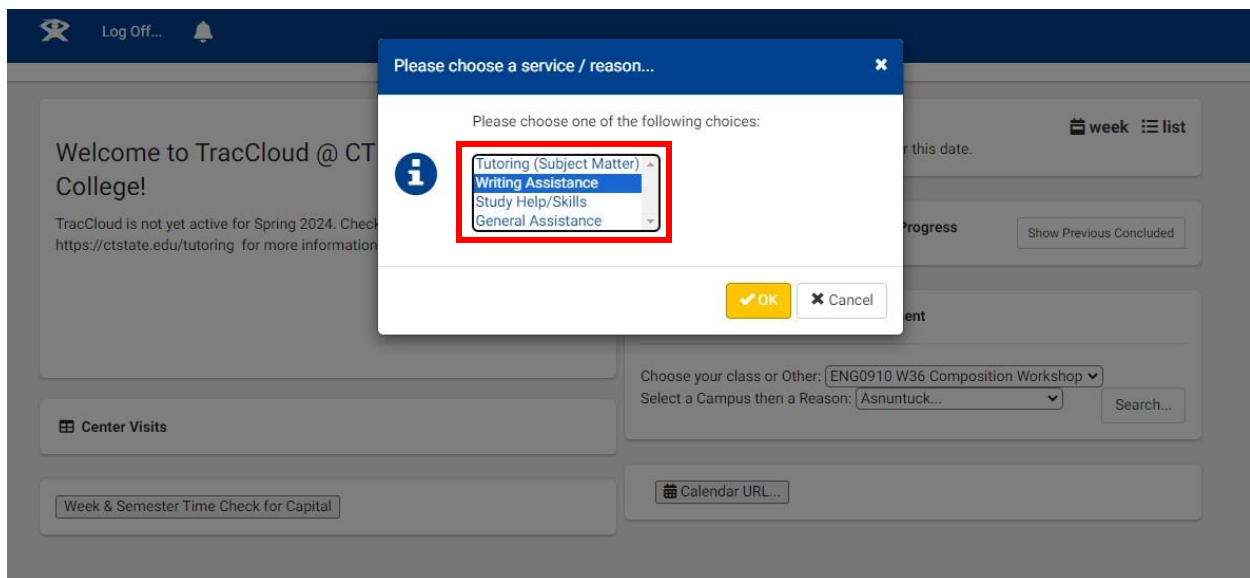
The screenshot shows the TracCloud interface for CT State Community College. The top navigation bar includes a 'Log Off...' link and a notification bell. The main content area is divided into several sections. On the left, there is a 'Welcome to TracCloud @ CT State Community College!' message and a 'Center Visits' section. On the right, there is a date selector set to 'Fri Jan 05 2024' and a 'week' view indicator. Below the date selector, there is a section titled 'Spring 2024 - Schedule an Appointment' which is highlighted with a red box. This section contains 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 these dropdowns. Below the 'Search...' button, there is 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 interface as the previous one, but with the 'Spring 2024 - Schedule an Appointment' section expanded. The dropdown menu for 'Choose a service / reason...' is now open, displaying a list of options: 'Choose a service / reason...', 'Asnuntuck...', 'Capital...', 'Housatonic...', 'Manchester...', 'Naugatuck Valley...', and 'Norwalk...'. The 'Search...' button is still visible to the right of the dropdowns. The 'Calendar URL...' link is also present below the dropdowns.

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.

< Search Q

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**

Close

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 10 minutes before your appointment start time and log in using your NetID (Banner number @ 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, 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.

The screenshot displays the TracCloud dashboard for CT State Community College. The top navigation bar includes a 'Log Off...' link and a notification bell. The main content area is divided into two columns. The left column contains a welcome message, a search bar for asynchronous communications, a 'Spring 2024 - Schedule an Appointment' section with dropdown menus for class and reason, and buttons for 'Center Visits', 'Calendar URL...', and 'Week & Semester Time Check for Capital'. The right column shows a calendar view for January 15th to 21st. A specific appointment is highlighted on Friday, Jan 19th, with details: 'Asnuntuck - Academic Tutoring Center appointment with .', 'Reason: Writing Assistance', 'Subject: ENG0910 Composition Workshop', and 'When: at 500p'. A red box highlights this appointment, and a yellow box contains the text 'Click here to join your online session.' and a link icon.

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: [Search...](#)

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

Asnuntuck - Academic Tutoring Center appointment with . [X](#)

Reason: Writing Assistance

Subject: ENG0910 Composition Workshop

Click here to join your online session.

When: at 500p

Saturday, Jan 20th

You have no appointments scheduled for this date.

Sunday, Jan 21st

You have no appointments scheduled for this date.