

# Scheduling a By Appointment Tutoring Appointment using TracCloud

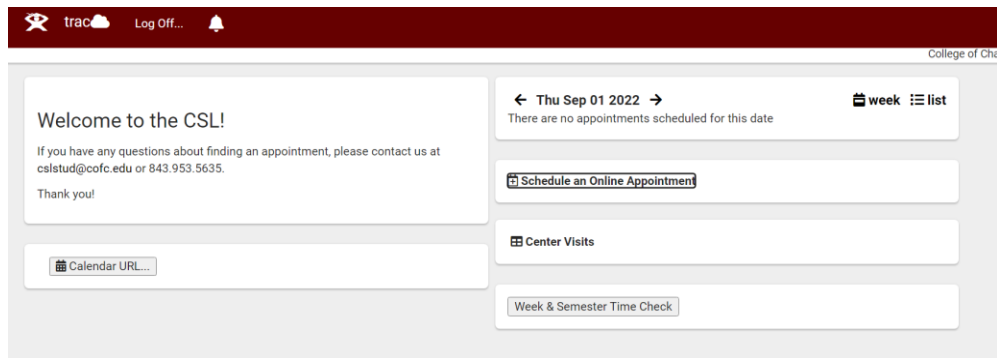
1. Go to the CSL website – <https://csl.cofc.edu>
2. Scroll down to the bottom of the homepage and click on the big red maroon button.

The screenshot shows the homepage of the Center for Student Learning. On the left is a navigation menu with links like 'About the CSL', 'Tutoring Services', and 'Supplemental Instruction'. The main content area features a table with three columns: Tutoring, Academic Coaching, and Supplemental Instruction (SI). Each column lists various services and links. A red box highlights this table. Below the table, there are several text-based announcements and links. A prominent red maroon button with white text says 'Click Here for By Appointment Tutoring Options', which is highlighted with a green box. To its right is a yellow button that says 'Sign in for your online tutoring appointment'. At the bottom, there are logos for the American College of the Carolinas and the Supplemental Instruction program.

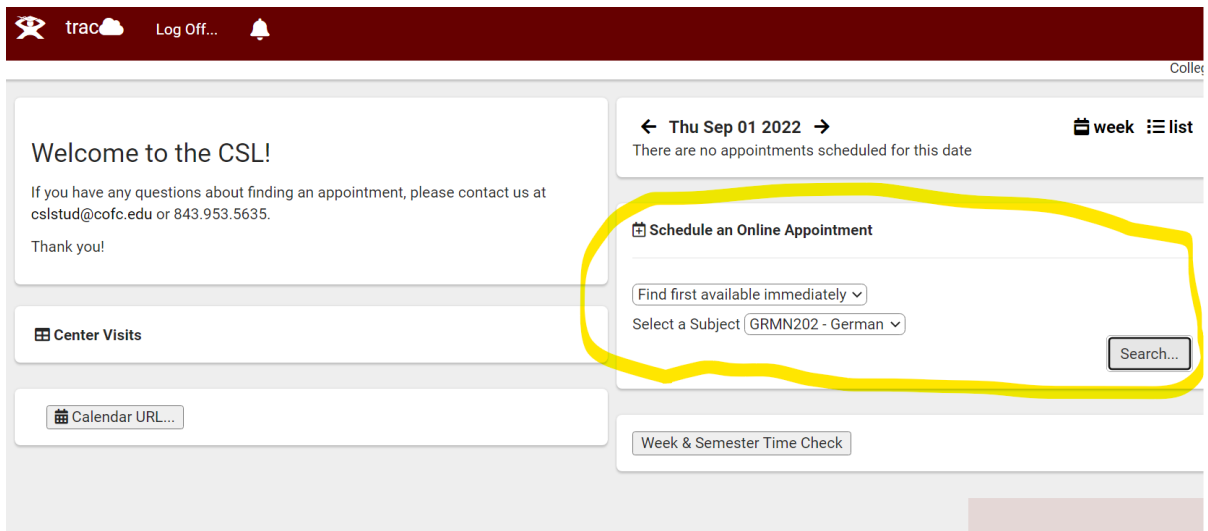
3. You may be prompted to login into your Microsoft Office 365 account, if so, please enter your CofC email and password. If you aren't prompted, you will go straight to the TracCloud dashboard.

The screenshot shows the Microsoft sign-in interface. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field labeled 'Email, phone, or Skype'. Underneath the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right, there are two buttons: a grey 'Back' button and a blue 'Next' button.

4. Once logged into TracCloud, your homepage should look like this.



5. To schedule an an appointment, click on the 'schedule an online appointment' box to expand it.



6. You will choose the class that you want tutoring for. Please keep in mind, not all of your classes will show up.

7. Once you choose your class, you will be prompted to choose a time convenient for you.

## Schedule an Online Appointment

Find and select a time that works best for you.

There are 9 slots of time available, please choose one that works for you... Choose a different



**Mon, Sep 5 2022**

5:15p-6:00p **Mon Sep 5** **Lea Neufeld**  
By Appointment In-Person  
**Foreign Language by Appointment**

**Tue, Sep 6 2022**

10:00a-11:00a **Tue Sep 6** **Max Moore**  
By Appointment In-Person  
**Foreign Language by Appointment**

11:00a-12:00p **Tue Sep 6** **Max Moore**  
By Appointment In-Person  
**Foreign Language by Appointment**

3:00p-4:00p **Tue Sep 6** **Casper Conrath**

- Once your time is chosen, you will be prompted to confirm that appointment. Please do not forget to press confirm, otherwise it won't be save.

## Schedule an Online Appointment



< Search

Confirm booking this appointment in **Foreign Language by Appointment** with **Lea Neufeld** on **Mon, September 5th 2022** for **GRMN202 - German**

Start Time	End Time	Duration (Hr:Min)
05:15pm	06:00pm	00:45

? Special Needs / Skills / Accommodations

No Special Needs / Skills / Accommodations have been indicated for this appointment.

Sched By: 2022-09-01 13:48:00 Student Millar E. Elferdink

Sched Mod By: 2022-09-01 13:48:00

**CONFIRM**

Click Confirm in order to Confirm this appointment

- You'll get a confirmation email as soon as you save. Your tutor will follow up with you about the meeting location (in person will always be in the CSL). You will also get a reminder email the night before your scheduled appointment.

- If you must cancel, you can log back into TracCloud using the steps above, there will be 'X' next to your scheduled appointment and you will click that to cancel. Please let the tutor know too.

If you have any questions or problems, please contact us at [cslstud@cofc.edu](mailto:cslstud@cofc.edu) and 843.953.5635.

