

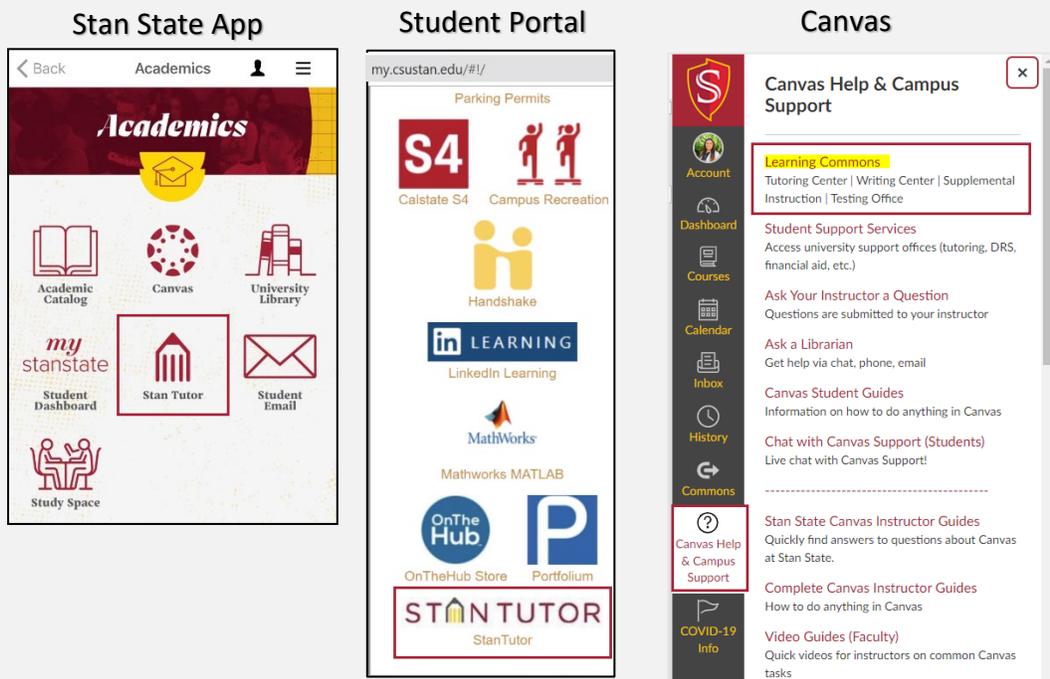
STAN TUTOR

How to Attend an Online Session Tutoring Center, Writing Center and Supplemental Instruction

1. Sign into StanTutor

Click anywhere you see our StanTutor Logo! **STAN TUTOR**

- Learning Commons website: www.csustan.edu/learning-commons
- Social Media Link Tree: <https://campsite.bio/stanstate/c/>
- Also available on Stan State App, MyStanState Student Portal, and Canvas



2. The following screen will show up. Log in with Stan State credentials.

The screenshot shows the login page for Stanislaus State. At the top left is the Stanislaus State logo. The page title is 'Stanislaus State'. Below the title, it says 'Logging into **saml2.go-redrock.com**'. The page is divided into two main sections:

- Warrior Sign In:** This section contains two input fields: 'Warrior Username' and 'Warrior Password'. Below these fields is a large orange 'Sign In' button. A link for 'Forgot your Warrior Username or Password?' is located below the button.
- Warrior Identity Information:** This section provides instructions: 'Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie. for JBond@csustan.edu, the Warrior Username is "JBOND").' and 'Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can reset your Password.'

At the bottom of the page, there is a 'Need Help?' section with the text: 'Documentation for Students, Faculty, or Staff. You can also contact the Technology Support Desk for assistance, 667-3687.'

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3. Once you have logged in, the screen should look like this.

The screenshot shows the Stan Tutor web application interface. At the top, there is a dark red header with the 'trac' logo, a 'Log Off...' link, and a notification bell icon with the number '1'. Below the header, the page title is 'Stanislaus State - Learning Commons'. The main content area is divided into two columns. The left column features a large banner with the 'STAN TUTOR' logo and a photo of two students studying. Below the banner, there is a welcome message: 'Welcome Stan State Warriors to StanTutor!' followed by 'Spring 2022' and 'First Day of Tutoring is Monday, February 14'. A list of features for StanTutor is provided, including making appointments, canceling, viewing, and accessing history. The right column contains a section for 'Upcoming Appointments' with a 'Show Previous...' link and a message stating 'There are no upcoming appointments'. Below this are buttons for 'Schedule an Appointment', 'Center Visits', 'Edit Bio...', and 'Time Check for Tutoring Center' and 'Time Check for Writing Center'. A 'STAN TUTOR' logo is visible in the bottom right corner of the page.

4. When an appointment is scheduled it is added to your upcoming appointments list

The link to join your appointment will only become available 15-minutes before your appointment

This screenshot shows a single appointment card for 'Tutoring Center'. The card is yellow and contains the following information: 'Tutor: Example Tutor', 'Subject: TestClass', and 'When: at 500p'. A note below the details states: 'This is an online appointment, please select the right arrow icon to join your session. The icon will only appear within 15 minutes of your appointment start time.' The card has a close button (X) and an edit button (pencil icon) in the top right corner. Above the card, there is a navigation bar with a left arrow, the date 'Tue Feb 08 2022', and a right arrow, along with 'week' and 'list' view options.

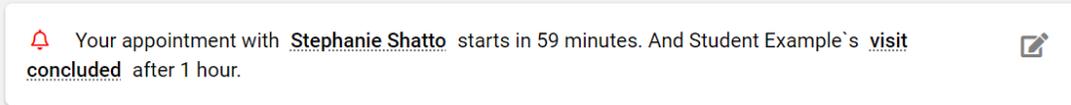
5. 15 minutes before the start time of your appointment, you will get a notification and the enter appointment icon will become available.

This screenshot shows the Stan Tutor interface with a notification and an appointment card. A red arrow points from the text above to a notification bell icon in the top header, which now shows the number '2'. Below the header, the appointment card is shown with the same details as in the previous screenshot, but the start time is now '400p'. A red arrow points to a right-pointing arrow icon (→) that has appeared in the top right corner of the card, indicating that the session is available. The text 'Your online session is available' is now visible at the bottom right of the card. The navigation bar at the top remains the same.

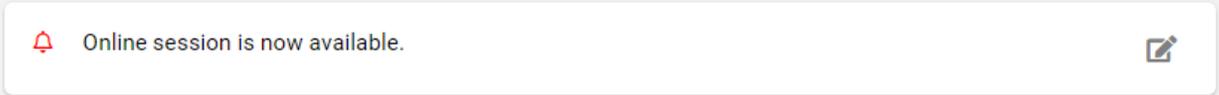
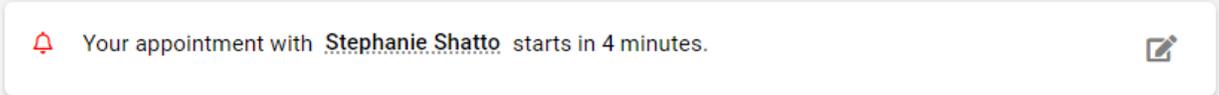
6. You can go to your notifications by clicking the red bell.
Scroll down most recent notifications are located at the bottom



Notification 1: Countdown to appointment starting

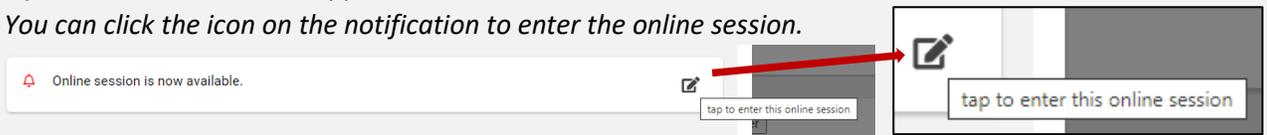


Notification 2: within 15-minutes of the appointment - Online session is available



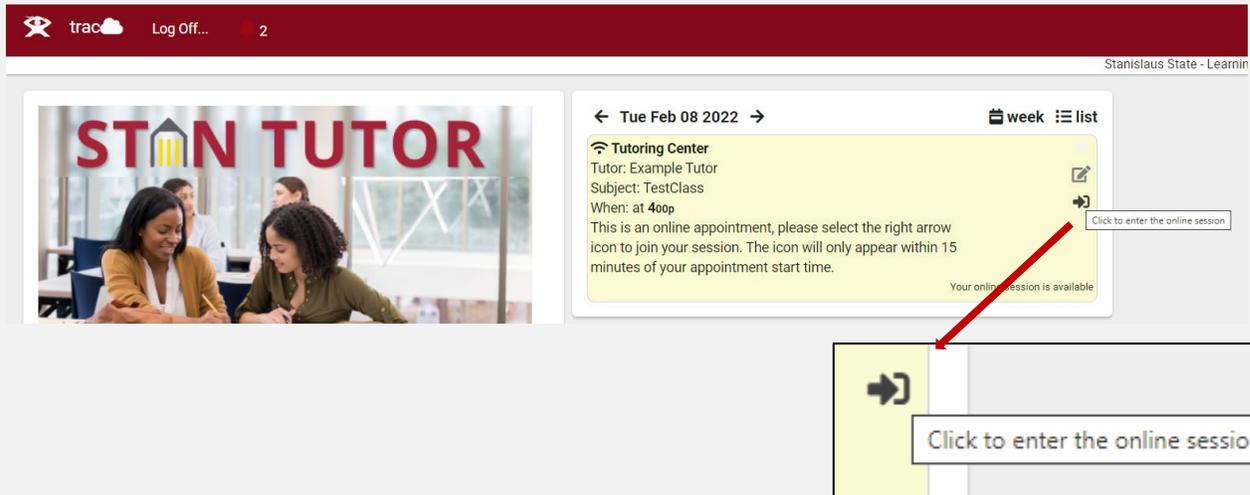
7. **Option 1** to attend online appointment: Notification Link

You can click the icon on the notification to enter the online session.



8. **Option 2** to attend online appointment: Upcoming Appointment link on your main dashboard

You can click the icon on the appointment to enter the online session.



IMPORTANT:

It is **REQUIRED** to sign to your online tutoring appointment through StanTutor (either option).
Even if you know the Zoom link to your tutors room, you need to sign in through StanTutor.

StanTutor automatically marks your attendance for the appointment when you click one of the enter online session icons. Failure to sign in through StanTutor can result in being marked a No Show and your appointments being cancelled and blocked from booking future appointments.

View Your Appointments:

To view your scheduled appointments, go to your main dashboard.
Don't see your appointment listed? Change the view to week or list

Day View

← Tue Feb 08 2022 → 📅 week ☰ list

There are no classes / appointments scheduled for this date

Week View

← Mon Feb 07 2022 → 📅 day ☰ list

Monday, Feb 7th
There are no classes / appointments scheduled for this date

Tuesday, Feb 8th
There are no classes / appointments scheduled for this date

Wednesday, Feb 9th
There are no classes / appointments scheduled for this date

Thursday, Feb 10th
There are no classes / appointments scheduled for this date

Friday, Feb 11th

 **Tutoring Center** ✕

Tutor: Example Tutor ✎

Subject: TestClass

When: at 100p

In-Person, Library 222

Saturday, Feb 12th
There are no classes / appointments scheduled for this date

Sunday, Feb 13th
There are no classes / appointments scheduled for this date

List View (this is how you can view previous appointment)

Upcoming Appointments 📅 day 📅 week

Show Previous...

There are no upcoming appointments

To view all appointment details or upload a document to the appointment, click the edit appointment icon on the right side.

 **Tutoring Center** ✕

Tutor: Example Tutor ✎

Subject: TestClass

When: at 100p

This is an online appointment, please select the right arrow icon to join your session. The icon will only appear within 15 minutes of your appointment start time.

Click to edit the appointment

This will give you all appointment details.