# STAN TUTOR

## How to Book Your Appointment
### Tutoring Center and Writing Center

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/stanstatelc/
   - Also available on Stan State App, MyStanState Student Portal, and Canvas

| Stan State App | Student Portal | Canvas |
|---|---|---|
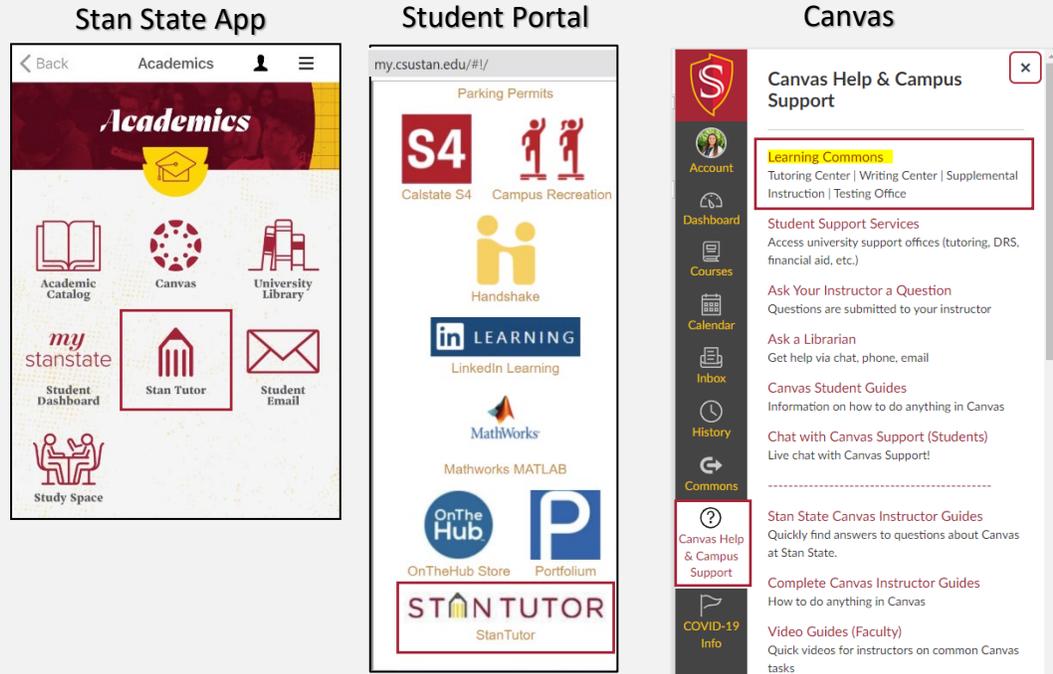
2. **The following screen will show up. Log in with Stan State credentials.**

### Stanislaus State

Logging into **saml2.go-redrock.com**

**Warrior Sign In**

Warrior Username

Warrior Password

**Sign In**

Forgot your Warrior Username or Password?

**Warrior Identity Information**

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").

Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can reset your Password.

**Need Help?**

Documentation for Students, Faculty, or Staff.

You can also contact the Technology Support Desk for assistance, 667-3687

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



**4. Go to [ Schedule an Appointment ] and click to open the scheduling assistant**



**5. Choose the Subject/Course you are looking tutoring for and the services you need.**

## 6. Click Search!

Schedule an Appointment

Find first available immediately ▾

Schedule an appointment for help in [TestClass Test Class Test Class ▾] And
Schedule an appointment for other services:
[Test Appointment ▾]

Search...

## 7. All available appointments will appear!

Note* Appointments can only be booked 48 hours in advance.

Schedule an Appointment                                                    ✕

Please select the appointment that works for your schedule! Appointments are available online, in-person and weekly or one-time basis. To learn about the tutor available, click the i next to the Tutors name for their bio!

There are 4 slots of time available, please choose one that works for you... Choose a different [date] [...]

**Fri, Feb 11 2022**

| 🔖 10:00a-10:50a | Fri Feb 11 | ℹ Example Tutor |
|---|---|---|
| 🧍 Tutoring Center | 1 on 1 🛜 Online | online |
| 🔖 12:00p-12:50p | Fri Feb 11 | ℹ Example Tutor |
| 🧍 Tutoring Center | Group 🛜 Online Optional 0 / 3 | online |
| 🔖 1:00p-1:50p | Fri Feb 11 | ℹ Example Tutor |
| 🧍 Tutoring Center | 1 on 1 🛜 Online Optional | online |
| 🔖 3:00p-3:50p | Fri Feb 11 | ℹ Example Tutor |
| 🧍 Tutoring Center | 1 on 1 | In-Person L222 |

Load more for Sat, Feb 12 2022...

Report Unable to Find an Appointment...                          Close

## Appointment Types:

Learn about your tutor by clicking the **i** for the Tutor bio.

**Stephanie Shatto**



Hello, my name is Example Tutor. I am a fake tutor that is used for testing, user guide making, and other SysAdmin projects.

I have been an Example Tutor for 3 years at Stanislaus State!

**i Example Tutor**

Learn about the Center by clocking the **i** for Center Information.

**Tutoring Center** ✕



**Tutoring Center**

Our peer tutors help students by answering questions, reviewing materials, explaining concepts, repeating ideas, and modeling good study habits.

All of our peer tutors are hired for their knowledge of specific topics and abilities to effectively communicate. Throughout the semester the peer tutors are required to attend training sessions. Peer tutors must have received either an "A" or a "B" in order to tutor courses that they have taken or obtain a written referral from their professor.

**Location:**
Vasche Library Bld #1
2nd Floor, Suite 222
One University Circle
Turlock, CA 95382

To join your online appointment, please click the appointment link in StanTutor in your Upcoming Appointments box.
All online appointments are held via Zoom.

**Hours of Operation:**
Monday - Friday
8:00 am - 6:00 pm

**In-Person Office Hours**
Monday - Friday
9:00 am - 5:00 pm

**§ Tutoring Center**

1 on 1 Online Appointment - Zoom

| 1000a-1050a | **Fri Feb 11** | i Example Tutor |
|---|---|---|
| | 1 on 1 🛜 Online | |
| § Tutoring Center | | online |

1 on 1 In-Person Appointment – On Campus Library 222

| 300p-350p | **Fri Feb 11** | i Example Tutor |
|---|---|---|
| | 1 on 1 | |
| § Tutoring Center | | In-Person L222 |

1 on 1 Optional (In-Person or Online Appointment)

| 100p-150p | **Fri Feb 11** | i Example Tutor |
|---|---|---|
| | 1 on 1 🛜 Online Optional | |
| § Tutoring Center | | online |

Group Optional (In-Person or Online Appointment)
*Group appointments are only available for students in the same class (course/section)*

| 1200p-1250p | **Fri Feb 11** | i Example Tutor |
|---|---|---|
| | Group 🛜 Online Optional 0 / 3 | |
| § Tutoring Center | | online |

No Tutor Available – Submit a Request

Report Unable to Find an Appointment...

8. **Select the Appointment that works for your schedule**

9. **Schedule an Appointment window will appear for you to confirm your appointment details.**

### Schedule an Appointment ✕

‹ Search 🔍

Confirm booking this appointment in **Tutoring Center** with **Example Tutor** on **Fri, February 11th 2022** for **TestClass Test Class Test Class Test Appointment** at:

| Start Time | End Time | Duration (Hr:Min) |
|---|---|---|
| 01:00pm | 01:50pm | 00:50 |

☐ **Repeat this appointment Weekly for the following dates:**
Fri 2/18/22, Fri 2/25/22, Fri 3/4/… read more

☐ 📶 **Is Online**

In-Person Appointment

👤 Student     📄 Document

Sched By: 2022-02-08 12:16:02 Student Student Example
Sched Mod By: 2022-02-08 12:16:02

**CONFIRM**     Click Confirm in order to Confirm this appointment

Report Unable to Find an Appointment...     Close

d an Online Appointment

## Appointment Options:

☐ **Repeat this appointment Weekly for the following dates:**
Fri 2/18/22, Fri 2/25/22, Fri 3/4/… read more

To create a **Weekly Recurring** appointment, select this box. Weekly recurring appointments are scheduled for the same day and time each week for the entire semester 2/14 – 05/17.

☑ **Repeat this appointment Weekly for the following dates:**
Fri 2/18/22, Fri 2/25/22, Fri 3/4/… read more

☐ 📶 **Is Online**
In-Person Appointment

To create an **Online** appointment, select this box. You will meet with your tutor via Zoom.

☑ 📶 **Is Online**

Enter Online Session

**10. Confirm appointment!**
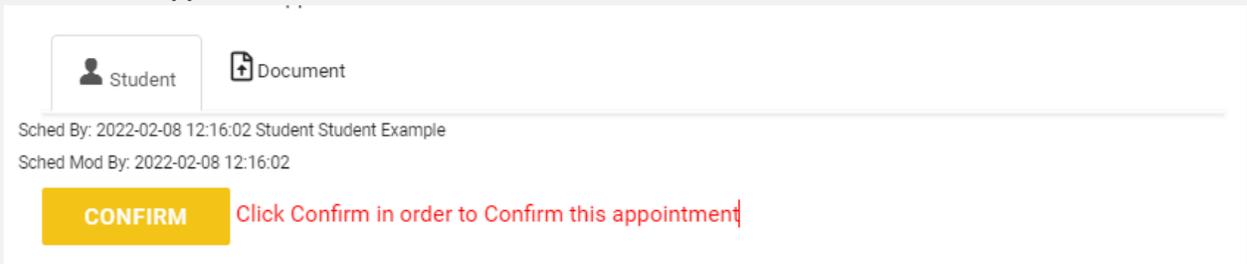


Student    Document

Sched By: 2022-02-08 12:16:02 Student Student Example
Sched Mod By: 2022-02-08 12:16:02

**CONFIRM**    Click Confirm in order to Confirm this appointment

**11. Once confirmed, you and your tutor will receive a confirmation email and text message.**

## IMPORTANT

**Please ONLY sign in using the arrow link to enter your appointment. If you do not use this link you will be marked ABSENT and will receive a missed appointment email.**

**Review our tutoring policies – Click here.**

**How to Attend an Online Appointment User Guide – Click here.**

**If you are having issues connecting to your tutor, please contact our office.**

**Learning Commons Office**
**(209) 667-3642**
**learningcommons@csustan.edu**

**Next pages are…**

**How to view your scheduled appointments.**

**How to upload a document to your appointment.**

**Quick guide on cow to cancel an appointment.**

# 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                        *Click to edit the appointment*
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.

**This will give you all appointment details.**
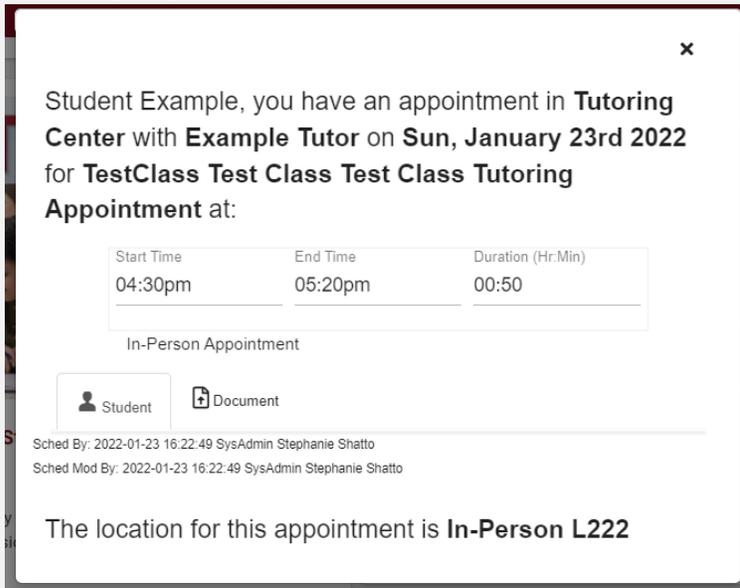
Student Example, you have an appointment in **Tutoring Center** with **Example Tutor** on **Sun, January 23rd 2022** for **TestClass Test Class Test Class Tutoring Appointment** at:

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 04:30pm | 05:20pm | 00:50 |

In-Person Appointment

👤 Student   📄 Document

Sched By: 2022-01-23 16:22:49 SysAdmin Stephanie Shatto
Sched Mod By: 2022-01-23 16:22:49 SysAdmin Stephanie Shatto

The location for this appointment is **In-Person L222**

# Upload a Document:

**Want to send your tutor a document that will be used during your appointment? Maybe the homework assignment or section you are struggling.**

**Upload document files or URL link to your appointment – optional**

**Go to your appointment and click the edit appointment icon.**

📶 **Tutoring Center**                                    ✕
Tutor: Example Tutor                                      ✎
Subject: TestClass
When: at **100p**                              Click to edit the appointment
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.

**Go to the Documents tab on your appointment and click New.**
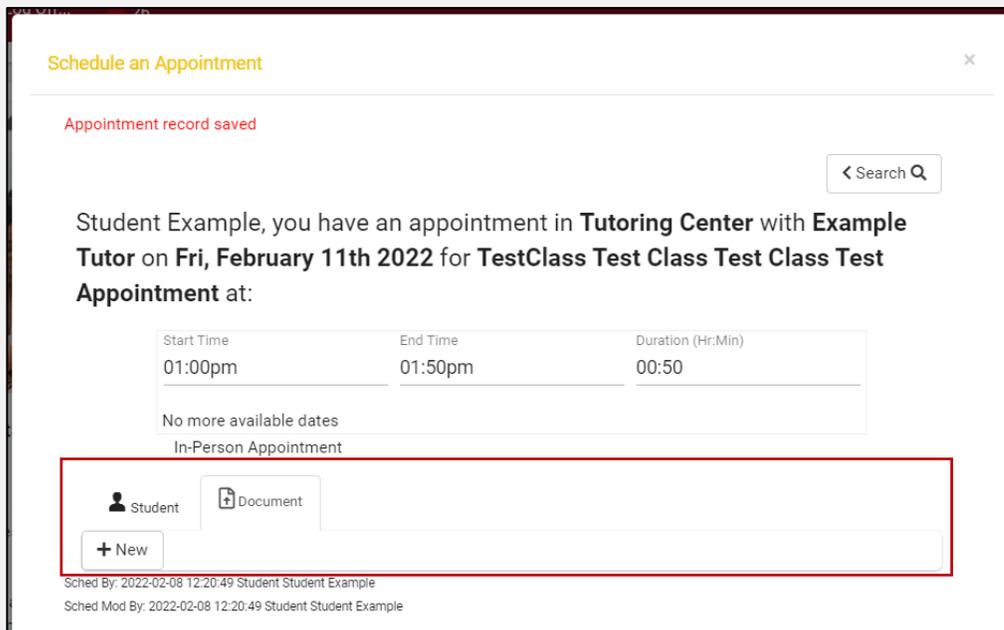
Schedule an Appointment                                  ✕

Appointment record saved

                                                    ‹ Search 🔍

Student Example, you have an appointment in **Tutoring Center** with **Example Tutor** on **Fri, February 11th 2022** for **TestClass Test Class Test Class Test Appointment** at:

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 01:00pm | 01:50pm | 00:50 |

No more available dates
In-Person Appointment

👤 Student   📄 Document
➕ New

Sched By: 2022-02-08 12:20:49 Student Student Example
Sched Mod By: 2022-02-08 12:20:49 Student Student Example

**Select Choose File to upload a document**
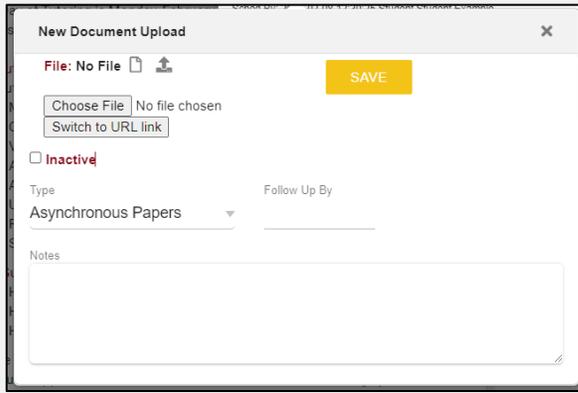
New Document Upload     ✕

File: No File 📄 ⬆️         SAVE

Choose File | No file chosen
Switch to URL link

☐ Inactive

Type
Asynchronous Papers ▾

Follow Up By

Notes

**OR Select Switch to URL link to share a URL link**

New Document Upload

File: No File 📄 ⬆️         SAVE

Switch to Document upload

**Now you and your tutor can access the shared doument on your appointment.**
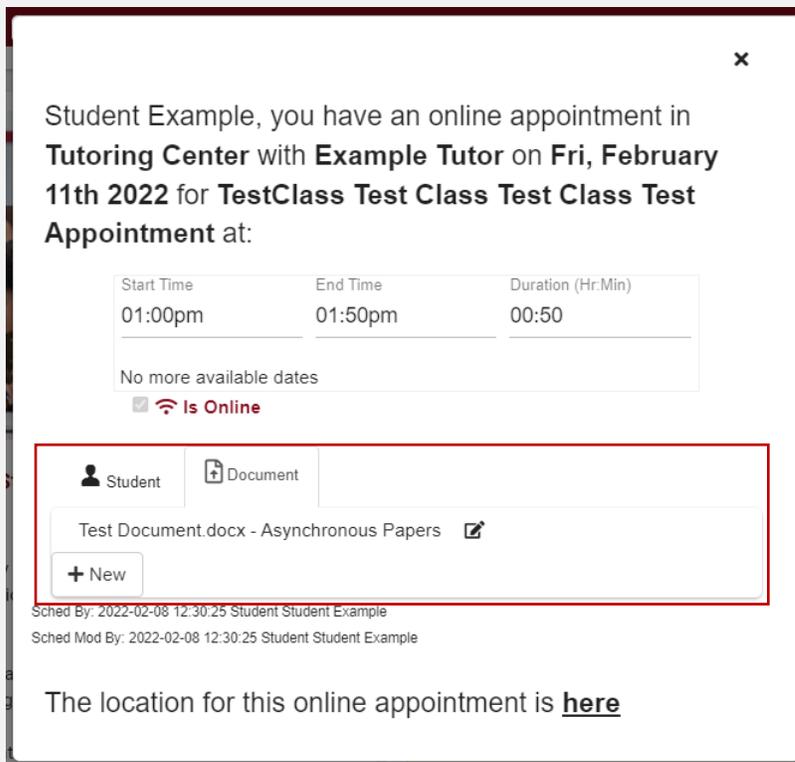
✕

Student Example, you have an online appointment in **Tutoring Center** with **Example Tutor** on **Fri, February 11th 2022** for **TestClass Test Class Test Class Test Appointment** at:

| Start Time | End Time | Duration (Hr:Min) |
|---|---|---|
| 01:00pm | 01:50pm | 00:50 |

No more available dates

☑ 📶 **Is Online**

👤 Student    📄 Document

Test Document.docx - Asynchronous Papers ✏️

➕ New

Sched By: 2022-02-08 12:30:25 Student Student Example
Sched Mod By: 2022-02-08 12:30:25 Student Student Example

The location for this online appointment is **here**

**Your tutor will be emailed a copy of the document or URL link that is uploaded.**

**To view previously submitted documents, go to Previous Appointments.**
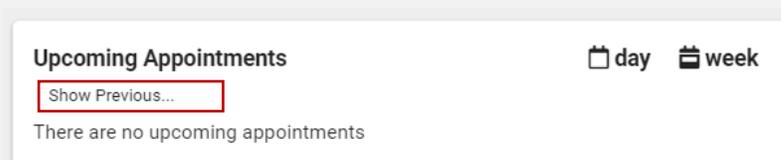
Upcoming Appointments     📅 day   📅 week

Show Previous...

There are no upcoming appointments

# Quick Guide - How to Cancel an Appointment:

1. **Go to the appointment you want to cancel**

2. **Click the X to cancel the appointment**

   👥 **Tutoring Center**
   Tutor: Example Tutor
   Subject: TestClass
   When: at **100p**
   In-Person, Library 222

   ✖

   📝 Click to cancel the appointment

3. **Provide the reason for cancelling your appointment and confirm with the yellow "Cancel Appointment" box**

   **Please confirm cancellation:** ✖

   ℹ️ Are you sure you want to cancel this appointment? Please provide a reason for cancelling

   [                    ]

   ✔ Cancel Appointment    ✖ Do not Cancel
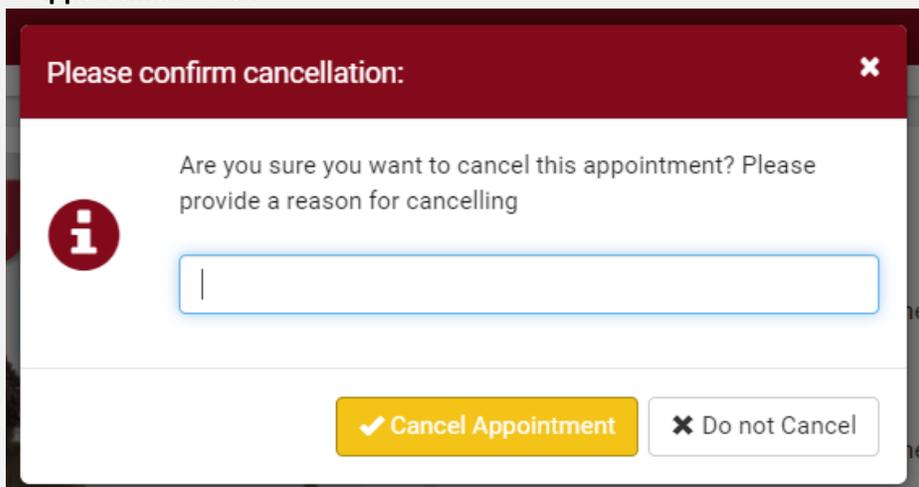
4. **You, your tutor, and the Learning Commons will receive a cancellation email.**