1. **Sign into StanTutor**
   Click anywhere you see our StanTutor Logo!
   - Learning Commons website: [www.csustan.edu/learning-commons](http://www.csustan.edu/learning-commons)
   - Social Media Link Tree: [https://campsite.bio/stanstatelc/](https://campsite.bio/stanstatelc/)
   - Also available on Stan State App, MyStanState Student Portal, and Canvas

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

Writing Center Services
- Undergraduate Writing Appointment – Available for all undergraduate students
- Graduate Writing Appointment – Only available for graduate students
- Faculty Coaches – 25 minute appointments – learn more
- Asynchronous Review – Available for UEE/Grad courses – learn more

Tutoring Center Services
- Tutoring Appointment – Available for select undergraduate courses – Course List

6. Click Search!

7. All available appointments will appear!

Note* Appointments can only be booked 48 hours in advance.
Appointment Types:
Learn about your tutor by clicking the i for the Tutor bio.

Learn about the Center by clicking the i for Center Information.

1 on 1 Online Appointment - Zoom
1 on 1 In-Person Appointment – On Campus Library 222
1 on 1 Optional (In-Person or Online Appointment)
Group Optional (In-Person or Online Appointment)

Group appointments are only available for students in the same class (course/section)

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.

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.

☐ ☀ Is Online

In-Person Appointment

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

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 how 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.

**Day View**

- Tue Feb 08 2022
- There are no classes / appointments scheduled for this date

**Week View**

- Mon Feb 07 2022
- 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
  - 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
- 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.
This will give you all appointment details.

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.

Go to the Documents tab on your appointment and click New.
Select Choose File to upload a document

OR Select Switch to URL link to share a URL link

Now you and your tutor can access the shared document 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 Class Test Appointment at:

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration (Hr:Min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01:00pm</td>
<td>01:50pm</td>
<td>00:50</td>
</tr>
</tbody>
</table>

No more available dates

Is Online

Student Document

Test Document.docx - Asynchronous Papers

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.
Quick Guide - How to Cancel an Appointment:

1. Go to the appointment you want to cancel

2. Click the X to cancel the appointment

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

4. You, your tutor, and the Learning Commons will receive a cancellation email.