

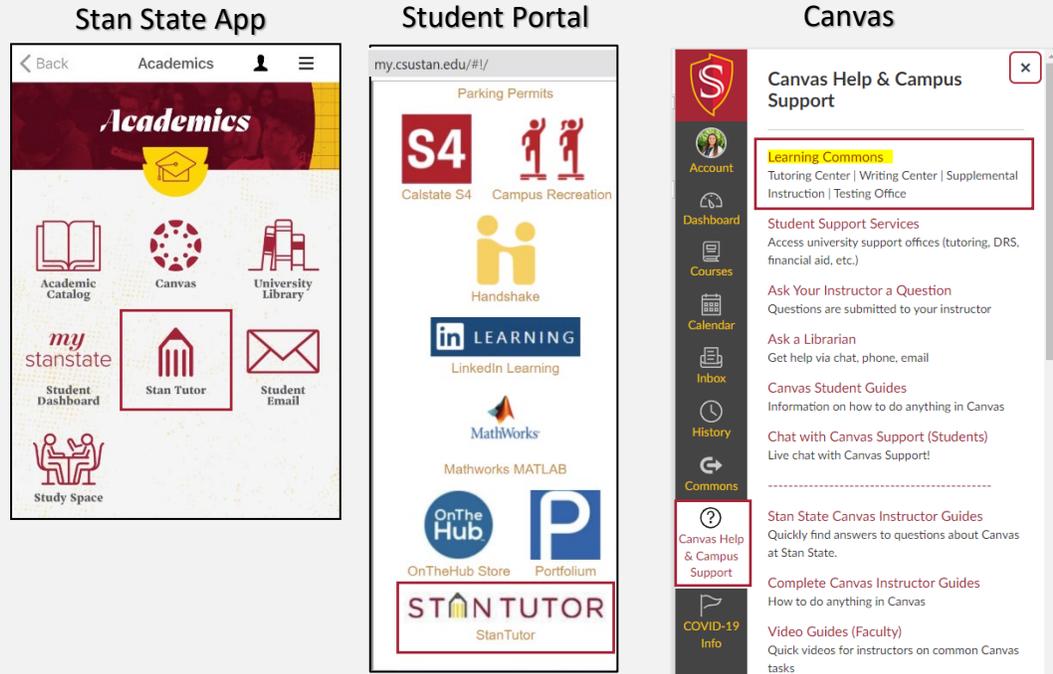
STAN TUTOR

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/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 arrow button labeled 'Sign In'. Underneath the button is a link that says 'Forgot your Warrior Username or Password?'.
- 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 a link for 'Documentation for Students, Faculty, or Staff.' and contact information for the Technology Support Desk: 'You can also contact the Technology Support Desk for assistance, 667-3687'.

© 2018 California State University, Stanislaus

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

The screenshot shows the StanTutor user dashboard. At the top, there is a navigation bar with the 'trac' logo, a 'Log Off...' link, and a notification bell icon with the number '1'. 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 students. Below the banner, there is a welcome message: 'Welcome Stan State Warriors to StanTutor!' followed by 'Spring 2022' information, stating the first day of tutoring is Monday, February 14, and that SI session start dates vary. A list of features for StanTutor is provided, including making appointments, canceling, viewing schedules, accessing history, uploading documents, and receiving reminders. The right column contains a section for 'Upcoming Appointments' with 'day' and 'week' view options, a 'Schedule an Appointment' button, a 'Center Visits' button, an 'Edit Bio...' button, and two 'Time Check' buttons for the Tutoring and Writing Centers. A 'STAN TUTOR' watermark is visible in the bottom right corner.

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

The screenshot shows the 'Schedule an Appointment' form. It has a title 'Schedule an Appointment' with a calendar icon. Below the title is a dropdown menu set to 'Find first available immediately'. The form contains two main sections: 'Schedule an appointment for help in' with a dropdown menu showing 'Choose a subject...', and 'Schedule an appointment for other services:' with a dropdown menu showing 'Choose a service / reason...'. A 'Search...' button is located at the bottom right of the form.

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

This screenshot shows the 'Schedule an Appointment' form with a dropdown menu open. The dropdown menu is for the 'Choose a service / reason...' field and lists the following options: 'Choose a service / reason...', 'Asynchronous Review', 'Graduate Writing Appointment', 'Test Appointment' (which is highlighted in blue), 'Tutoring Appointment', and 'Undergraduate Writing Appointment'. The 'Search...' button is visible to the right of the dropdown menu.

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!

Schedule an Appointment

Find first available immediately ▾

Schedule an appointment for help in And
Schedule an appointment for other services:

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

Fri, Feb 11 2022

<input type="button" value="i"/> 1000a-1050a	Fri Feb 11 1 on 1 <input type="button" value="📶"/> Online	<input type="button" value="i"/> Example Tutor
<input type="button" value="i"/> Tutoring Center		online
<input type="button" value="i"/> 1200p-1250p	Fri Feb 11 Group <input type="button" value="📶"/> Online Optional 0 / 3	<input type="button" value="i"/> Example Tutor
<input type="button" value="i"/> Tutoring Center		online
<input type="button" value="i"/> 100p-150p	Fri Feb 11 1 on 1 <input type="button" value="📶"/> Online Optional	<input type="button" value="i"/> Example Tutor
<input type="button" value="i"/> Tutoring Center		online
<input type="button" value="i"/> 300p-350p	Fri Feb 11 1 on 1	<input type="button" value="i"/> Example Tutor
<input type="button" value="i"/> Tutoring Center		In-Person L222

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 clicking 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.

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

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

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.



i Tutoring Center

1 on 1 Online Appointment - Zoom

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

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

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

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

100p-150p **Fri Feb 11** **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** **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.

The screenshot shows a 'Schedule an Appointment' window with the following details:

- Title:** 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:** 01:00pm
- End Time:** 01:50pm
- Duration (Hr:Min):** 00:50
- Repeat:** Repeat this appointment Weekly for the following dates: Fri 2/18/22, Fri 2/25/22, Fri 3/4/... read more
- Is Online:** Is Online
- Appointment Type:** In-Person Appointment
- Buttons:** Student, Document, CONFIRM (yellow), Click Confirm in order to Confirm this appointment (red text)
- Footer:** Report Unable to Find an Appointment..., Close

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

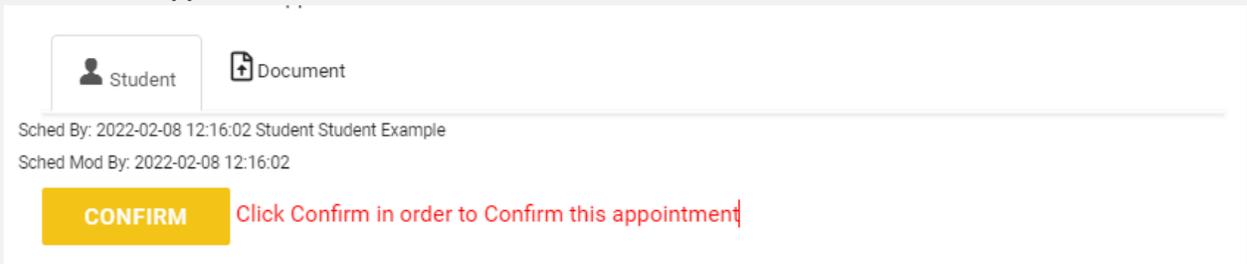
Is Online
In-Person Appointment

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

Is Online

Enter Online Session

10. Confirm appointment!



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 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 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 

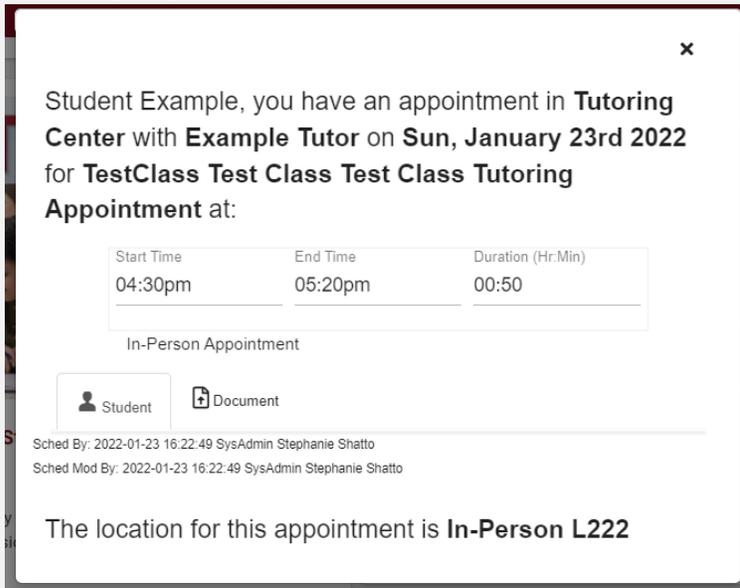
Subject: TestClass

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.



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

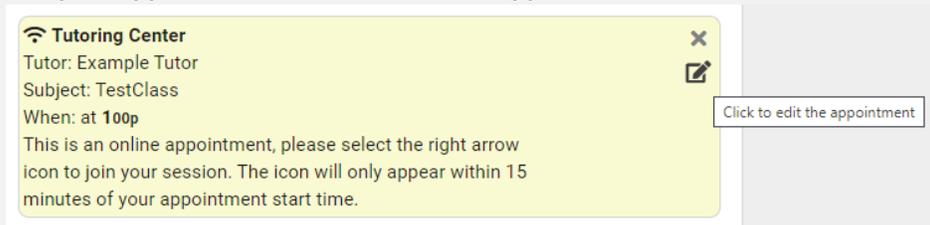
The location for this appointment is **In-Person L222**

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

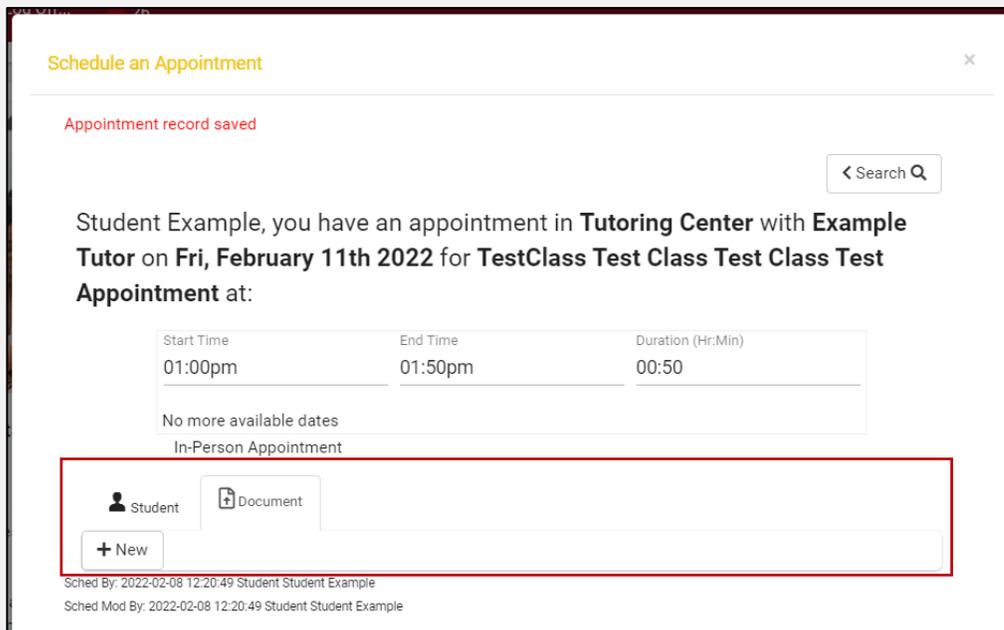
Go to your appointment and click the edit appointment icon.



Tutoring Center ✕
Tutor: Example Tutor ✎
Subject: TestClass
When: at 100p
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

Go to the Documents tab on your appointment and click New.



Schedule an Appointment ✕

Appointment record saved

Q

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

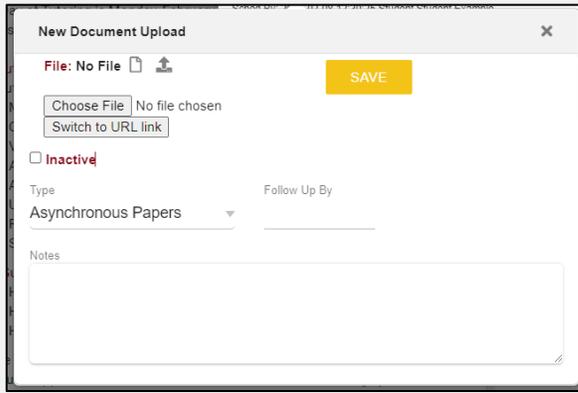
No more available dates

In-Person Appointment

Student Document

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



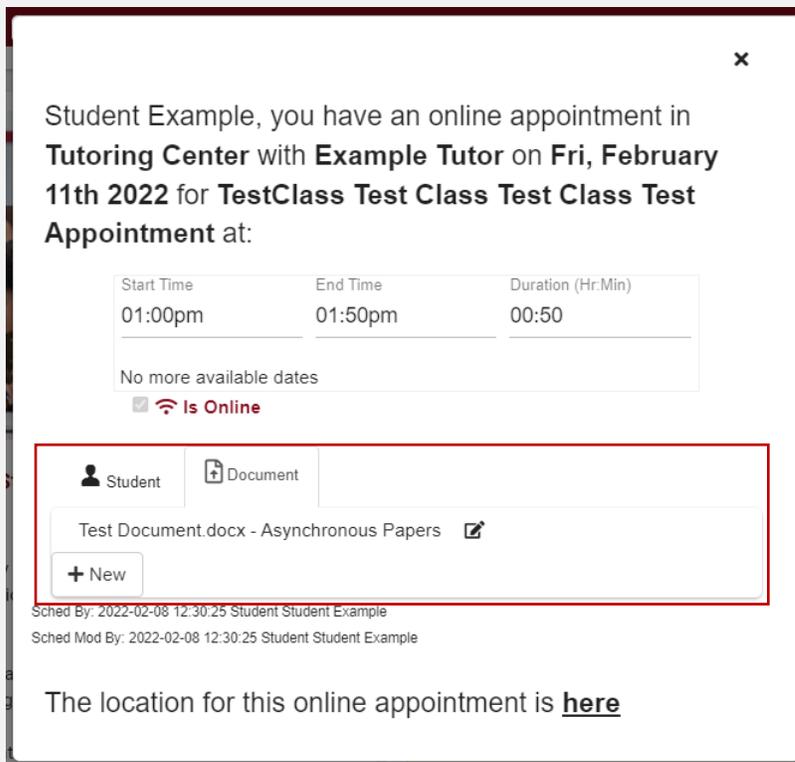
The screenshot shows a 'New Document Upload' dialog box. At the top, it says 'File: No File' with a file icon and a 'SAVE' button. Below that, there are two buttons: 'Choose File' and 'Switch to URL link'. The 'Choose File' button is highlighted. Underneath, there is a section for 'Type' set to 'Asynchronous Papers' and a 'Follow Up By' field. At the bottom, there is a 'Notes' text area.

OR Select Switch to URL link to share a URL link



The screenshot shows the same 'New Document Upload' dialog box, but the 'Switch to URL link' button is highlighted instead of 'Choose File'. The 'Type' is still 'Asynchronous Papers'.

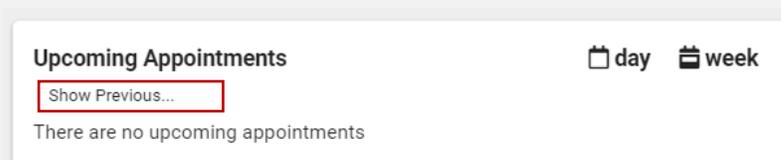
Now you and your tutor can access the shared document on your appointment.



The screenshot shows an appointment notification email. The text reads: '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:'. Below this is a table with columns for 'Start Time', 'End Time', and 'Duration (Hr:Min)'. The values are '01:00pm', '01:50pm', and '00:50' respectively. Below the table, it says 'No more available dates' and has a checked checkbox for 'Is Online'. A red box highlights a section containing a 'Student' icon, a 'Document' icon, and the text 'Test Document.docx - Asynchronous Papers' with an edit icon. Below this is a '+ New' button. At the bottom, it says 'Sched By: 2022-02-08 12:30:25 Student Student Example' and 'Sched Mod By: 2022-02-08 12:30:25 Student Student Example'. The email concludes with '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.



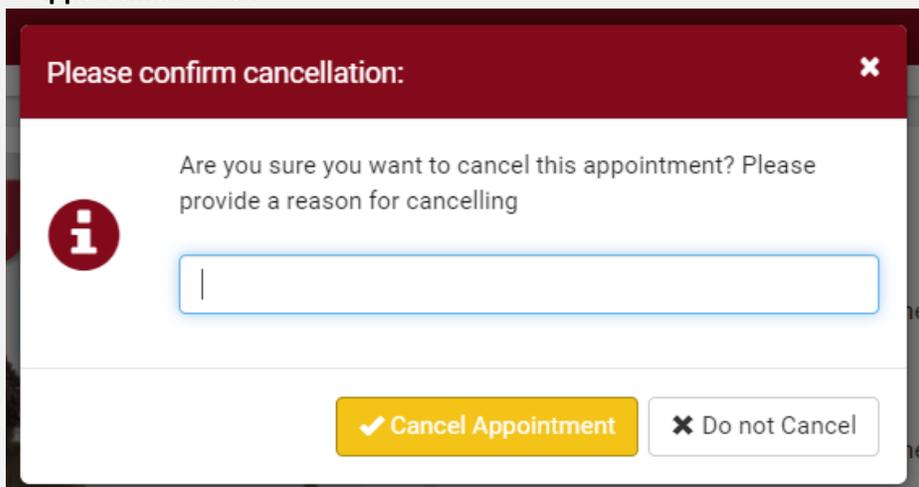
The screenshot shows the 'Upcoming Appointments' section. It has a title 'Upcoming Appointments' and two icons: 'day' and 'week'. Below the title, there is a button labeled 'Show Previous...' which is highlighted with a red box. At the bottom, it says 'There are no upcoming appointments'.

Quick Guide - How to Cancel an Appointment:

1. Go to the appointment you want to cancel
2. Click the X to cancel the appointment



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.