

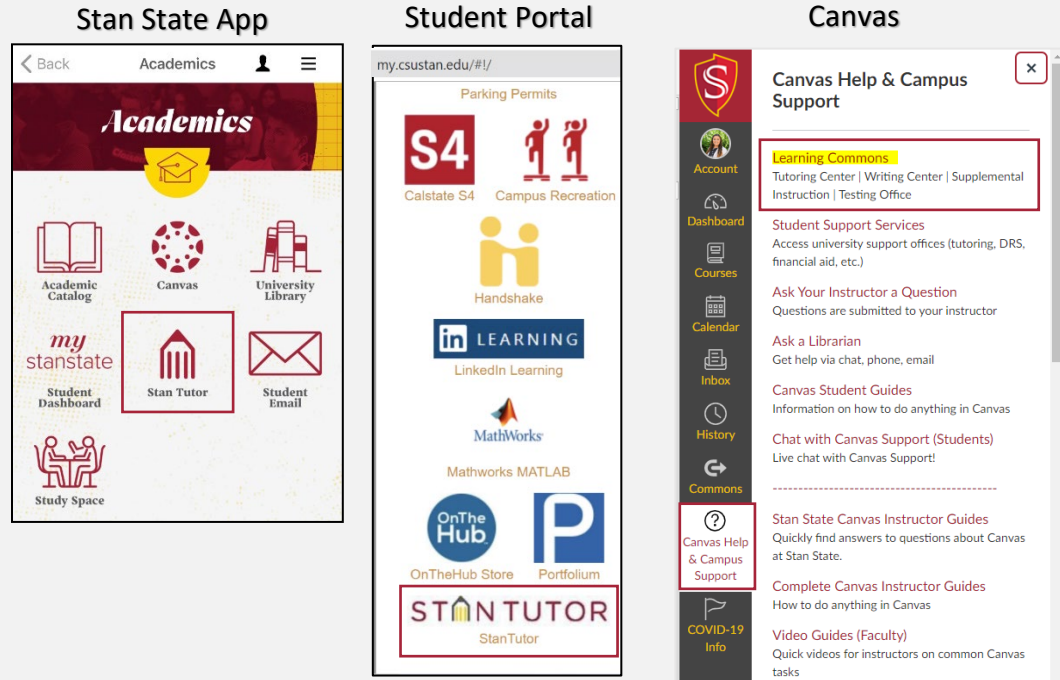
STAN TUTOR

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 image shows the Stanislaus State login page for sam12.go-redrock.com. The page has a header with the Stanislaus State logo and name. Below the header, it says 'Logging into sam12.go-redrock.com'. The main content area is divided into two sections: 'Warrior Sign In' and 'Warrior Identity Information'. The 'Warrior Sign In' section contains a form with fields for 'Warrior Username' and 'Warrior Password', a 'Sign In' button, and a link for 'Forgot your Warrior Username or Password?'. The 'Warrior Identity Information' section contains text explaining the Warrior Username and Password, and a 'Need Help?' section with links to documentation and contact information for the Technology Support Desk.

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

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

The screenshot shows the StanTutor web application interface. At the top, there is a dark red header with the 'trac' logo, a 'Log Off...' link, and a notification icon with the number '1'. Below the header, the page title 'Stanislaus State - Learning Commons' is visible. The main content area is divided into two columns. The left column features a large banner image of three students studying together, with the text 'STAN TUTOR' overlaid. Below the banner, a welcome message reads 'Welcome Stan State Warriors to StanTutor!' followed by 'Spring 2022' and 'First Day of Tutoring is Monday, February 14'. It also mentions 'SI Session start dates vary - visit SI Session Schedule to view your course'. A section titled 'StanTutor:' describes the system's capabilities, including making appointments, canceling appointments, viewing scheduled appointments, accessing online tutoring, tracking attendance, uploading documents, and receiving reminders. The right column contains a sidebar with several sections: 'Upcoming Appointments' (with 'day' and 'week' views and a 'Show Previous...' link), 'Schedule an Appointment' (with a calendar icon), 'Center Visits' (with a calendar icon), 'Edit Bio...' (with a pencil icon), and 'Time Check for Tutoring Center' and 'Time Check for Writing Center' (with clock icons). A 'STAN TUTOR' logo is visible in the bottom right corner of the sidebar.

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

The screenshot shows the 'Schedule an Appointment' form. At the top, there is a title 'Schedule an Appointment' with a calendar icon. Below the title, there is a dropdown menu labeled 'Find first available immediately'. The form contains two main sections: 'Schedule an appointment for help in' with a dropdown menu labeled 'Choose a subject...' and 'And Schedule an appointment for other services:' with a dropdown menu labeled '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.

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

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

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

1000a-1050a

Fri Feb 11

1 on 1

Online

Example Tutor

online

Tutoring Center

1200p-1250p

Fri Feb 11

Group

Online Optional 0 / 3

Example Tutor

online

Tutoring Center

100p-150p

Fri Feb 11

1 on 1

Online Optional

Example Tutor

online

Tutoring Center

300p-350p

Fri Feb 11

1 on 1

Example Tutor

In-Person L222

Tutoring Center

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 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
1 on 1 Online

i Example Tutor

Tutoring Center online

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

300p-350p

Fri Feb 11
1 on 1

i Example Tutor

Tutoring Center In-Person L222

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

100p-150p

Fri Feb 11
1 on 1 Online Optional

i Example Tutor

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
Group Online Optional 0 / 3

i Example Tutor

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

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 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

< 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

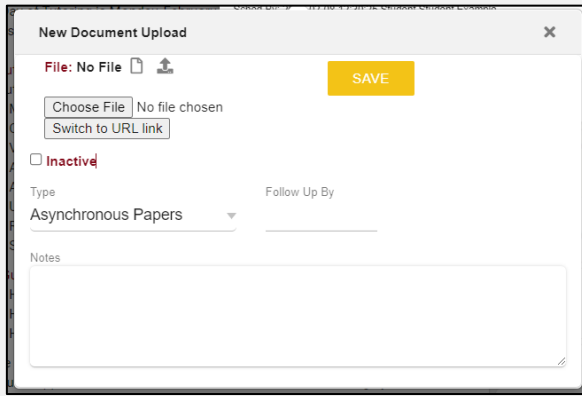
Student

Document

+ New

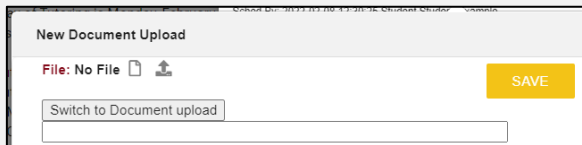
Sched By: 2022-02-08 12:20:49 Student Student Example
Sched Mod By: 2022-02-08 12:20:49 Student Student Example

Select Choose File to upload a document



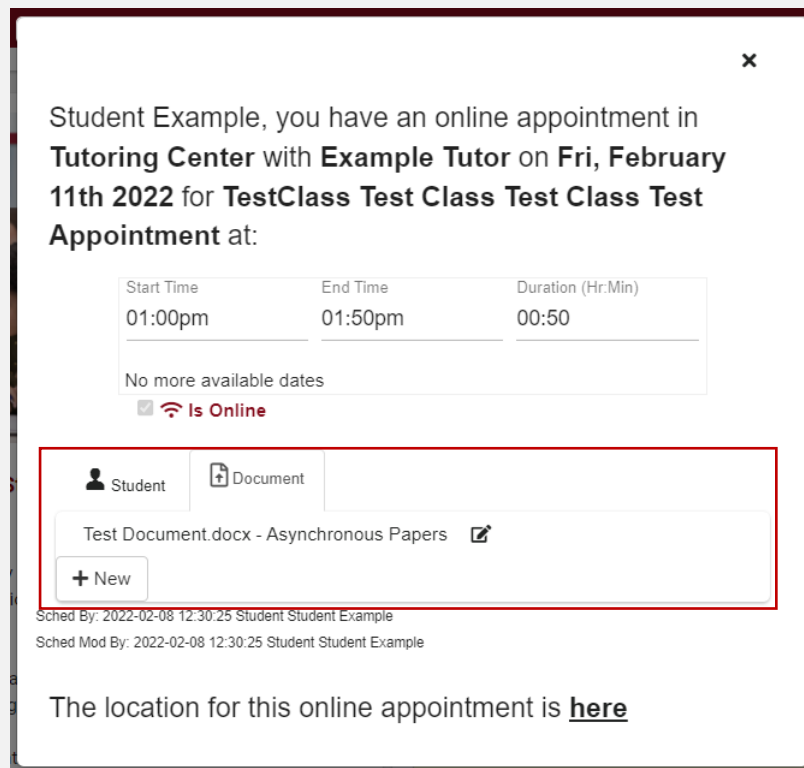
The screenshot shows a 'New Document Upload' dialog box. At the top, it says 'File: No File' with a file icon and an upload icon. A yellow 'SAVE' button is in the top right. Below, there are two buttons: 'Choose File' (selected) and 'Switch to URL link'. Underneath, there is a checkbox labeled 'Inactive', a 'Type' dropdown menu set to 'Asynchronous Papers', and a 'Follow Up By' field. At the bottom is a large text area labeled 'Notes'.

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 selected. The 'Choose File' button is now disabled. The 'SAVE' button remains in the top right.

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



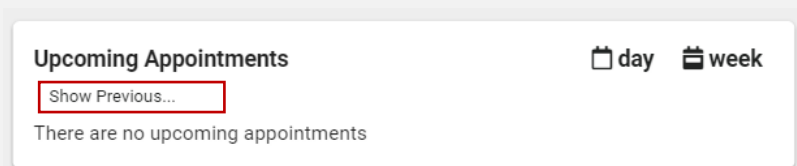
The screenshot shows an appointment confirmation page. At the top, it says 'Student Example, you have an online appointment in Tutoring Center with Example Tutor on Fri, February 11th 2022 for TestClass Test Class Test Class Test Appointment at:'. Below this is a table with appointment details:

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

Below the table, it says 'No more available dates' and there is a checkbox labeled 'Is Online' which is checked. Below this is a red-bordered box containing a 'Student' tab, a 'Document' tab, and a list of documents. The first document is 'Test Document.docx - Asynchronous Papers' with an edit icon. Below the list 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'. At the very bottom, it says '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.



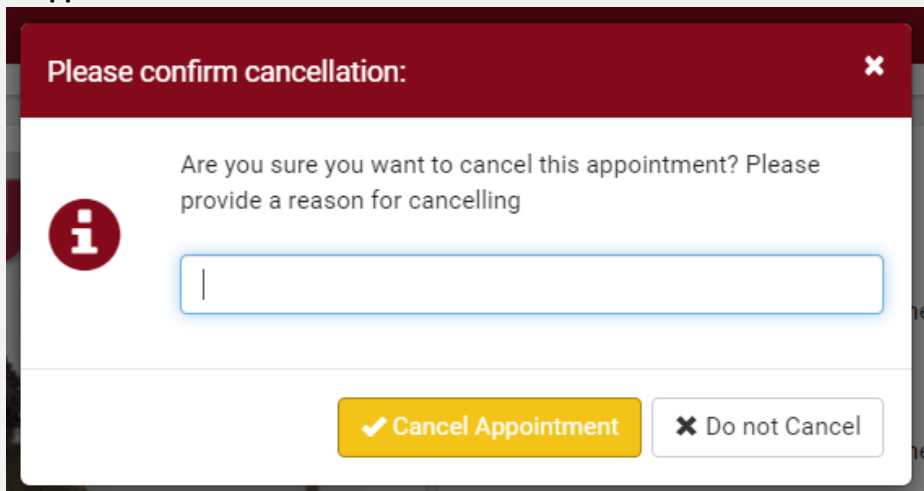
The screenshot shows the 'Upcoming Appointments' section. It has a title 'Upcoming Appointments' and two tabs: 'day' and 'week'. Below the tabs is a red-bordered button labeled 'Show Previous...'. At the bottom, it says 'There are no upcoming appointments'.

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.