

## Book a Tutoring Appointment Tutoring Center or Writing Center

### 1. Click the StanTutor link on the

Learning Commons webpage: [www.csustan.edu/learning-commons/stantutor](http://www.csustan.edu/learning-commons/stantutor)

StanTutor login page: [stantutor.csustan.edu](http://stantutor.csustan.edu)

Stan State Student Portal and select the StanTutor logo

### 2. The following screen will show up. Log in using your Stan State credentials.

Stanislaus State

Logging into *sam12.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.

Log Off... 26

Stanislaus State - Learning Commons

## STAN TUTOR

Welcome Stan State Warriors to StanTutor!

### Announcements:

#### Winter 2023

Tutoring is Not Available during Winter session.  
The Learning Commons Office will be closed starting Dec. 23rd and reopen on Jan 3rd, 2023.  
Spring 2023 Appointments will be available for booking near the beginning of February (TBD).

#### User Guides & Tutorials

- How to Attend an Online Appointment
- How to Book an Online Appointment
- How to Cancel an Appointment (Under Review)

← Wed Jan 11 2023 → week list

- Tutoring Center** ✕  
Tutor: TEST  
Subject: MATH1070  
When: at 900a  
In-Person, Library 222  
One-Time
- Writing Center** ✕  
When: at 1000a  
Tutor: TEST  
Reason: Writing Appointment  
Subject: Writing Support (non-enrolled)Writing  
Location: 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.

#### Schedule a Tutoring Appointment!

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

#### Schedule a Writing Appointment!

Schedule an appointment for help in  Schedule an appointment for other services:  Search...

**4. Use the Tutoring and Writing Schedulers to search for available appointments.**

The screenshot shows the Stan Tutor homepage on the left and the appointment scheduler on the right. The homepage features a banner with the text "Welcome Stan State Warriors to StanTutor!" and an "Announcements" section for Winter 2023. The scheduler on the right has two sections: "Upcoming Appointments" and "Schedule a Tutoring Appointment!". The "Schedule a Tutoring Appointment!" section has a dropdown menu for "I am looking for support in" with "MATH1070 001 College Algebra" selected, and another dropdown for "would like to schedule a:" with "Tutoring Appointment" selected. A red arrow points to the "Search..." button. The "Schedule a Writing Appointment!" section has a dropdown for "Schedule an appointment for help in" with "Writing Support (non-enrolled)Writing Writing" selected, and another dropdown for "And Schedule an appointment for other services:" with "Writing Appointment" selected. A red arrow points to the "Search..." button.

**5. Select your course and reason for the appointment. The following screen should appear once you click "search".**

The first screenshot shows the "Schedule a Tutoring Appointment!" form with the "Choose a subject..." dropdown menu open, displaying "MATH1070 001 College Algebra" and "Writing Support (non-enrolled)Writing Writing". The second screenshot shows the "Schedule a Tutoring Appointment!" form with the "Choose a service / reason..." dropdown menu open, displaying "Tutoring Appointment". The third screenshot shows the "Schedule a Writing Appointment!" form with the "Choose a service / reason..." dropdown menu open, displaying "Asynchronous Review (Grad/UEE)" and "Writing Appointment".

**6. Select your course and reason for the appointment. The following screen should appear once you click "search". Now, choose an available appointment time.**

The screenshot shows the appointment selection screen for "Subject: MATH1070 - College Algebra" and "Reason: Tutoring Appointment". It displays a list of available appointment slots for "Sun, Jan 22 2023". The slots are:

- 1100a-1150a: Sun Jan 22, Group In-Person 0 / 3, Rafael Olivares, In-Person L222
- 1200p-1250p: Sun Jan 22, Group Online OR In-Person 0 / 3, Rafael Olivares, online or In-Person L222
- 100p-150p: Sun Jan 22, 1 on 1 Online, Rafael Olivares, online

There are 3 slots of time available, please choose one that works for you... Choose a different date. A "Load more for Mon, Jan 23 2023..." button is at the bottom.

## 7. A popup window will appear to complete the booking process. Factors to keep in mind:

- *Type of Appointment* (Tutoring or Writing)
- Frequency (One-time or Recurring)
- *Method* (Online or In-Person)

Schedule a Tutoring Appointment

Subject: MATH1070 - College Algebra  
Reason: Tutoring Appointment

Student: Example, Student  
Consultant: TEST  
Date: 01/22/2023

Status: [Dropdown]  
Center: Tutoring Center

Sun, January 22nd 2023  
Start Time: 12:00pm  
End Time: 12:50pm  
Duration (Hr:Min): 00:50

Subject: MATH1070 - College Algebra  
Reason: Tutoring Appointment

Repeat this appointment Weekly for the following dates:  
Sun 1/29/23, Sun 2/5/23, Sun 2/12/... read more

Is Online

In-Person Appointment  
In-Person Location: In-Person L222

Sched By: 2023-01-18 12:35:15 Admin Marlen Meza  
Sched Mod By: 2023-01-18 12:35:15

SAVE Click to Save

### IMPORTANT!

**Default:** All appointments are defaulted to "one-time appointments".

**Made a mistake?** Students have 1 hour to cancel an appointment without receiving a negative status against them.

**Asynchronous Review:** Only select "Asynchronous Review" if you are a graduate student wanting to book an Asynchronous review. To learn more about this service, please click here.

**Click "Save."** You should get a confirmation email with the details of the appointment you scheduled. If your appointment is online, the confirmation email will have instructions on how to attend and include a link to our "Attending an Appointment" User Guide.

Tutoring Center Appointment for MATH1070 - Online via Zoom

CAUTION: This message originated from outside of Stanislaus State. Do not click on links or open attachments unless you recognize the sender and are expecting the message.

Dear Student,

Congrats! You've successfully scheduled a weekly **Online** Tutoring Center appointment on Today at 11:00am. Weekly appointments are scheduled each week for the entire semester.

**Upcoming Appointment Date: Today**

Tutor: TEST  
Student: Student Example  
Course: MATH1070  
Day: Thursday  
Time: 11:00am  
Type: Weekly Recurring  
Location: Online via Zoom

\*If you have trouble connecting virtually outside the hours of Monday-Friday 8-5 pm, we will not be able to provide on-the-spot assistance. Instead, please send an email your tutor directly and CC the learningcommons@csustan.edu about the issue, and we will reply the **next business day**.

**How to Attend an Online Appointment:**

1. Log into your [StanTutor](#) account using your Stan State credentials.
2. View your upcoming appointment box.
3. Please select the right arrow icon to join your session.
4. The icon will only appear within 15 minutes of your appointment start time. Before you enter your appointment, we suggest that you have course materials, and any drafts open on your desktop since Zoom allows screen sharing.

Your tutor will wait 15 minutes after the start time of your appointment. If you are not present within the first 15 minutes, the tutor will log off their Zoom room and you will be considered a NO SHOW to your appointment. If you No Show more than two times in a semester, you will be dropped from Writing Center services, and all future appointments will be deleted (**only in effect during Fall and Spring Terms**). If your absence was due to technological issues while using StanTutor or Zoom, be sure to email and let us know, so we may reinstate you.

Contact the Learning Commons with any questions you have (209) 667-3642 or learningcommons@csustan.edu.

We look forward to working with you this term.

Tutoring Center