

STAN TUTOR

Book a Tutoring Appointment Tutoring Center or Writing Center

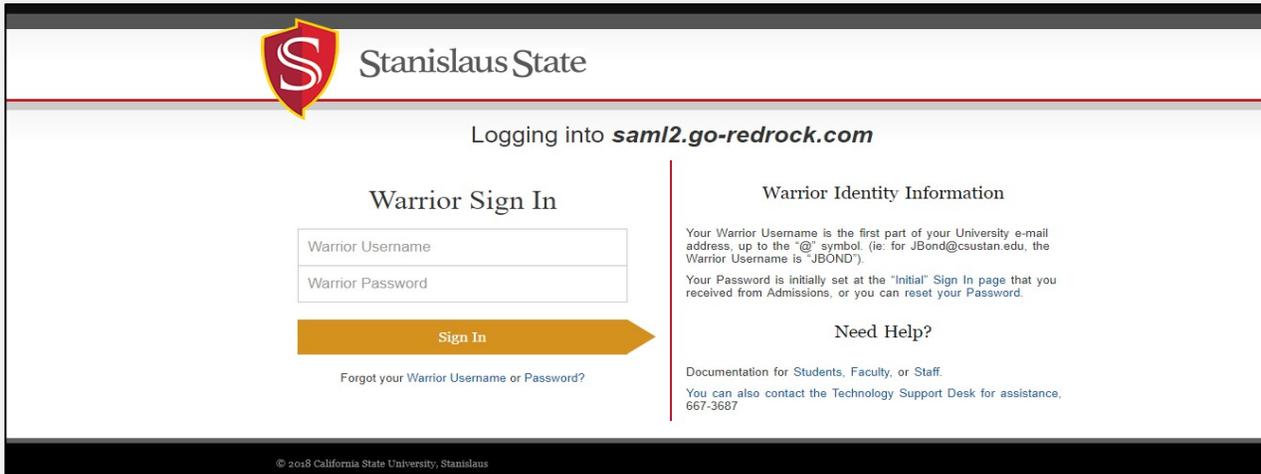
1. Click on the StanTutor ink on the

Learning Commons webpage: www.csustan.edu/learning-commons/stantutor

StanTutor login page: stantutor.csustan.edu

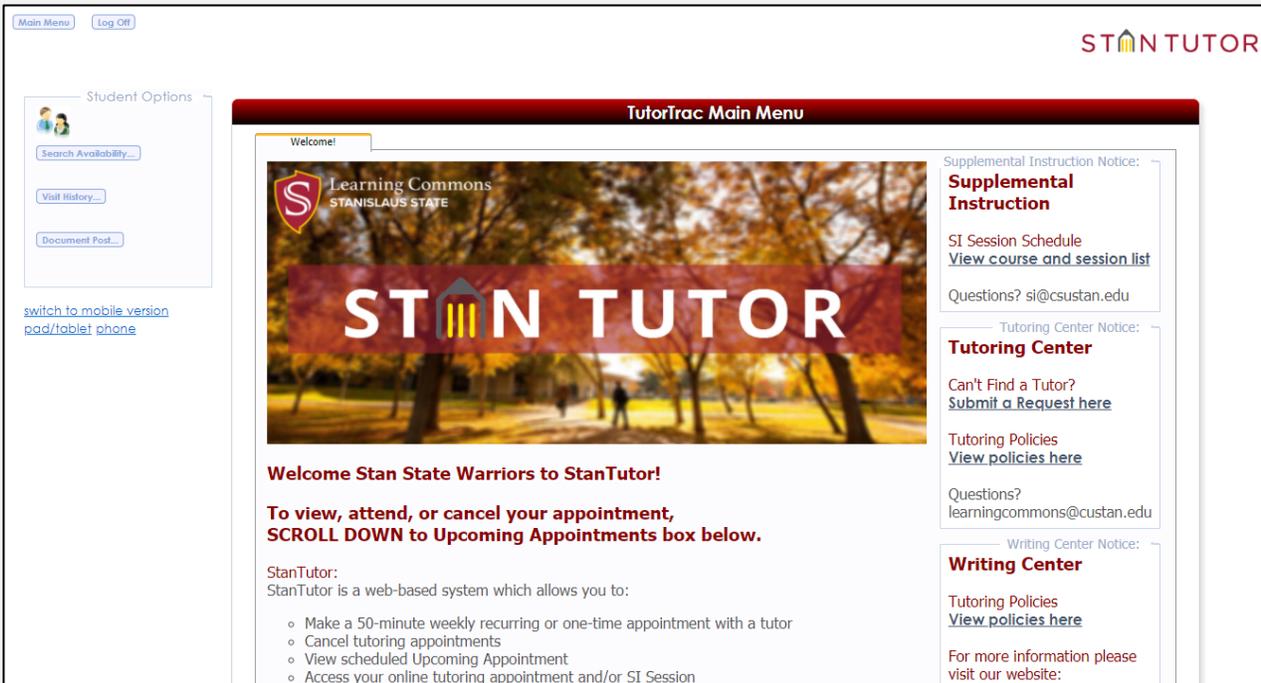
Or go to your Stan State student portable and select StanTutor

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



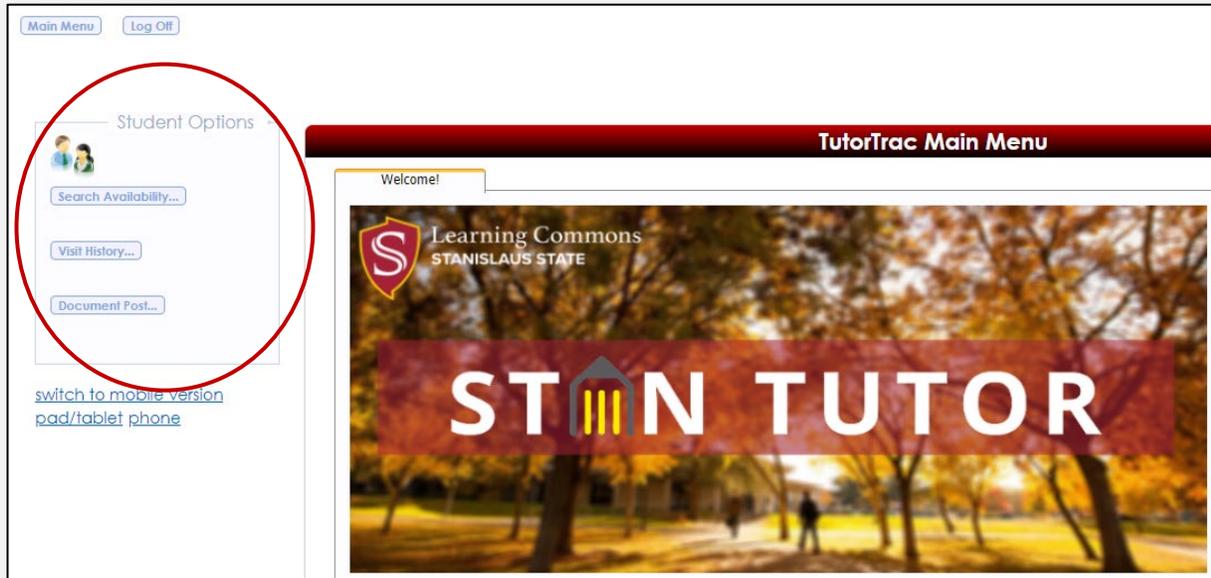
The screenshot shows the Stanislaus State Warrior Sign In page. At the top left is the Stanislaus State logo. The page title is "Logging into saml2.go-redrock.com". The main heading is "Warrior Sign In". Below it are two input fields: "Warrior Username" and "Warrior Password". A large orange arrow button labeled "Sign In" is positioned below the password field. A link "Forgot your Warrior Username or Password?" is located below the "Sign In" button. To the right of the sign-in form is the "Warrior Identity Information" section, which explains that the Warrior Username is the first part of the University e-mail address (e.g., JBond@csustan.edu) and that the password is initially set at the "Initial" Sign In page. Below this is a "Need Help?" section with a link to documentation for students, faculty, or staff, and contact information for the Technology Support Desk (667-3687). The footer contains the copyright notice: "© 2018 California State University, Stanislaus".

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

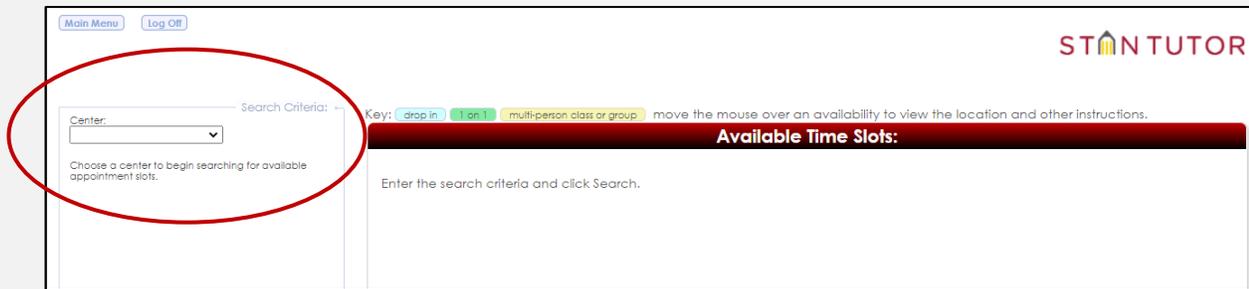


The screenshot shows the StanTutor TutorTrac Main Menu. At the top right is the "STAN TUTOR" logo. The page has a "Main Menu" and "Log Off" button in the top left. A "Student Options" sidebar on the left includes "Search Availability...", "Visit History...", and "Document Post...". Below this sidebar is a link to "switch to mobile version pad/tablet phone". The main content area is titled "TutorTrac Main Menu" and features a "Welcome!" message. A large banner image shows a path through trees with the "STAN TUTOR" logo overlaid. Below the banner, the text reads: "Welcome Stan State Warriors to StanTutor! To view, attend, or cancel your appointment, SCROLL DOWN to Upcoming Appointments box below." The "StanTutor:" section describes the system and lists features: "Make a 50-minute weekly recurring or one-time appointment with a tutor", "Cancel tutoring appointments", "View scheduled Upcoming Appointment", and "Access your online tutoring appointment and/or SI Session". On the right side, there are three notice boxes: "Supplemental Instruction" with links for "SI Session Schedule" and "View course and session list"; "Tutoring Center" with links for "Can't Find a Tutor?", "Submit a Request here", "Tutoring Policies", and "View policies here"; and "Writing Center" with links for "Tutoring Policies" and "View policies here". A footer note says "For more information please visit our website:".

4. Go to the left side “Student Options” menu and select [Search Availability...](#)

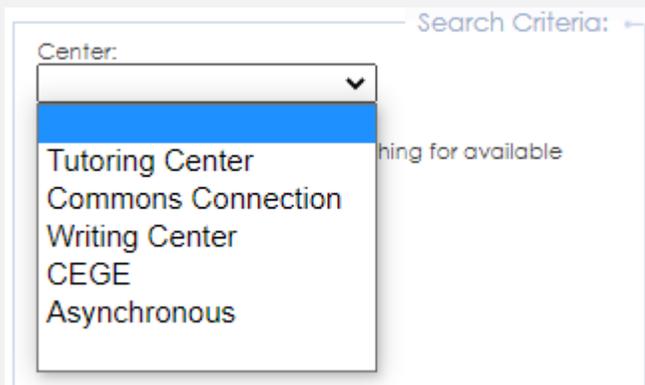


5. This is the screen that should appear.



6. Under the Center drop down menu, select the center you are looking for tutoring.

Tutoring Center:	Undergraduate content tutoring	Learn more
Commons Connection:	STEM content tutoring	Learn more
Writing Center:	Graduate and undergraduate writing support	Learn more
CEGE:	Faculty Coach graduate level writing support	Learn more
Asynchronous:	Graduate level asynchronous writing support	Learn more



7. Select the Center you want tutoring from and additional fields will appear.

Search Criteria:

Center: ← Select a Center

Section: CHOICE REQUIRED ← Select a Course (currently enrolled courses will appear)

From: ← Appointments can only be booked 24 hours in advanced & 3 weeks in the future.

To:

Time: 8:00a to 7:00p ← Select desired hours (hours can vary per Center)

Days: MON TUE WED THU FRI SAT SUN ← Select desired day (days can vary per Center)

Note: After selecting the course you want tutoring for, we recommend leaving the rest of the search criteria as default. This way you can see ALL availability.

8. Search and ALL available tutors and their open appointments for the next 3-weeks.

Search Criteria:

Center:

Section:

From:

To:

Time: 8:00a to 7:00p

Days: MON TUE WED THU FRI SAT SUN

Key: move the mouse over an availability to view the location and other instructions.

Available Time Slots:					
Fri	Mon	Tue	Wed	Thu	Fri
3/26/2021	3/29/2021	3/30/2021	3/31/2021	4/1/2021	4/2/2021
Example Tutor 4:30 PM - 5:30 PM	Bella 12:00 PM - 12:50 PM	Eli 8:00 AM - 8:50 AM	Andrea 8:00 AM - 8:50 AM 9:00 AM - 9:50 AM 2:00 PM - 2:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Ryan 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Bella 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM
Ryan 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	Cassie 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 5:00 PM - 5:50 PM	Cassie 11:00 AM - 11:50 AM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM	Abraham 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Eli 8:00 AM - 8:50 AM	Abraham 8:00 AM - 8:50 AM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM
Cassie 2:00 PM - 2:50 PM	Abraham 8:00 AM - 8:50 AM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Ryan 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Abraham 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Abraham 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Example Tutor 4:30 PM - 5:30 PM
Andrea 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Andrea 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Abraham 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 1:00 PM - 1:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM	Bella 12:00 PM - 12:50 PM	Cassie 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM	Ryan 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM
Bella 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	Eli 8:00 AM - 8:50 AM 10:00 AM - 10:50 AM 12:00 PM - 12:50 PM				Andrea 8:00 AM - 8:50 AM 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM

9. Find the appointment that works best for your schedule and click on it.

10. A popup window will appear to complete the booking process.

Tutoring Center / Commons Connection

Student: John Smith Staff: Cassandra Beckman

Appointment Info

Tutoring Center appointments are defaulted to be one-time appointments, if you want to book a weekly recurring appointment check the weekly box below.

Center: Tutoring Center

Subject: Test Class

Date: 3/26/2021 Time: 2:00 PM To: 2:50 PM

Recurring Appt Type: Weekly

Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Confirm your appointment type.: one-time (box unchecked)

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save

Student: John Smith Staff: Cassandra Beckman

Appointment Info

Tutoring Center appointments are defaulted to be one-time appointments, if you want to book a weekly recurring appointment check the weekly box below.

Center: Commons Connection

Subject: Test Class

Date: 4/1/2021 Time: 2:00 PM To: 2:50 PM

Recurring Appt Type: Weekly

Future Avail Dates: 4/15/2021, 4/22/2021, 4/29/2021, 5/6/2021, 5/13/2021

Confirm your appointment type.: weekly (box checked)

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save

IMPORTANT

Default: one-time appointment and confirm from the drop-down menu

Recurring Appt Type: Weekly

Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Confirm your appointment type.: one-time (box unchecked)

To create a **weekly recurring appointment**, check the **Weekly** box and confirm from the drop-down menu. You can see you booked this appointment now for the remainder of the semester.

Recurring Appt Type: Weekly

Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Confirm your appointment type.: weekly (box checked)

Writing Center / CEGE

Appointments Entry

Student: John Smith Staff: Cassandra Beckman

Appointment Info

Writing Center appointments are defaulted to weekly recurring appointments, uncheck the weekly box to book a one-time appointment below. If you are booking through the Asynchronous Center, please select the Asynchronous appointment type and you will be contacted regarding your documents via email.

Center: Writing Center ▾

Subject: Test Class ▾

Reason: ▾

Date: 3/26/2021 Time: 12:00 PM To: 12:50 PM

Recurring Appt Type: Weekly
 Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Please select your appointment type: ▾

Notes:

Created 00/00/00 at 00:00:00 by
 Modified 00/00/00 at 00:00:00 by

Save

Default: Writing Center appointments are defaulted to weekly recurring appointments.

Recurring Appt Type: Weekly
 Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Confirm your appointment type.: weekly (box checked) ▾

Uncheck the weekly box to book a **one-time appointment** below.

Recurring Appt Type: Weekly
 Future Avail Dates: 4/2/2021, 4/16/2021, 4/23/2021, 4/30/2021, 5/7/2021, 5/14/2021

Confirm your appointment type.: one-time (box unchecked) ▾

CEGE Appointments can only be booked as ONE-TIME appointments.

Note* the weekly drop down is available but the appointment can only be one-time

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](#).

Center: Writing Center ▾

Subject: Test Class ▾

Reason: ▾

Date: Asynchronous Review ▾
 Writing Appointment

Recurring Appt Type: ▾

Click "Save."

You should get a confirmation email with the details of the appointment you scheduled.