

# Scheduling a Tutoring Appointment with the Tutoring Center or Writing Center

1. Click on the StanTutor link on the

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

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

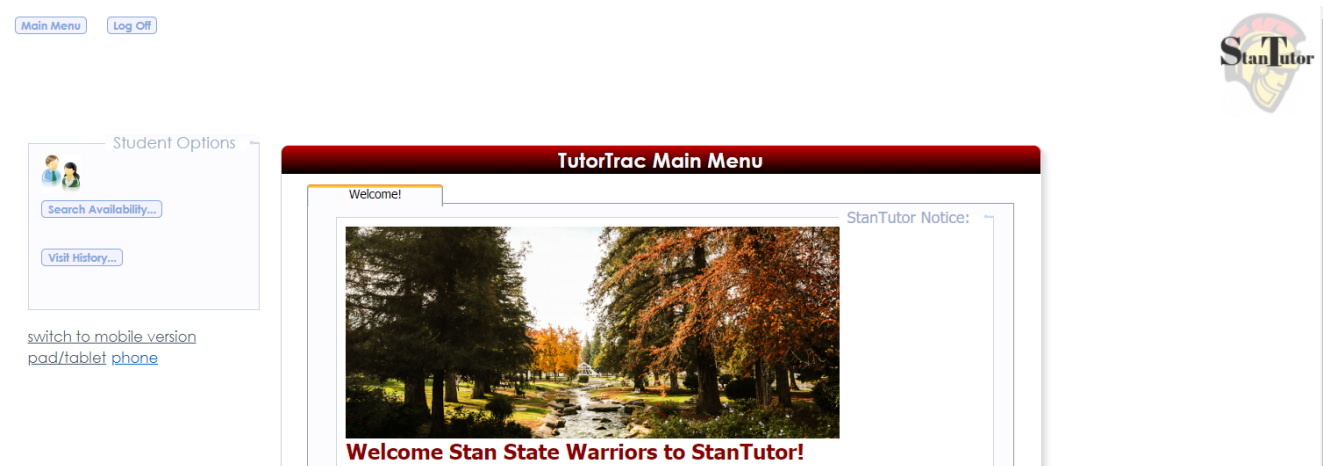
Or go to your Stan State student portable and select StanTutor

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



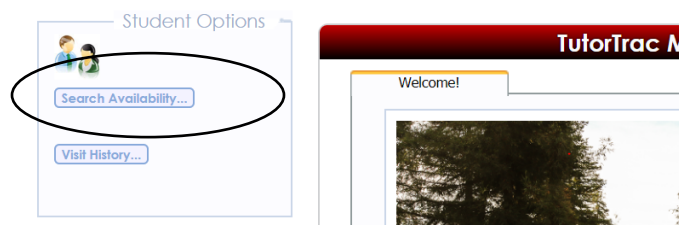
The image shows the Stanislaus State Warrior Sign In page. At the top is the Stanislaus State logo and the text "Stanislaus State". Below this is a header "Logging into **saml2.go-redrock.com**". The main content area is divided into two sections. The left section, titled "Warrior Sign In", contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a large orange arrow button labeled "Sign In". Under the button is a link: "Forgot your Warrior Username or Password?". The right section, titled "Warrior Identity Information", contains text explaining the Warrior Username and Password. It states: "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." Below this text is a "Need Help?" section with a link: "Documentation for Students, Faculty, or Staff. You can also contact the Technology Support Desk for assistance, 667-3687". At the bottom of the page is a footer: "© 2018 California State University, Stanislaus".

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




The image shows the StanTutor Main Menu screen. At the top left are two buttons: "Main Menu" and "Log Off". On the right side is the Stanislaus State logo. The main content area is titled "TutorTrac Main Menu". It features a "Welcome!" message and a large image of a campus scene with trees and a stream. Below the image is the text "Welcome Stan State Warriors to StanTutor!". To the left of the main content area is a "Student Options" sidebar. It contains two buttons: "Search Availability..." and "Visit History...". Below these buttons are links: "switch to mobile version", "pad/tablet", and "phone". On the right side of the main content area is a "StanTutor Notice:" section.

To schedule a tutoring appointment, click "Search Availabilities..." on the left-hand side of the screen.



4. This is the screen that should appear.



Main Menu Log Off

Search Criteria:

Center:


Choose a center to begin searching for available appointment slots.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

**Available Time Slots:**

Enter the search criteria and click Search.

Under “Center:” pick the appropriate center. “Tutoring Center” will search for peer tutors available for content tutoring appointments and “Writing Center” will search for writing tutoring appointments available in the Writing Center.




Search Criteria:

Center:

Choose a center to begin searching for available appointment slots.

Tutoring Center  
Writing Center

5. After you pick your choice of Center, this is the screen that should appear.



Main Menu Log Off

Search Criteria:

Center:

Section: CHOICE REQUIRED

From:

To:

Time: 8:00a to 5:00p

Days: MON TUE WED THU FRI SAT SUN

All None M-F

Search

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

**Available Time Slots:**

Enter the search criteria and click Search.

6. Under "Section:", use the down arrow to pick the course that you would like to search appointments for. Only course you are currently enrolled in will appear here.

Search Criteria:

Center:  
Tutoring Center ▼

Section:  
CHOICE REQUIRED ▼

Sections:

BIOL1010 004 2194	Principles of Biology
BIOL1020 009 2194	World of Biology Laboratory
MATH1030 003 2194	Elem Foundations of Math I
PSYC2030 001 2194	Psychology of Adjustment
WPST	WPST

Pick the course you are looking for assistance in.

7. Edit the date range, times, and days as desired. It is recommended that you use the default settings on these parameters.

Search Criteria:

Center:  
Tutoring Center ▼

Section:  
BIOL1020 009 2194 ▼

From:  
12/20/2019

To:  
01/03/2020

Time:  
8:00a to 5:00p

Days:  
MON TUE WED THU FRI SAT SUN  
All None M-F

Search

Change these settings as desired.

8. Click “Search” to see the results that are available. The available appointments will appear on the right-hand side. Green means it is a 1-1 appointment while yellow is a group appointment and you will potentially be scheduled with others in that appointment. Pick the time that works best for your schedule by clicking on the time.

Search Criteria:

Center:

Section:

From:

To:

Time:

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:			
Mon 12/23/2019	Tue 12/24/2019	Wed 12/25/2019	Thu 12/26/2019
Stephanie Shatto	Stephanie Shatto	Stephanie Shatto	Stephanie Shatto
<input type="button" value="9:00 AM - 9:50 AM"/>	<input type="button" value="11:00 AM - 11:50 AM"/>	<input type="button" value="11:00 AM - 11:50 AM"/>	<input type="button" value="9:00 AM - 9:50 AM"/>
<input type="button" value="10:00 AM - 10:50 AM"/>	<input type="button" value="12:00 PM - 12:50 PM"/>	<input type="button" value="12:00 PM - 12:50 PM"/>	<input type="button" value="10:00 AM - 10:50 AM"/>
<input type="button" value="11:00 AM - 11:50 AM"/>	<input type="button" value="1:00 PM - 1:50 PM"/>	<input type="button" value="1:00 PM - 1:50 PM"/>	<input type="button" value="11:00 AM - 11:50 AM"/>
<input type="button" value="12:00 PM - 12:50 PM"/>	<input type="button" value="2:00 PM - 2:50 PM"/>	<input type="button" value="2:00 PM - 2:50 PM"/>	<input type="button" value="12:00 PM - 12:50 PM"/>

9. In the dialog box that appears, you will need to enter a reason, how did you hear about our services and any notes for the appointment.

In the “Notes:” section you can enter any information about where you are struggling or information you would like the tutor to know in advance.

**Appointments Entry**

Student: [REDACTED] Staff: Stephanie Shatto

**Appointment Info**

Center: Tutoring Center ▼ Location:

Subject: BIOL1020 009 2194 ▼

Reason: ▼

Date: 12/23/2019 Time: 9:00 AM To: 9:50 AM

Recurring Appt Type: Weekly

How did you hear about our services?: ▼

Notes:

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

**Save**

Reason is "Content" for  
Tutoring Center and "Writing"  
for Writing Center

Answer required questions.

Enter any notes or  
information for the tutor.

When completed, it should look something like this:

**Appointments Entry**

Student: [REDACTED] Staff: Stephanie Shatto

**Appointment Info**

Center: Tutoring Center ▼ Location:

Subject: BIOL1020 009 2194 ▼

Reason: Content ▼

Date: 12/23/2019 Time: 9:00 AM To: 9:50 AM

Recurring Appt Type: Weekly

How did you hear about our services?: StanState Website ▼

Notes:

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

**Save**

8. Click “Save.” You should get a confirmation email with the details of the appointment you scheduled.