

Scheduling a Tutoring Appointment with the Tutoring Center or Writing Center

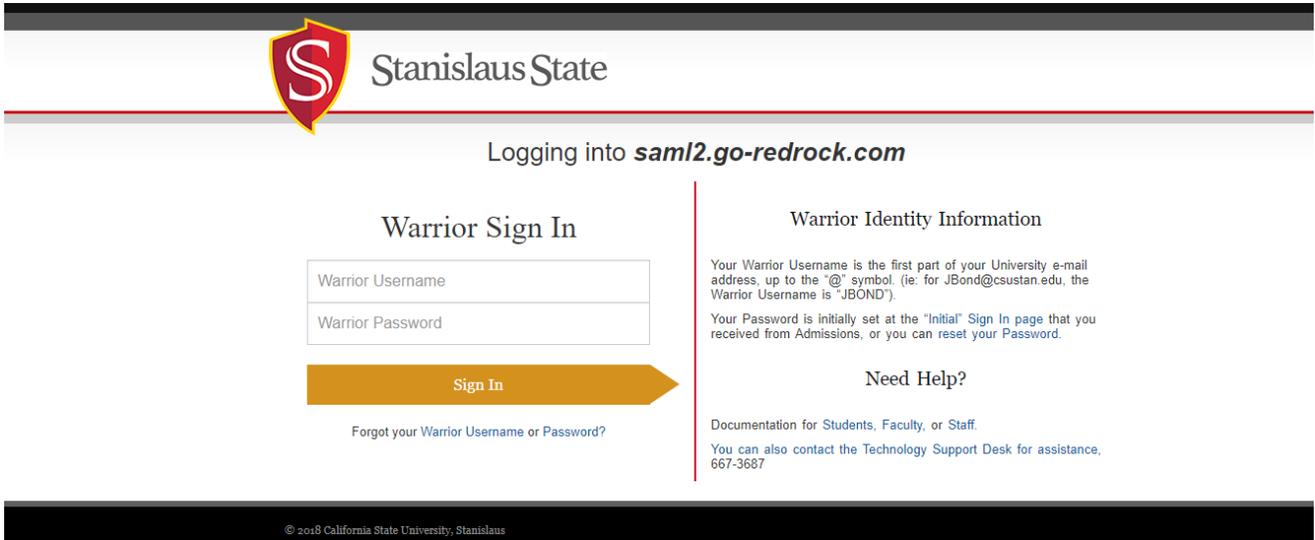
1. Click on the StanTutor ink on the

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

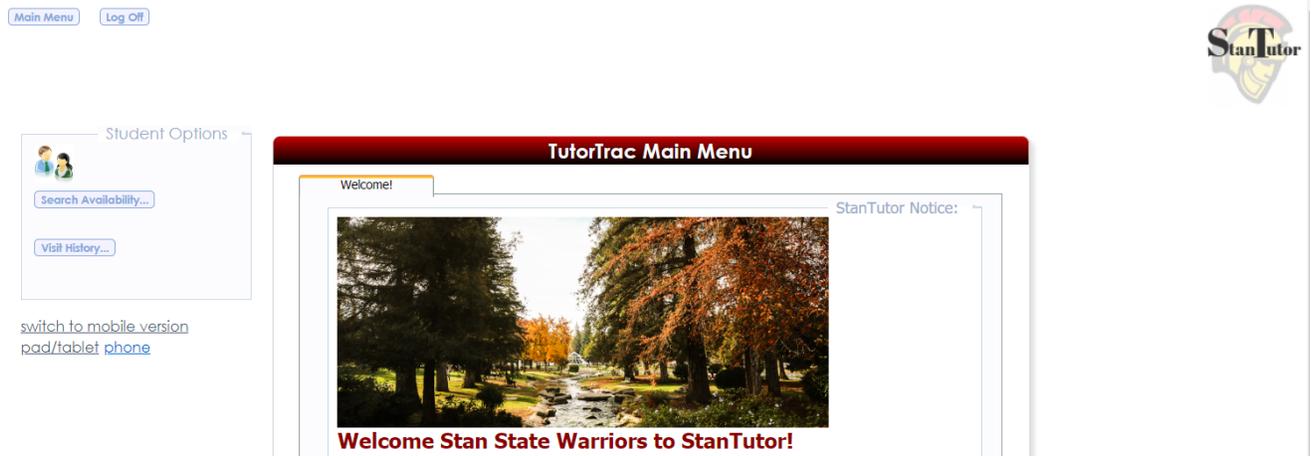
StanTutor login page: www.stantutor.csustan.edu

Or go to your Stan State student portable and select StanTutor

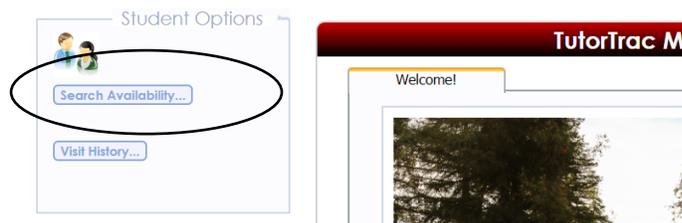
2. The following screen will show up. Log in using your Stan State credentials.



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



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:

in searching for slots.

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

[Main Menu](#) [Log Off](#)



Search Criteria:

Center:

Section:

From:

To:

Time: 8:00a to 5:00p

Days: [MON](#) [TUE](#) [WED](#) [THU](#) [FRI](#) [SAT](#) [SUN](#)

[All](#) [None](#) [M-F](#)

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 [Calendar Icon]

To: 01/03/2020 [Calendar Icon]

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:
 8:00a to 5:00p

Days:
 MON TUE WED THU FRI SAT SUN

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:			
Mon 12/23/2019	Tue 12/24/2019	Wed 12/25/2019	Thu 12/26/2019
Stephanie Shatto	Stephanie Shatto	Stephanie Shatto	Stephanie Shatto
9:00 AM - 9:50 AM	11:00 AM - 11:50 AM	11:00 AM - 11:50 AM	9:00 AM - 9:50 AM
10:00 AM - 10:50 AM	12:00 PM - 12:50 PM	12:00 PM - 12:50 PM	10:00 AM - 10:50 AM
11:00 AM - 11:50 AM	1:00 PM - 1:50 PM	1:00 PM - 1:50 PM	11:00 AM - 11:50 AM
12:00 PM - 12:50 PM	2:00 PM - 2:50 PM	2:00 PM - 2:50 PM	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.