

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

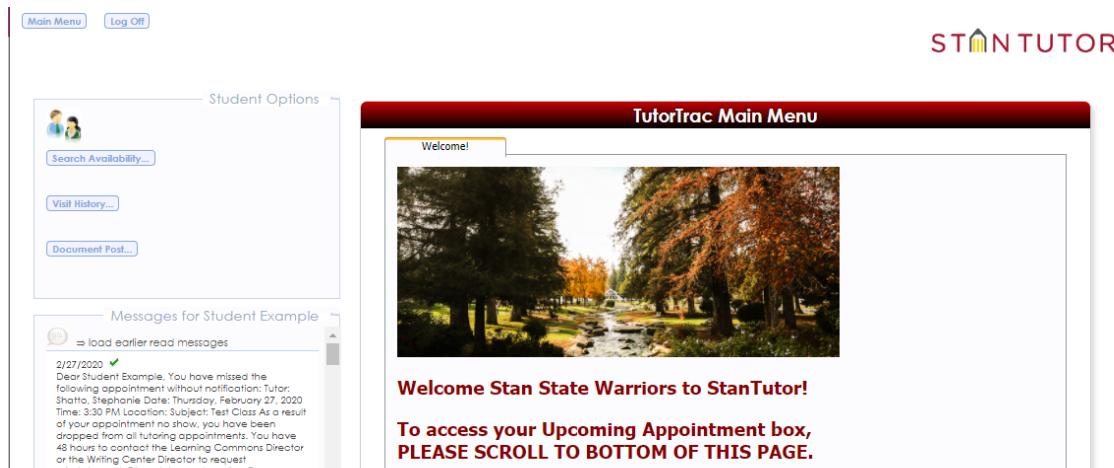
Or go to your Stan State student portable and select StanTutor

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



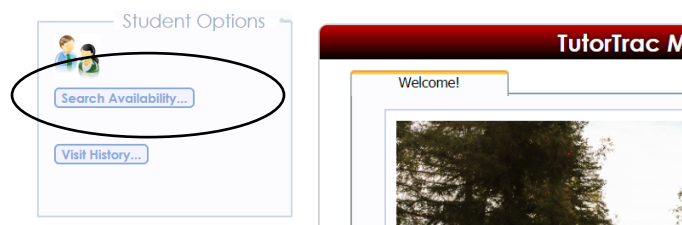
The image shows the Stanislaus State Warrior Sign In page. At the top is the Stanislaus State logo and the text "Stanislaus State". Below this is a header "Logging into saml2.go-redrock.com". The main content area is divided into two sections. The left section is titled "Warrior Sign In" and contains a form with two input fields: "Warrior Username" and "Warrior Password". Below these fields is a large orange "Sign In" button. Under the button is a link: "Forgot your Warrior Username or Password?". The right section is titled "Warrior Identity Information" and contains two paragraphs of text. The first paragraph explains that the Warrior Username is the first part of the University e-mail address, up to the "@" symbol. The second paragraph explains that the password is initially set at the "Initial" Sign In page. Below this text is a "Need Help?" section with a link to "Documentation for Students, Faculty, or Staff" and a note that users can contact the Technology Support Desk for assistance at 667-3687. At the bottom of the page is a copyright notice: "© 2018 California State University, Stanislaus".

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




The image shows the StanTutor TutorTrac Main Menu. At the top right is the "STANTUTOR" logo. The main content area is divided into two sections. The left section is titled "Student Options" and contains three buttons: "Search Availability...", "Visit History...", and "Document Post...". Below these buttons is a "Messages for Student Example" section with a "load earlier read messages" link and a message dated 2/27/2020. The right section is titled "TutorTrac Main Menu" and contains a "Welcome!" message, a large image of a campus scene, and a "Welcome Stan State Warriors to StanTutor!" message. Below this is a bold instruction: "To access your Upcoming Appointment box, PLEASE SCROLL TO BOTTOM OF THIS PAGE."

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 see the class, tutor, and time you selected. Next you will need to select if you are a part of a student program and any notes for the appointment. There also is a box titled "Weekly", check this box if you want your appointments to be weekly recurring. If you do not select this box, your appointment will be a one-time 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: Student Example Staff: Arlena Liryc Gavino

Appointment Info

Center: Tutoring Center

Subject: Test Class

Date: 8/25/2020 Time: 10:00 AM To: 10:54 AM

Recurring Appt Type: Weekly ☐

Future Avail Dates: 9/1/2020, 9/8/2020, 9/15/2020, 9/22/2020, 9/29/2020, 10/6/2020, 10/13/2020, 10/20/2020, 10/27/2020, 11/3/2020, 11/10/2020, 11/17/2020, 12/1/2020, 12/8/2020

Please self identify if you are a part of the following student programs:: SSS Program

Notes:

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

Save

Complete all required fields.

When completed, it should look something like this:

Appointments Entry

Student: Student Example Staff: Arlena Liryc Gavino

Appointment Info

Center: Tutoring Center

Subject: Test Class

Date: 8/25/2020 Time: 10:00 AM To: 10:54 AM

Recurring Appt Type: Weekly ☒

Future Avail Dates: 9/1/2020, 9/8/2020, 9/15/2020, 9/22/2020, 9/29/2020, 10/6/2020, 10/13/2020, 10/20/2020, 10/27/2020, 11/3/2020, 11/10/2020, 11/17/2020, 12/1/2020, 12/8/2020

Please self identify if you are a part of the following student programs:: SSS Program

Notes: Example notes.

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

Save

This is a weekly recurring appointment because the Weekly box has been checked.

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