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.

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.

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

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

When completed, it should look something like this:

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