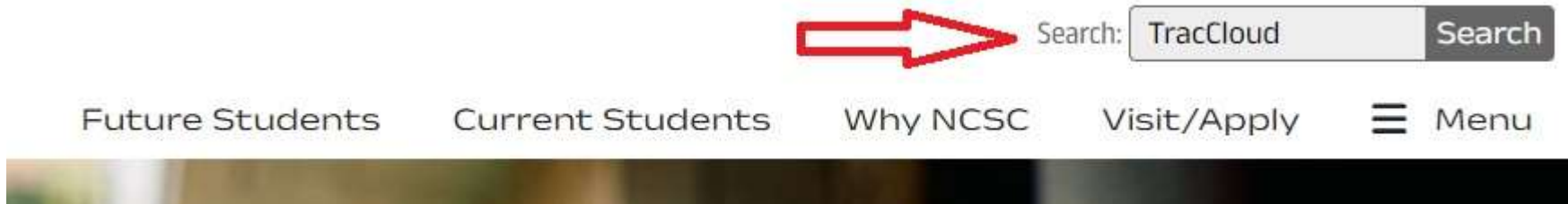# Student Instructions for Scheduling Tutoring Sessions

1.) Open any browser and navigate to the Login page for TracCloud (Choose option a or b)

a. From the main NCSC website

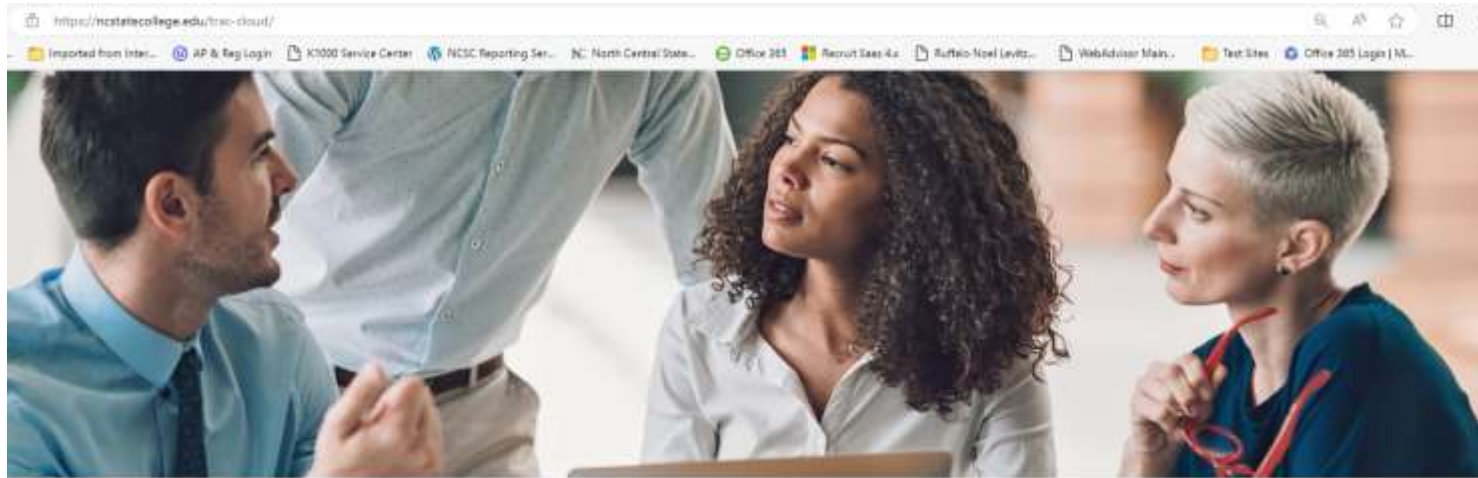   i. Type "TracCloud" in the search box at the top right corner of the NCSC home page.

    ii. Click on Search, then Click TracCloud on the page that follows

TracCloud

PAGE

TracCloud login for Students and Employees of North Central State College TracCloud Login for Students, opens in a new window TracCloud Login for Employees, opens in a new window

b. Follow this link to go directly to the TracCloud login page: https://ncstatecollege.edu/trac-cloud

2.) Click the left tile to Login as a Student, then enter your Office 365 Student e-mail address (username@mail.ncstatecollege.edu) and synchronized password.

3.) Once logged in as a student, follow the detailed instructions on the left side of the page to learn how to use the widget on the right for scheduling a session.

North Central State College

Welcome Student

Your assigned advisor is: **Stephanie Whitesel**

Wednesday, Sep 18, 2024
3:13 pm

You can make an appointment with your Assigned Advisor, our Career Services or Disability Services staff, or with someone in the Tutoring Center by choosing an option from the dashboard.

Follow these steps to make an appointment: ⬅

- Select the option for the type of appointment you would like to schedule.
- Choose a Reason from the option list.
- Click Search.
- Choose the desired date/time from the list of available appointments by clicking on it.
  - View location and hours information about the advisor (click on their name) or the center (click on the center name)
- Choose your preference of an In-Person or Online meeting (if offered an option).
- Enter any notes that would be helpful (if applicable).
- Click CONFIRM to make the appointment.
- Details about the appointment will show up on your Dashboard calendar.

For All Appointments:

Be sure to review the **confirmation email** sent to your student email account BEFORE your appointment to make sure you are ready for the meeting.

For Online Appointments Only:

- Return to TracClous **5 minutes before** your appointment. You will see an **online icon** appear on the day of your scheduled appointment stating the session is available.
- Click the icon to open the Zoom session or click on the link in your appointment confirmation/reminder email.

Important: If you are not able to keep your appointment please **CANCEL** the appointment so others can use the services by returning to the appointment under Day/Week tile and press the **X** to cancel. You will receive an automated cancellation email.

Neet More Help?

If you are unable to find an appointment for your advisor, course, reason, or service, please send an email to **studentsuccess@ncstateccollege.edu**. Please provide us with your available dates and times and the best phone number to reach you and we will do our best to accommodate your needs!

← Wed Sep 18 2024 →   📅 week ☰ list

You have no appointments scheduled for this date.

📅 **Schedule an Advising Appointment**

Choose the reason for your appointment:
[Choose a service / reason... ▾]   [Search...]

📅 **Schedule a Career or Disability Services Appointment**

Choose the reason for your appointment: [Choose a service / reason... ▾]   [Search...]

📅 **Schedule a Tutoring Appointment** ⬅

Schedule an appointment for help in [Choose a subject... ▾]   [Search...]

▦ **Center Visits**   🖨

View: Filter by Center:
[This Month ▾]   [All Centers ▾]
   Filter by Subject:
                             [   ]

Visit Summary for Student Sample

Center / Reason	Subject Course Consultant	Time In / Duration
Advising Academic Plan/Schedule Classes	Stephanie	Sep 04, 3:00p 30m
Advising Academic Plan/Schedule Classes	Stephanie	Sep 04, 3:00p 20m

4.) Follow these steps to use the scheduling widget:

    a. To schedule an appointment, click on the drop-down arrow and choose the subject you need to schedule the appointment for, then click Search.
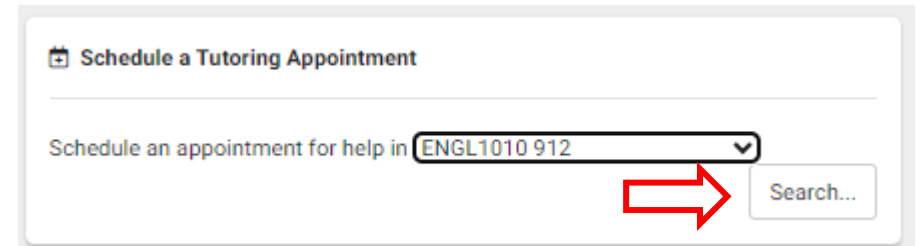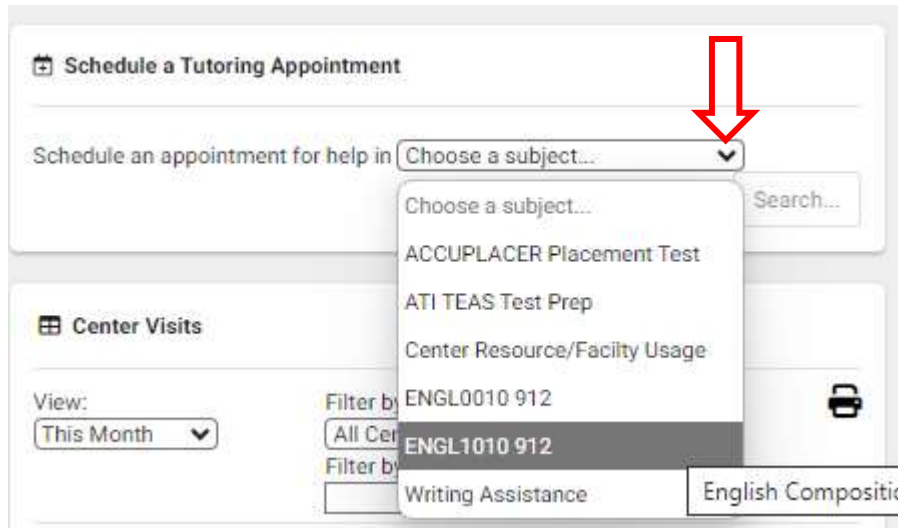
    b. Select an appointment with the best day/time to fit your schedule, the tutor's name and meeting type are also listed on this screen in case you would like a specific tutor or format.
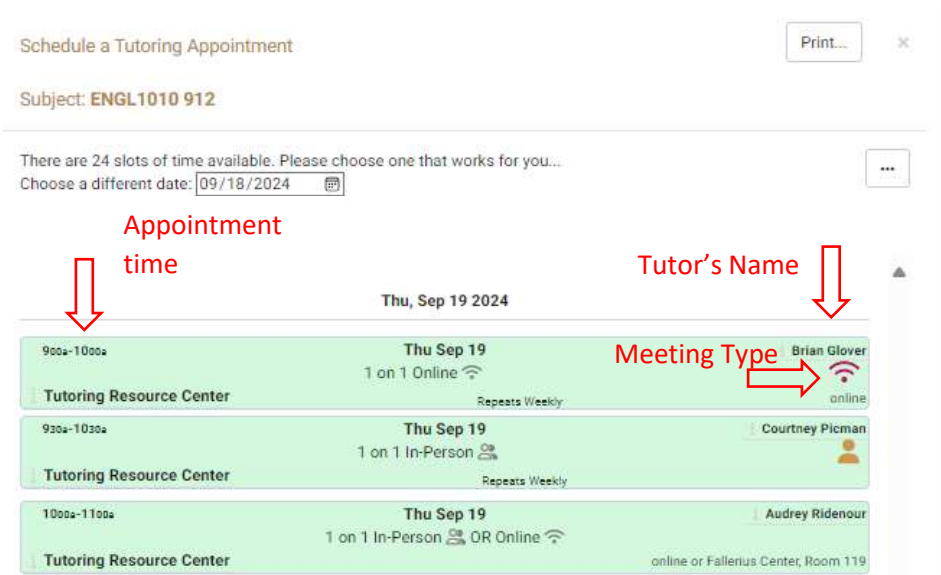
c. Review the appointment details, if correct, click the Confirm button to save it. Both you and the tutor will then receive a system-generated e-mail that the appointment was scheduled.

Schedule a Tutoring Appointment   Print...   ✕

Subject: **ENGL1010 912**

‹ Search 🔍

Confirm booking this appointment in **Tutoring Resource Center** with **Courtney Picman** on **Thu, September 19th 2024** for **ENGL1010 912**

Start Time	End Time	Duration (Hr:Min)
10:30am	11:30am	

Meeting Type:
◉ **In-Person**

By selecting in-person, you agree to appear at the in-person location listed below at the specified time.

👤 Student   📄 Document

Please add any notes that would be helpful regarding this appointment.

I need assistance on my essay

Sched By: 2024-09-18 15:16:37 Student Student S. Sample
Sched Mod By: 2024-09-18 15:16:37

CONFIRM   Click Confirm in order to Confirm this appointment. This availability will expire at 2024-09-19
07:30:00.

Upcoming Appointments   📅 day   📅 week

Show Previous...

👥 Tutoring Resource Center appointment with Courtney   ✕
Picman cpicman@ncstatecollege.edu .
Subject: ENGL1010 English Composition I   ✎
When: **Thu, Sep 19** at **10:30a**

Wed 9/18/2024 3:52 PM

TR   **trac**cloud

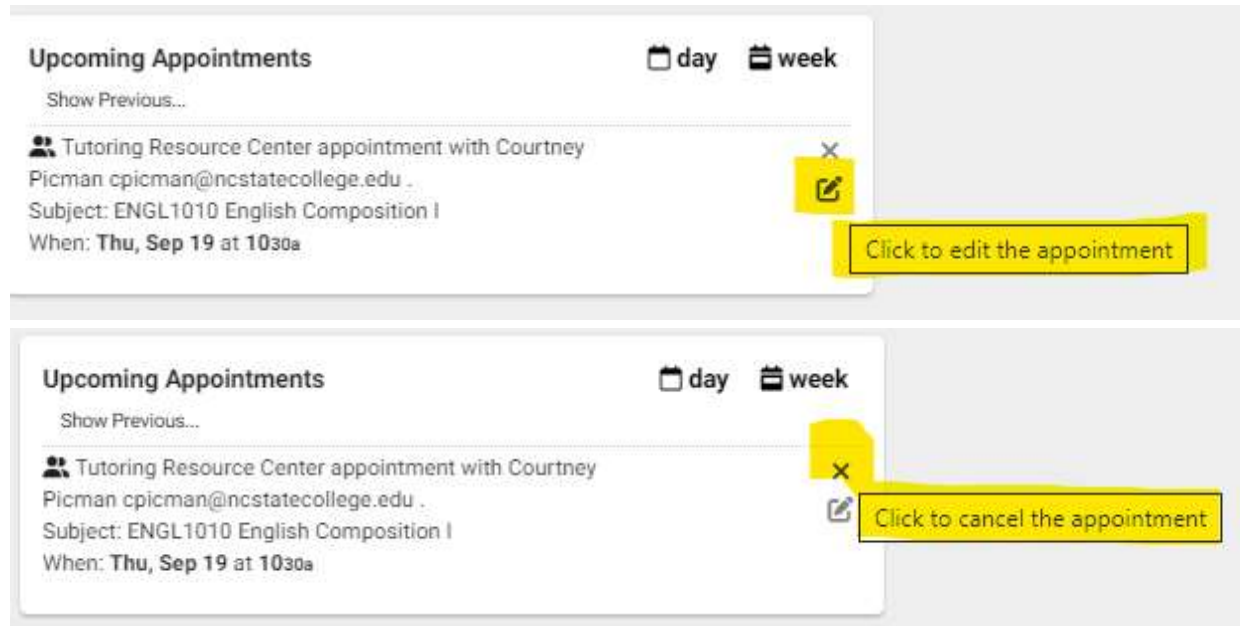You have an upcoming Tutoring Resource Center appointment on 09/19/24!

To

Hello Student,

Thanks for booking an appointment in Tutoring Resource Center! Your in-person appointment has been scheduled for **Thursday, 09/19/24** at **10:30am**.

Tutor: Courtney Picman
Subject: ENGL1010 English Composition I
Location: Fallerius Center, Room 119

Please contact us if you are unable to keep this appointment.

Thank you,
Tutoring Resource Center
419-755-4812
NC State College

d. You will also receive reminders of the appointment. You can edit (reschedule) or cancel the appointment from this screen.

Upcoming Appointments   📅 day   🗓 week

Show Previous...

👥 Tutoring Resource Center appointment with Courtney
Picman cpicman@ncstatecollege.edu .
Subject: ENGL1010 English Composition I
When: **Thu, Sep 19** at **10**30a

✕

✏️ Click to edit the appointment

Upcoming Appointments   📅 day   🗓 week

Show Previous...

👥 Tutoring Resource Center appointment with Courtney
Picman cpicman@ncstatecollege.edu .
Subject: ENGL1010 English Composition I
When: **Thu, Sep 19** at **10**30a

✕

✏️ Click to cancel the appointment

i. Enter a reason to confirm the cancellation and click Cancel Appointment.

Please confirm cancellation: ✕

ℹ️ Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

Work conflict

Out sick
Schedule conflict
Work conflict
No longer needed

◀   ▶

✔ Cancel Appointment   ✖ Do not Cancel

ii. You and the tutor will then receive an e-mail of the cancelation.

Wed 9/18/2024 3:54 PM

TR

traccloud

Sample, Student S. Tutoring Resource Center Appointment Cancellation

To

Dear Student,

The following appointment has been cancelled for you:

Center: Tutoring Resource Center
Tutor: Courtney Picman
Date: Thursday, 09/19/24
Start Time: 10:30am
Subject: ENGL1010 English Composition I

Please call us at 419-755-4812 to reschedule your tutoring session. We look forward to hearing from you soon.

Tutoring Resource Center
NC State College