

# HOW TO MAKE AN APPOINTMENT IN THE SPSCC WRITING CENTER USING TRAC CLOUD

Please use the following steps to book an appointment using our online platform:

## LOGGING INTO TRAC CLOUD

Log into Trac Cloud at <https://traccloud.go-redrock.com/spsc>

*Note: You will need your SPSCC student credentials to log into the system.*

Once you log in, you should see the homepage:

**You will schedule an appointment by clicking here.**

**Any upcoming appointments will appear here.**

Hello

New to TracCloud? Please watch this short video on scheduling appointments



### For All Appointments:

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

### For Online Appointments Only:

- Return to TracCloud **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.

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

### Need More Help?

If you are unable to find an appointment for your course, reason or service use the **Report Unable to Find an Appointment** button at the bottom of the list of appointments. Should you need further assistance, please reach out to us at [Learningsupport@spsc.edu](mailto:Learningsupport@spsc.edu).

← Thu Apr 11 2024 → week list

- Writing and Language appointment with . Reason: Other English Class Subject: ENGL95 Integrated Read&Writ II Location: When: at 1030a
- Writing and Language appointment with . Reason: Other English Class Subject: ENGL95 Integrated Read&Writ II Location: When: at 200p

**Schedule an Appointment**

Select Reason: Choose a service / reason... Search...

- Choose a service / reason...
- Language Tutoring...
- Writing Tutoring...
- Canvas/O365: Canvas/O365 Help

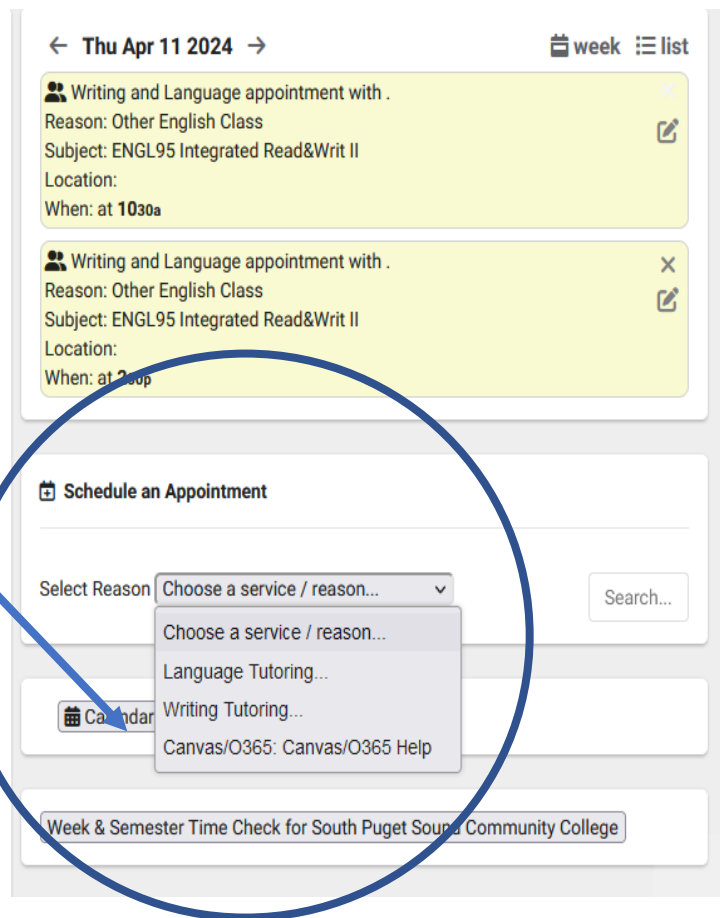
Calendar

Week & Semester Time Check for South Puget Sound Community College

## SCHEDULING AN APPOINTMENT

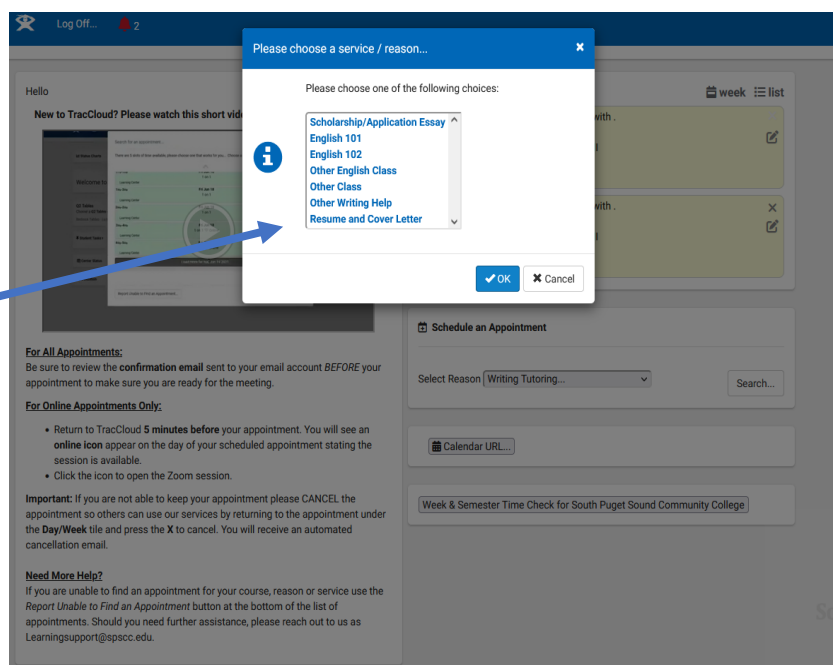
**STEP ONE:** Select a reason from the drop-down menu under “Schedule an Appointment”

*Note: Select “Writing Tutoring” for any English classes, writing projects, or other writing needs.*

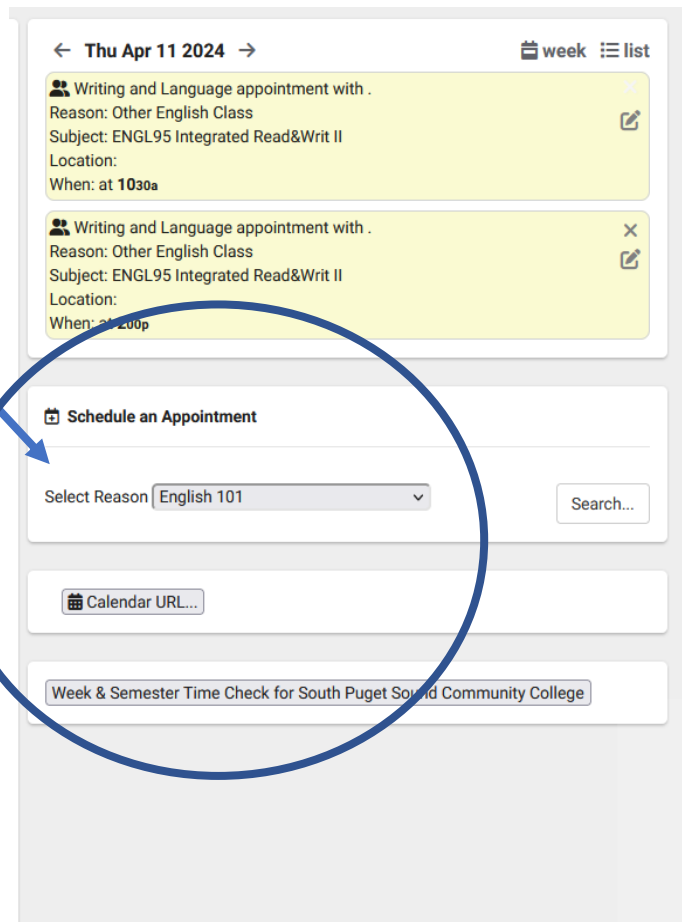


**STEP TWO:** If you select “Writing Tutoring,” you will be prompted to select a reason.

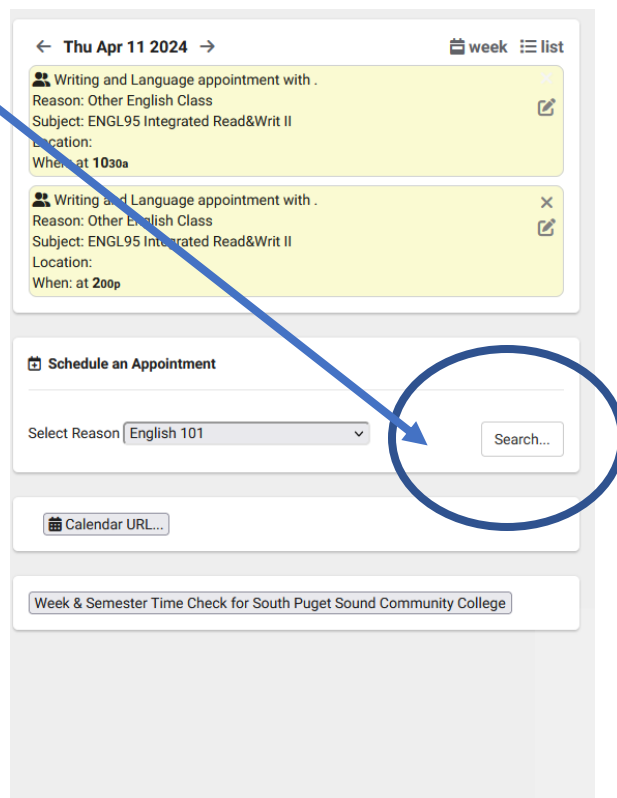
**Choose the reason that best fits your writing needs and click “ok.”**



**STEP THREE:** Once you click a reason, it will populate in the “reason” field.



**STEP FOUR:** Click “Search.”



## STEP FIVE: Select your desired appointment time.

**Schedule an Appointment**

Reason: **English 101**

There are 7 slots of time available. Please choose one that works for you... Choose a different  ⋮

**Thu, Apr 11 2024**

Time	Day	Person	Slots	Action
100p-125p	Thu Apr 11	1 on 1 In-Person	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
130p-155p	Thu Apr 11	1 on 1 In-Person	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
230p-255p	Thu Apr 11	1 on 1 In-Person	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
300p-325p	Thu Apr 11	1 on 1 In-Person	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		

[Report Unable to Find an Appointment...](#) Close

## STEP SIX: If you would like to schedule an online appointment via Zoom, look for appointments listed as, “1 on 1 In-Person OR Online.”

Note: Zoom appointments are limited to specific days and times. Please check our website for updated Zoom hours.

**Schedule an Appointment**

Reason: **English 101**

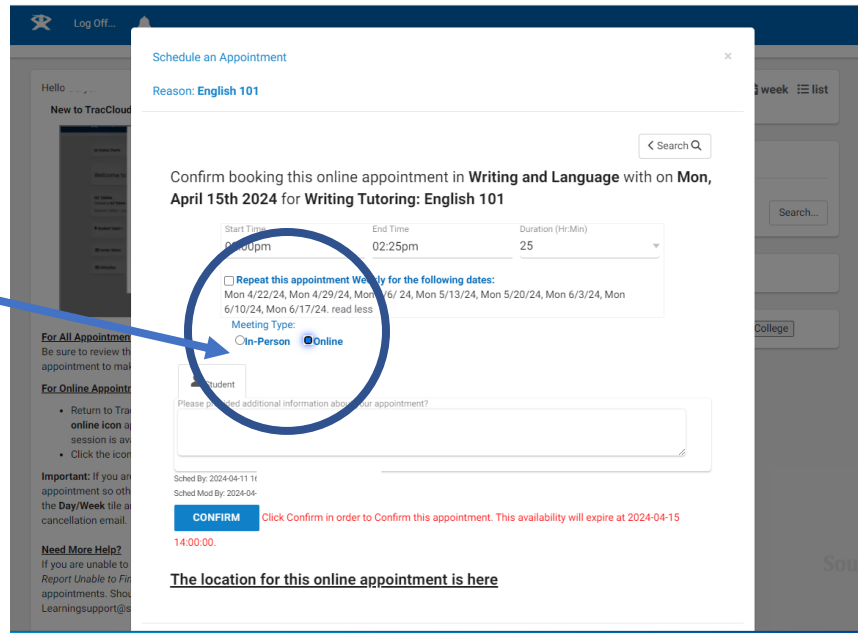
There are 15 slots of time available. Please choose one that works for you... Choose a different  ⋮

Time	Day	Person	Slots	Action
4:00p-4:30p	Mon Apr 15	1 on 1 In-Person OR Online	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
3:00p-3:30p	Mon Apr 15	1 on 1 In-Person OR Online	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
3:30p-3:55p	Mon Apr 15	1 on 1 In-Person OR Online	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
4:00p-4:25p	Mon Apr 15	1 on 1 In-Person OR Online	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		
4:30p-4:55p	Mon Apr 15	1 on 1 In-Person OR Online	2 slots found for this time, click to view	📄
Writing and Language		Repeats Optional Weekly		

[Report Unable to Find an Appointment...](#) Close

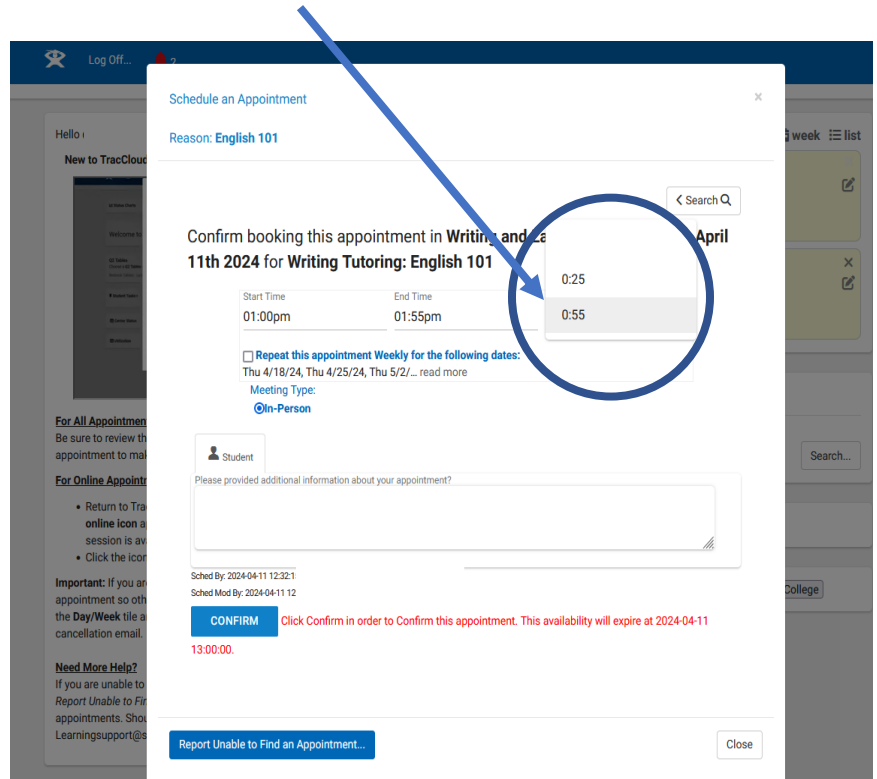
**STEP SEVEN:** Appointments automatically default to “in-person.”

**For online Zoom appointments, click “Online.”**



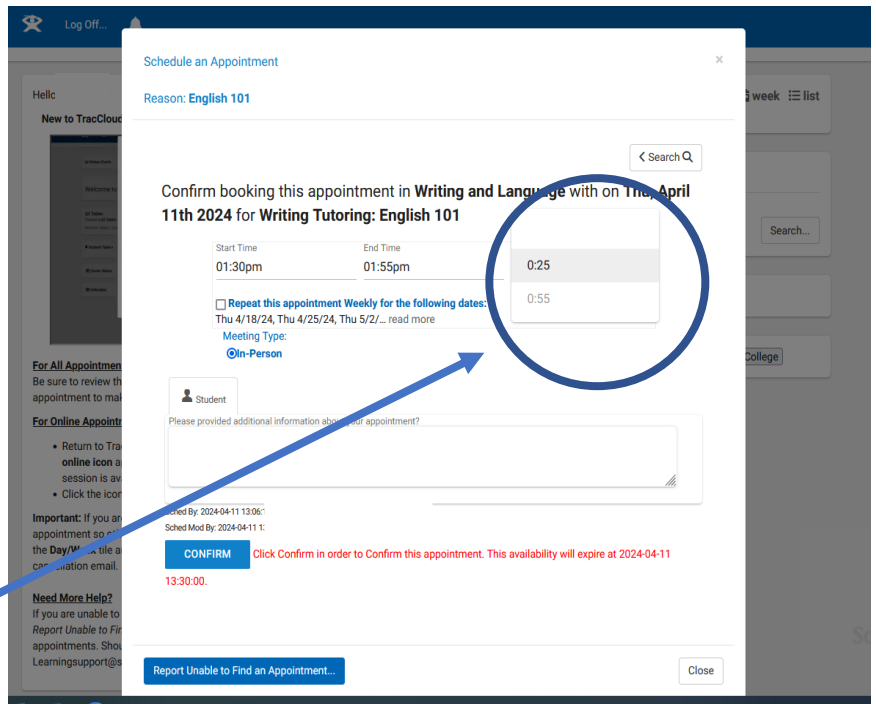
**STEP EIGHT:** Appointments are automatically scheduled for 25 minutes.

If you have a detailed writing project or an in-depth question and would prefer a longer appointment, **please select the 55-minute option from the drop-down menu.**

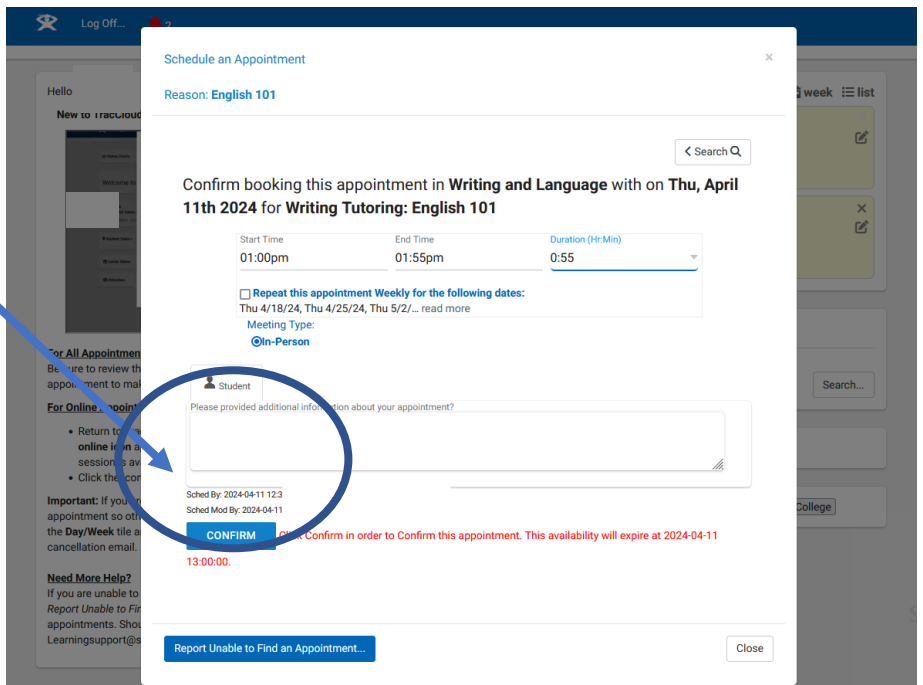


**Note:** If the 55-minute appointment time is grayed out, it is because there are no available 55-minute appointments at that time.

**Select another time if needed.**



**STEP NINE: Click "Confirm"**  
to save your appointment.



That's it!

You've booked your appointment in the Writing Center!

Please check your email for confirmation of your appointment.

As a reminder, we are located in the library (Building 22, Room 164).

The screenshot shows a web application interface with a modal window titled "Schedule an Appointment". The modal has a close button (X) in the top right corner. Below the title, it says "Reason: English 101". A red message "Appointment record saved" is displayed. A search bar with a magnifying glass icon and the text "< Search" is present. The main content of the modal states: "you have an appointment in Writing and Language with on Thu, April 11th 2024 for English 101". Below this, there is a table with three columns: "Start Time", "End Time", and "Duration (Hr:Min)". The values are "01:00pm", "01:55pm", and "0:55" respectively. Below the table, it says "No more available dates" and "Meeting Type: In-Person" with a blue radio button. There is a "Student" profile icon and a text input field with the placeholder "Please provided additional information about your appointment?". At the bottom of the modal, there is a blue button that says "Report Unable to Find an Appointment..." and a "Close" button. The background shows a sidebar with navigation options like "week list", "Search...", and "College".