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/spscc

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

Once you log in, you should see the homepage:



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 as Learningsupport@spscc.edu.

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.	\leftarrow Thu Apr 11 2024 \rightarrow	ä week i⊟ list
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	Select Reason English 101	Search
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	Week & Semester Time Check for South Puget Sound Commun	nity College

STEP FOUR: Click "Search."

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STEP FIVE: Select your desired appointment time.

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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.

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STEP SEVEN: Appointments automatically default to "inperson." For online Zoom appointments, click "Online."

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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.**

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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.



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firm in order to Confirm this appointment. This availability will expire at 2024-04-11

STEP NINE: Click "Confirm" Schedule an Appointment to save your appointment. Hello Reason: English 101 Confirm booking this appointment in Writing and Language with on Thu, April 11th 2024 for Writing Tutoring: English 101 Start Time End Time 01:00pm 01:55pm Repeat this appointment Weekly for the following dates: Thu 4/18/24, Thu 4/25/24, Thu 5/2/... read more Meeting Typ Oln-Person or All Appointme Be sure to review

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Report Unable to Find an Appointment...

13:00:00

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).

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