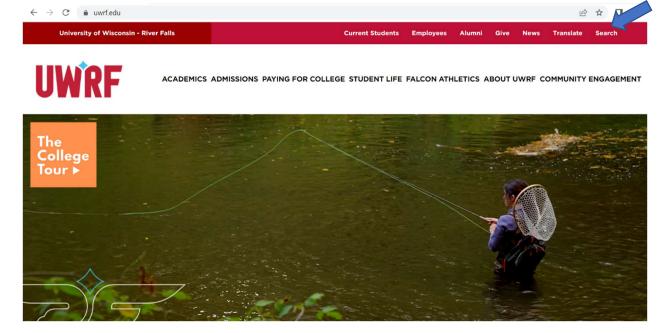
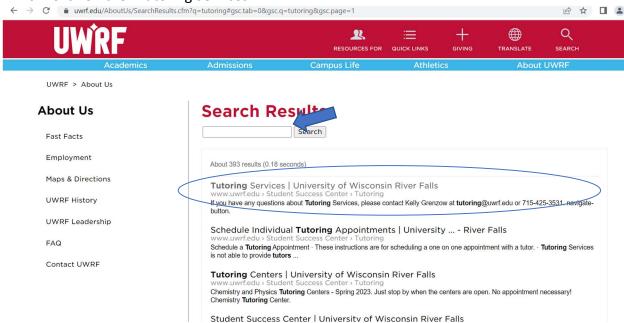
How to schedule a tutoring appointment with TracCloud

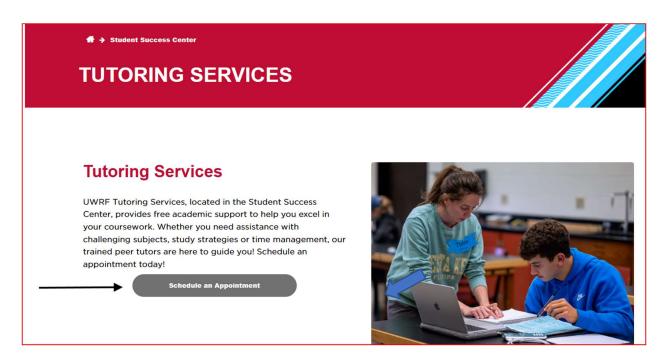
- Option 1: Go to tutoring.uwrf.edu and log in with your W number and password.
- Option 2:
 - o Go to uwrf.edu
 - Click "Search"



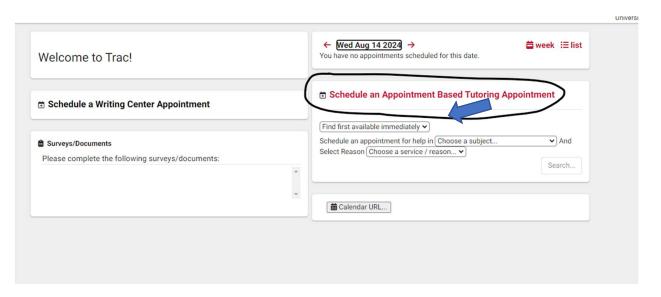
- o Type 'Tutoring Services" in the search bar.
- o Click on the "Tutoring Services" link.



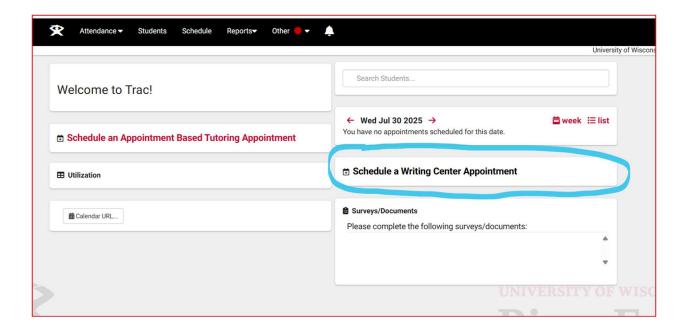
 Then click on "Schedule an appointment" and log in with your W number and password.



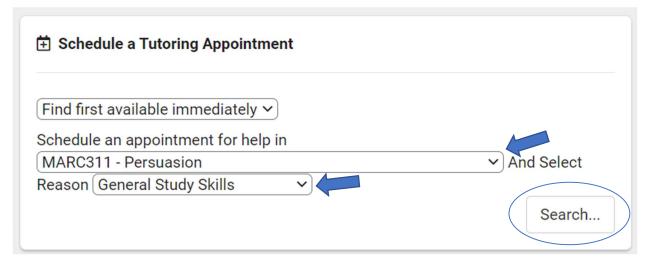
 Select "Schedule an Appointment Based Tutoring Appointment" if you want to meet with a tutor for a general education course (non-writing help)



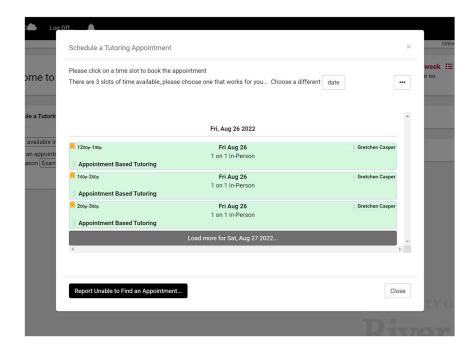
• Select "Schedule a Writing Center Appointment" if you would like to schedule an appointment with a Writing Center tutor.



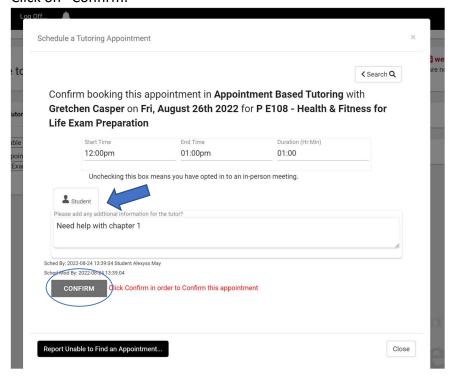
- Leave the option "Find first available immediately" as is.
- Choose the Subject that you would like assistance with.
- Select a Reason that you are seeking a tutoring appointment.
- Then click on "Search."



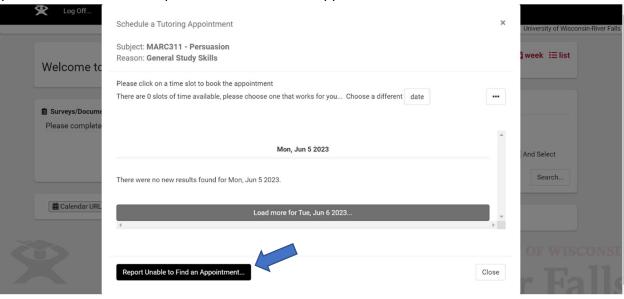
- If there are appointments available for the course you selected, they will be listed. You will click on the appointment date and time that you want.
- Verify that the date and time of the appointment is the one that you want.



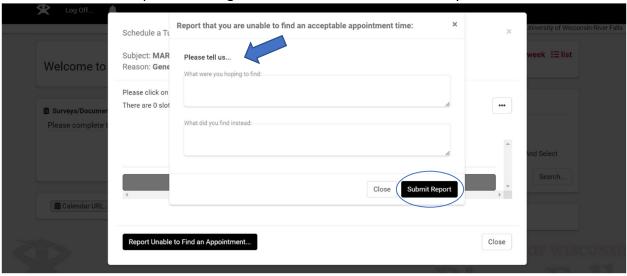
- Add notes under the Student tab to let the tutor know what you would like to work on.
- Click on "Confirm."



• If there are no available appointments for your subject or the appointments do not fit your schedule. Select "Report Unable to Find an Appointment."



- Fill out the information.
- Then click "Submit Repot." Tutoring Services will do our best to assist you.



• On the main TracCloud page, you will see your scheduled tutoring appointments on the right side. Click on "week" to see the whole week's schedule.

