

# Instructions for Booking Appointments



## Questions?

Email the Student Learning Collaborative: [learning@colby-sawyer.edu](mailto:learning@colby-sawyer.edu)

1. Please follow the link below and bookmark it for future reference.

**Link to TracCloud:** <https://traccloud.go-redrock.com/colbysawyer/trac/index.php>

2. Log in to your SLC/TracCloud account with your Moodle **username** and **password** (*just* username, not email).

3. When you click on **Schedule an Appointment with the SLC** options for bookings will drop down.

4. Select the “**Choose a subject**” dropdown and your course schedule will appear.

-If you want to work on a **paper**, please select “Writing--All subjects”

-If you would like to work on a **lab report**, select “Writing—Science”

5. After you have selected a course, click “**search**”.

6. The page that appears will list appointments chronologically, starting with the earliest available.

-Select an appointment that works for you or select the “load more” bar at the bottom of the list, to see future dates. You can also use the calendar icon at the top to choose a specific date in the future.

**\*\*NOTE\*\*:** One-on-one appointments appear in **green**; Group appointments are in **yellow**.

7. After you select your time/preferred tutor (where applicable) you can adjust the appointment length (30 vs 60 mins) if the time is still available. For any writing appointments, we recommend selecting **1 hour**.

Please also note any specific goals or concerns (in textbox provided) that you would like the tutor to know about on the appointment screen. Providing at least the unit or topic will help the tutor better prepare for your session.

8. Finally, hit the “**confirm**” button at the bottom of the appointment.

You will receive a confirmation email when you create an appointment and a reminder email the day before your appointment.

## Canceling or Editing Your Appointment:

1. To cancel your appointment, simply open your appointment and click the red “cancel appointment” at the bottom of the window.
2. Appointments should be cancelled **5 hours prior** to the start of your appointment. If you are within the 5-hour window, please email [learning@colby-sawyer.edu](mailto:learning@colby-sawyer.edu).
3. Please make all attempts to be on time.

**Questions? Need help?**

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