

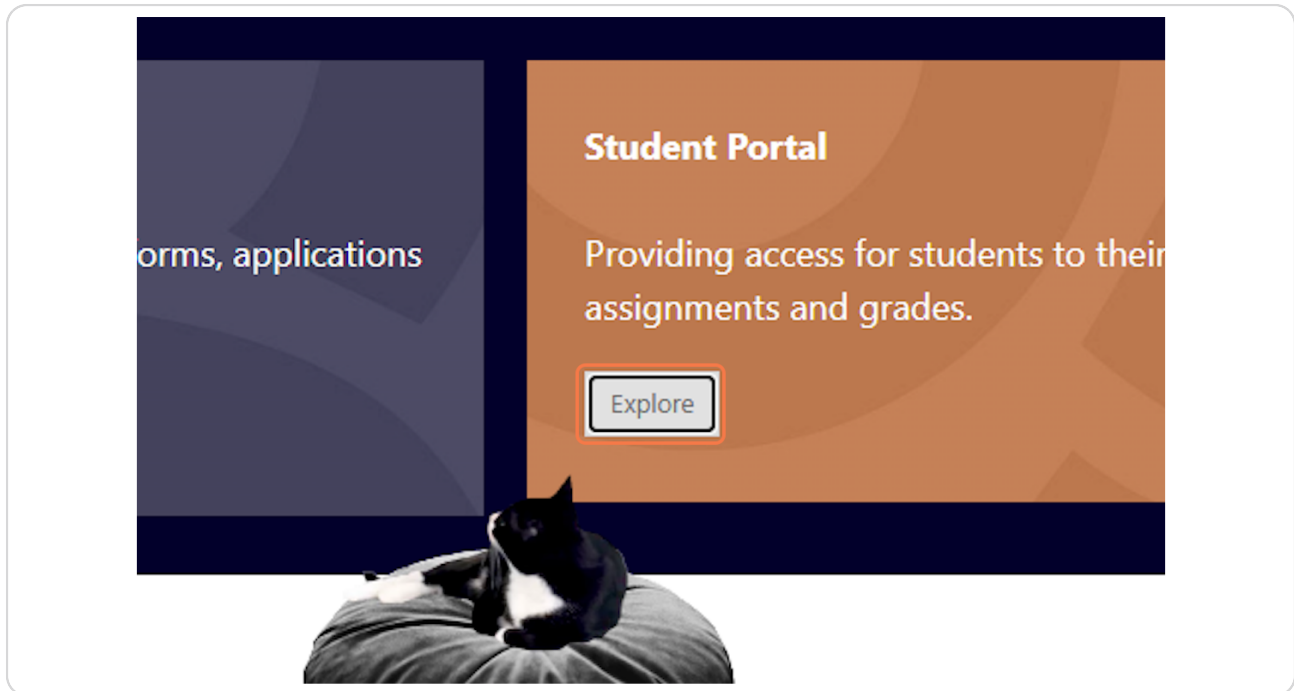
Scheduling A Writing Appointment in TracCloud



Visit the Student Portal at my.hc.edu

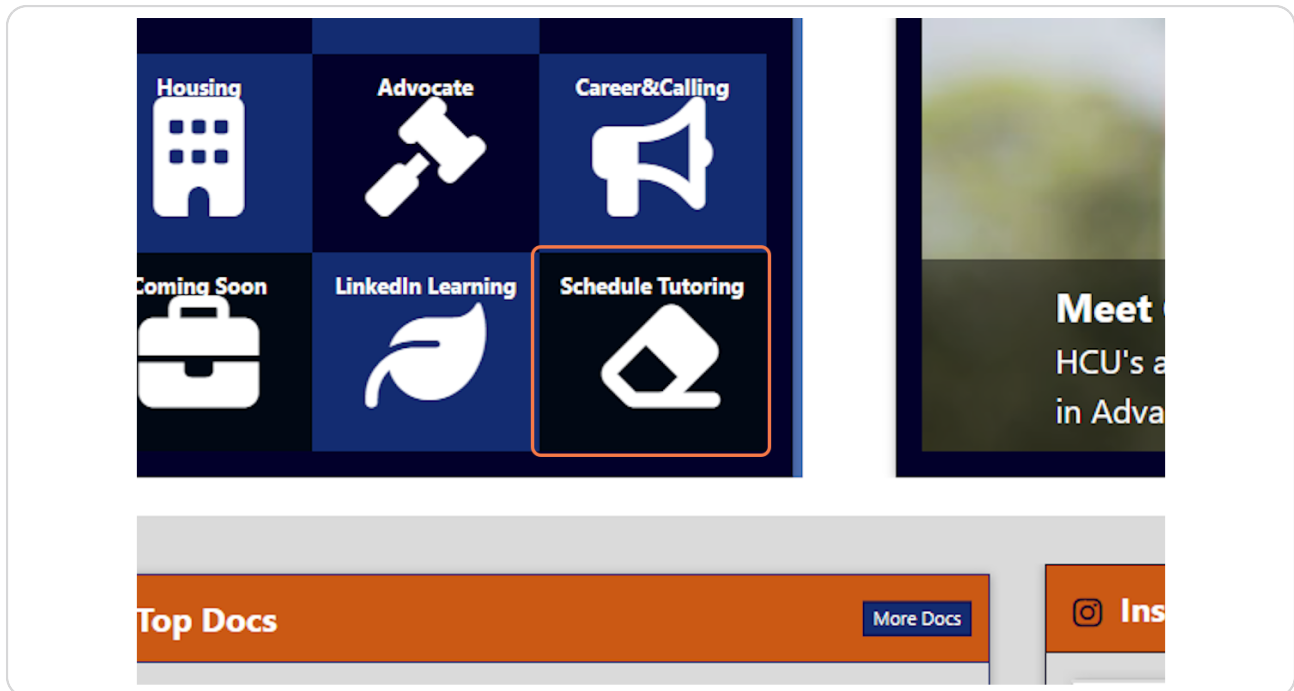
STEP 1

Click on Explore Student Portal



STEP 2

Click on Schedule Tutoring

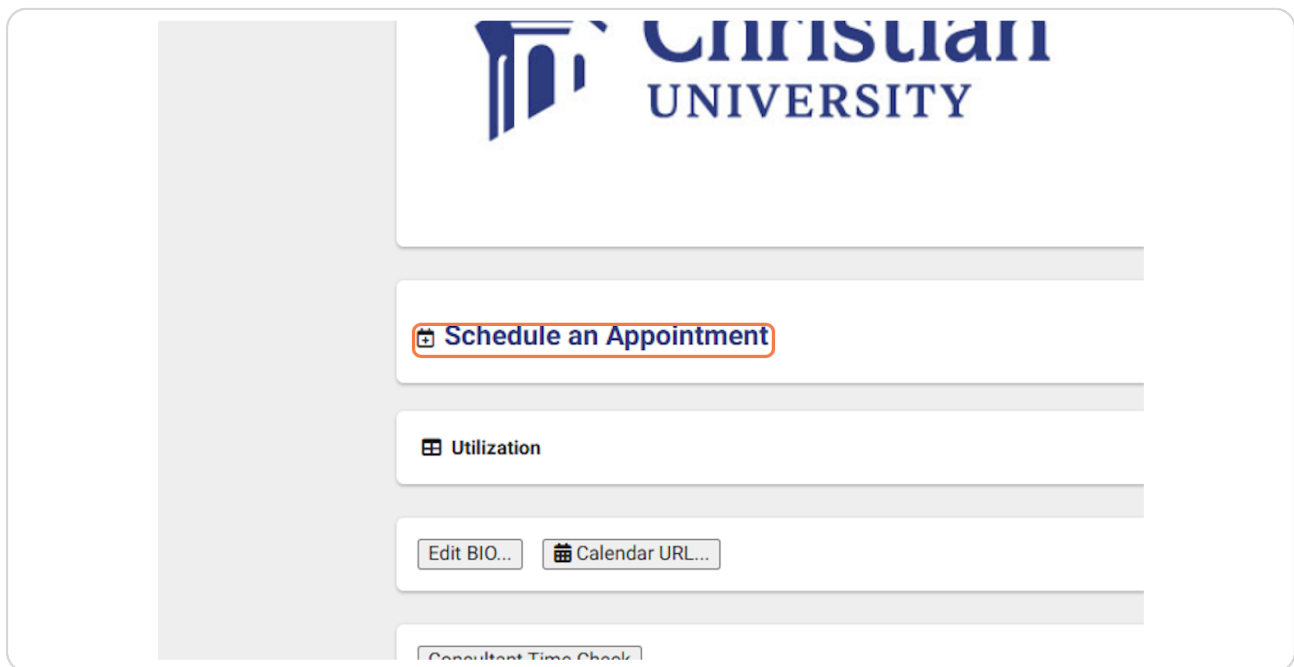


TracCloud | Redirecting...

6 Steps [↗](#)

STEP 3

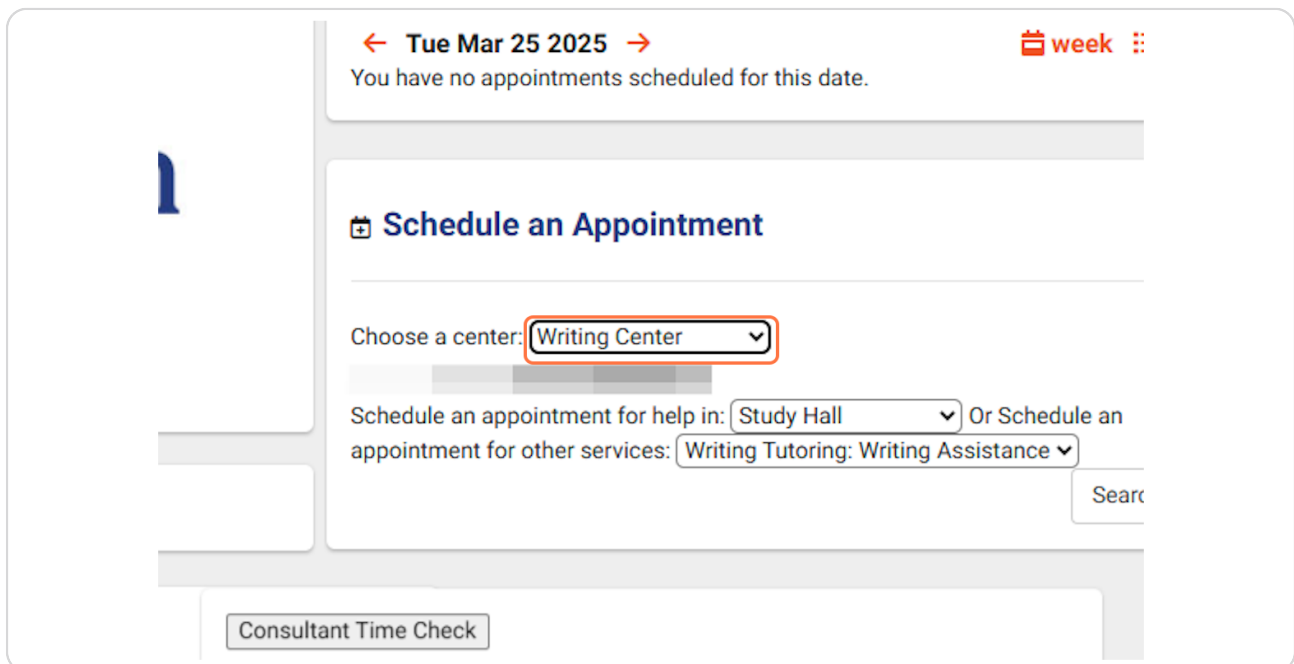
Click on Schedule Appointment to begin scheduling appointments



The screenshot shows the Christian University website header with the logo and name. Below the header, there is a sidebar on the left and a main content area on the right. In the main content area, the 'Schedule an Appointment' button is highlighted with a red box. Other buttons visible include 'Utilization', 'Edit BIO...', 'Calendar URL...', and 'Consultant Time Check'.

STEP 4

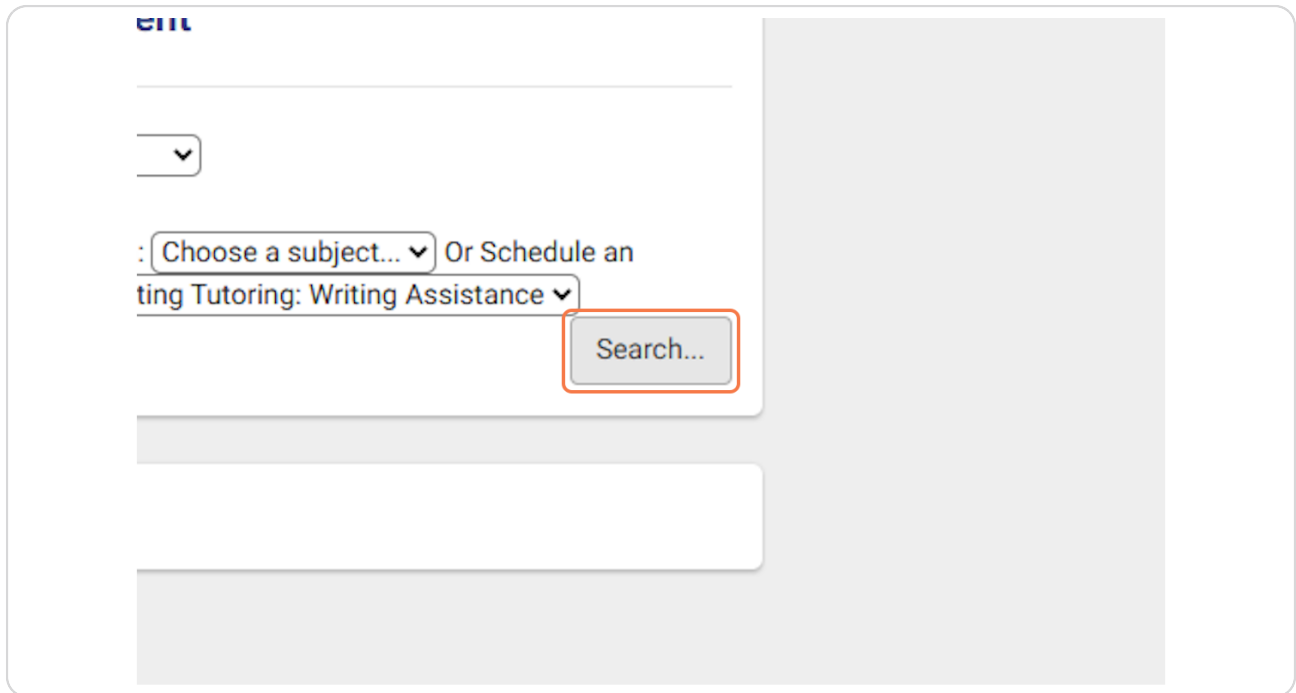
Select Writing Center



The screenshot shows the appointment scheduling interface. At the top, it displays the date 'Tue Mar 25 2025' and a 'week' view selector. Below this, it states 'You have no appointments scheduled for this date.' The 'Schedule an Appointment' section is highlighted. Under 'Choose a center:', the 'Writing Center' is selected in a dropdown menu. Below this, there are two more dropdown menus: 'Schedule an appointment for help in:' with 'Study Hall' selected, and 'Or Schedule an appointment for other services:' with 'Writing Tutoring: Writing Assistance' selected. A 'Search' button is located to the right of these dropdowns. At the bottom, there is a 'Consultant Time Check' button.

STEP 5

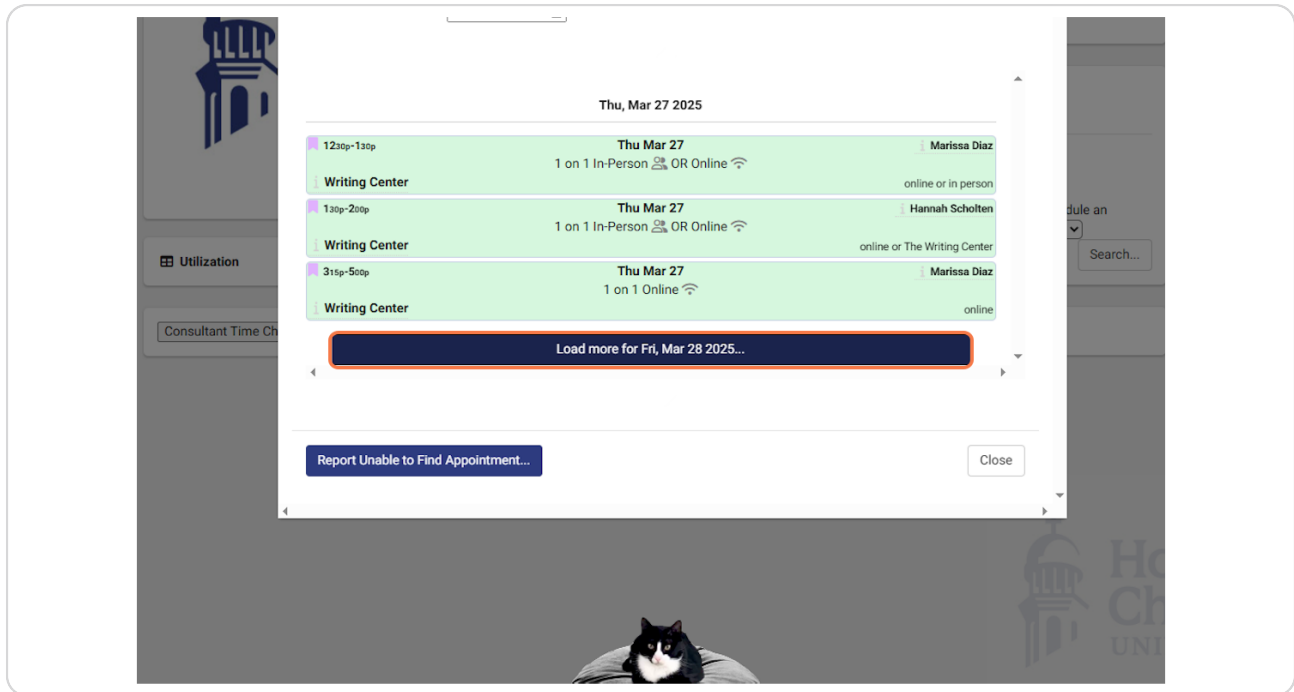
Click on Search...



The screenshot shows a web form with a light gray background. At the top left, there is a blue logo that appears to be 'CU'. Below the logo, there is a horizontal line. Underneath the line, there is a small dropdown menu with a downward arrow. Below the dropdown menu, there is a text input field with the placeholder text 'Choose a subject...'. To the right of the text input field, there is a link that says 'Or Schedule an'. Below the link, there is another dropdown menu with the text 'ting Tutoring: Writing Assistance'. To the right of the second dropdown menu, there is a button labeled 'Search...'. The button is highlighted with a red rectangular box.

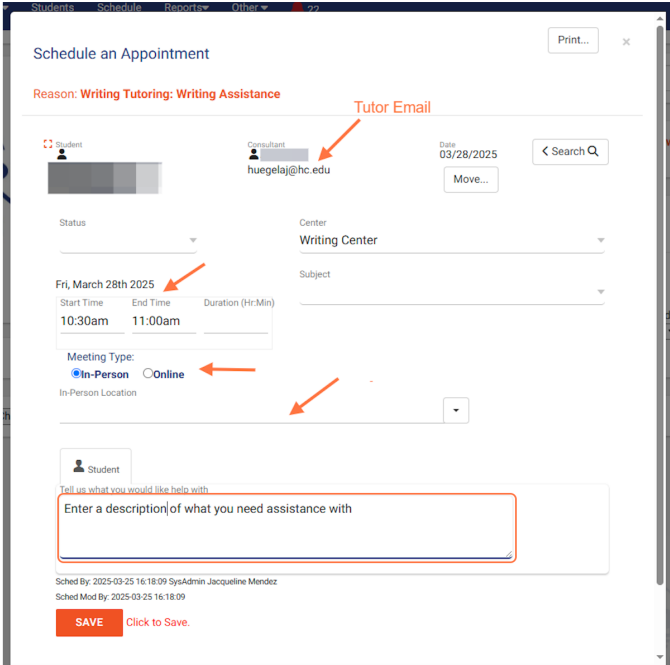
STEP 6

Click on the appointment that works with your schedule or click load more to view more appointment times.



STEP 7

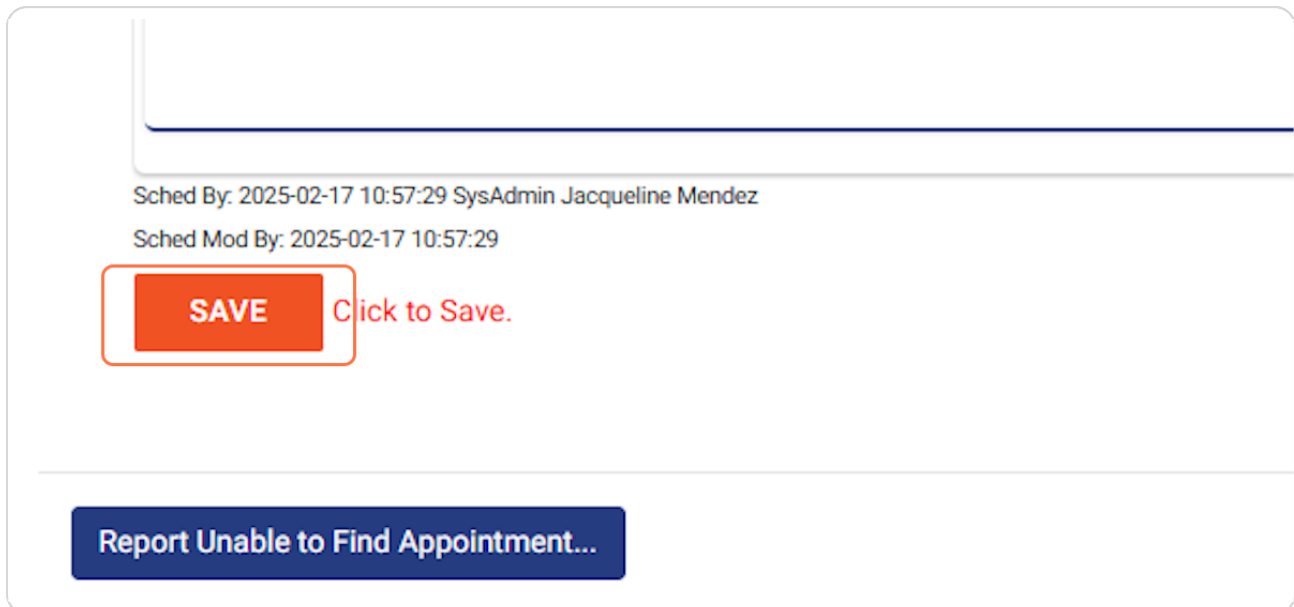
Type "Enter a description of what you need assistance with"



The screenshot shows a web form titled "Schedule an Appointment". At the top right is a "Print..." button. Below the title, the "Reason" is set to "Writing Tutoring: Writing Assistance". The form includes fields for "Student" (with a dropdown arrow), "Consultant" (set to "huegelaj@hc.edu" with an annotation "Tutor Email" and a red arrow), "Date" (set to "03/28/2025"), and a "Search" button. There are also "Status" and "Center" (set to "Writing Center") dropdowns. The date "Fri, March 28th 2025" is displayed with a red arrow. Below this are "Start Time" (10:30am), "End Time" (11:00am), and "Duration (Hr:Min)" fields. The "Meeting Type" section has "In-Person" selected (with a red arrow) and "Online" as an option. An "In-Person Location" dropdown is also present. A large text area for the student's request is highlighted with a red box and contains the text "Enter a description of what you need assistance with". At the bottom, it shows scheduling information: "Sched By: 2025-03-25 16:18:09 SysAdmin Jacqueline Mendez" and "Sched Mod By: 2025-03-25 16:18:09". There are "SAVE" and "Click to Save." buttons.

STEP 8

Click on Save to confirm the appointment



The screenshot shows the confirmation screen for the appointment. It displays the scheduling information: "Sched By: 2025-02-17 10:57:29 SysAdmin Jacqueline Mendez" and "Sched Mod By: 2025-02-17 10:57:29". A red box highlights the "SAVE" button, with the text "Click to Save." next to it. At the bottom, there is a dark blue button that says "Report Unable to Find Appointment...".