


HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TRACLOUD

1. Using your TU credentials, log into TracCloud at the following URL:

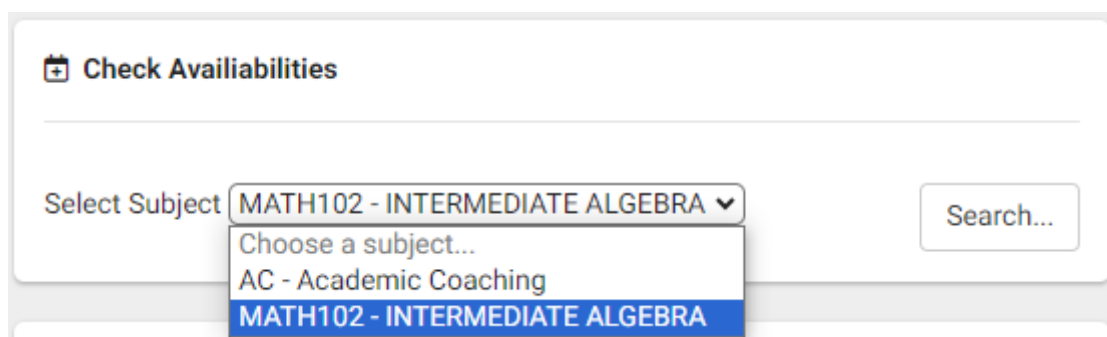
<https://learn.towson.edu/>

If this is your first time accessing TracCloud, you will be asked to confirm your contact information. You can also opt-in for text alerts which is recommended.

2. Click on the **Check Availabilities** button located to the right of your dashboard.

A rectangular button with a calendar icon and the text "Check Availabilities".

3. Select a Subject from the drop-down menu and click Search...

A screenshot of the "Check Availabilities" form. It features a "Select Subject" dropdown menu with "MATH102 - INTERMEDIATE ALGEBRA" selected. A dropdown menu is open showing options: "Choose a subject...", "AC - Academic Coaching", and "MATH102 - INTERMEDIATE ALGEBRA" (highlighted in blue). A "Search..." button is to the right.

4. By default, TracCloud will search for the earliest available appointments. Click on Date to select a specific day.

Check Availabilities

Subject: **MATH102 - INTERMEDIATE ALGEBRA**

There are 14 slots of time available, please choose one that works for you... Choose a different **date**

5. Select an available online appointment. Use 'Report Unable to find an appointment' button if necessary.

500p-700p	Mon Feb 5 Drop In In-Person	Elizabeth Ludwick 7800 York Road, Room 109
500p-700p	Mon Feb 5 Drop In In-Person	Aaliyah St.Jules 7800 York Road, Room 109
500p-600p	Mon Feb 5 Group Online 0 / 2	2 slots found for this time, click to view online
600p-700p	Mon Feb 5 Group Online 0 / 2	2 slots found for this time, click to view online
Load more for Tue, Feb 6 2024...		

Report Unable to Find an Appointment...

Close

6. In the note box, enter any information about the appointment such as concepts you are struggling with and wish to review during your session. Click CONFIRM to create the appointment then click close.

Check Availabilities
undefined

Subject: **MATH102 - INTERMEDIATE ALGEBRA**

< Search

Confirm booking this online appointment in **Math** with **Tutor** on **Mon, February 5th 2024** for **MATH102 - INTERMEDIATE ALGEBRA**

Start Time
05:00pm

End Time
06:00pm

Duration (Hr-Min)

Meeting Type:
☒ Online

Student

What do you need help with in this session?

CONFIRM

Click Confirm in order to Confirm this appointment. This availability will expire at 2024-02-04 17:00:00.

The location for this online appointment is here

Report Unable to Find an Appointment...

Close


7. A confirmation email will be sent to your TU email address. A list of all your scheduled appointment can also be found on your dashboard.

← Wed Jan 31 2024 →


📅 week

☰ list

You have no appointments scheduled for this date.

 Math appointment with Tutor.

✕



Subject: MATH102, INTERMEDIATE ALGEBRA

Click here to join your online session.

When: Mon, Feb 05 at 500p

HOW STUDENTS CAN CANCEL AN APPOINTMENT

To cancel an appointment, you must do so **at least 24 hours prior to the appointment time**. If the 24-hour window has passed, please call the Tutoring and Learning center at **410-704-2291** as soon as possible to give the tutor notice.

1. Using your TU credentials, log into TracCloud at the following URL:

<https://learn.towson.edu/>

2. Your upcoming appointments will be visible on the TracCloud dashboard.

← Wed Jan 31 2024 →

📅 week

☰ list

You have no appointments scheduled for this date.


3. Click on the **X** to cancel the appointment.

Upcoming Appointments


📅 day

📅 week

Show Previous...

 Math appointment with Tutor.

✕



Click to cancel the appointment


Subject: MATH102, INTERMEDIATE ALGEBRA

Click here to join your online session.

When: Mon, Feb 05 at 500p

4. Include a reason for the cancellation and click the Cancel Appointment button.

Please confirm cancellation: ✕



Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

✓ Cancel Appointment

✕ Do not Cancel

5. The TracCloud main menu will update your changes and send you a cancellation notice email to your TU email address.

Updated 02/01/2024.