HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TRACCLOUD

1. Using your TU credentials, log into TracCloud at the following URL:
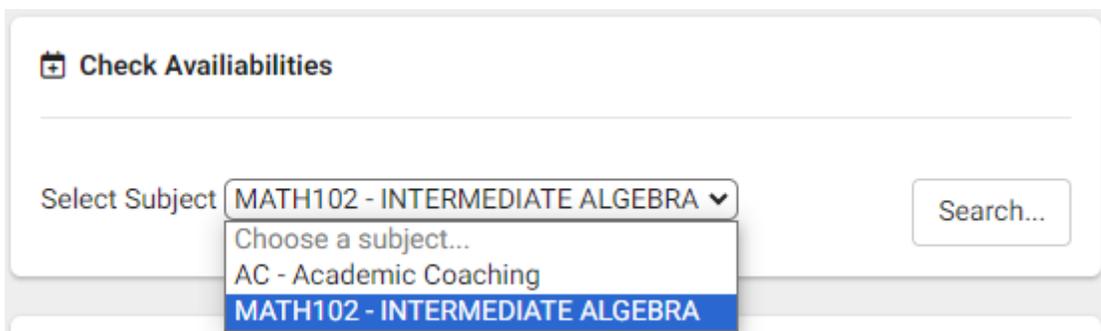
   https://learn.towson.edu/

   If this is your first time accessing TracCloud, you will be asked to confirm your contact information. You can also opt-in for text alert which is recommended.
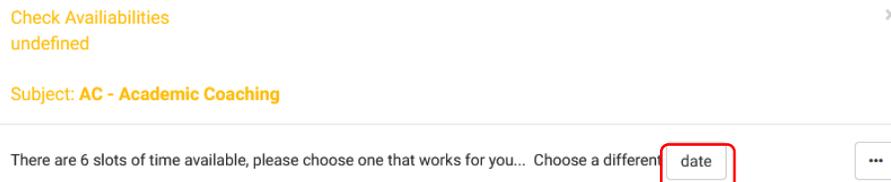
2. Click on the **Check Availabilities** button located to the right of your dashboard.

3. Select **AC – Academic Coaching** from the drop-down menu and click Search...

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

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

Check Availiabilities
undefined

Subject: AC - Academic Coaching

There are 6 slots of time available, please choose one that works for you... Choose a differen[t] date ...

Mon, Feb 5 2024

9:00a-10:00a	**Mon Feb 5**	Janae
	1 on 1 In-Person	
Academic Coaching		Cook Library, Academic Commons, Room 345
10:00a-11:00a	**Mon Feb 5**	Janae
	1 on 1 Online	
Academic Coaching		online

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 Availiabilities
undefined

Subject: AC - Academic Coaching

‹ Search 🔍

Confirm booking this appointment in **Academic Coaching** with **Janae** on **Mon, February 5th 2024** for **AC - Academic Coaching**

| Start Time | End Time | Duration (Hr:Min) |
| 09:00am | 10:00am | |

Meeting Type:
◉ In-Person

👤 Student
What do you need help with in this session?

Sched By: 2024-02-01 15:19:54 Student Fake Student2
Sched Mod By: 2024-02-01 15:19:54

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2024-02-04 09:00:00.

The location for this appointment is **Cook Library, Academic Commons, Room 345**

Report Unable to Find an Appointment... Close

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

← Wed Jan 31 2024 →   📅 week ☰ list
You have no appointments scheduled for this date.

Upcoming Appointments   📅 day 📅 week

Show Previous...

👥 Academic Coaching appointment with Janae.   ✕
Subject: AC, Academic Coaching   ✎
Location: Cook Library, Academic Commons, Room 345
When: Mon, Feb 05 at 900a

Show More...

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 coach 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.

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

Upcoming Appointments   🗓 <u>day</u>   🗓 week

Show Previous...

👥📶 Math appointment with Tutor.   ☒
Subject: MATH102, INTERMEDIATE ALGEBRA   ✏   Click to cancel the appointment
Click here to join your online session.
When: Mon, Feb 05 at **5:00p**

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.

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