HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TRACCLOUD

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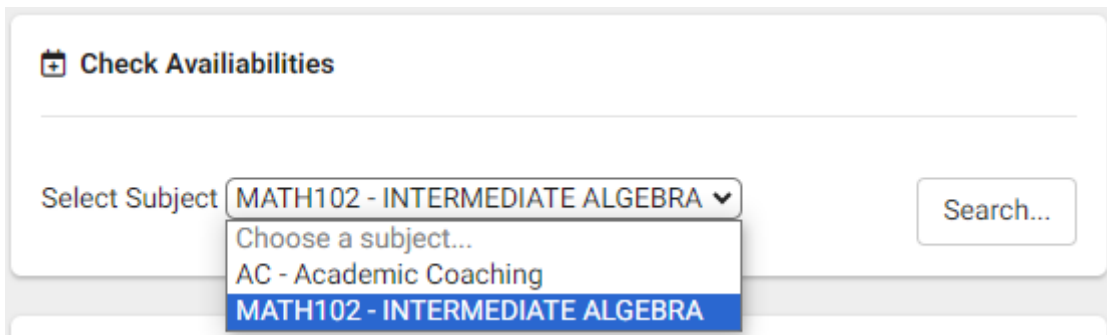
   https://learn.towson.edu/

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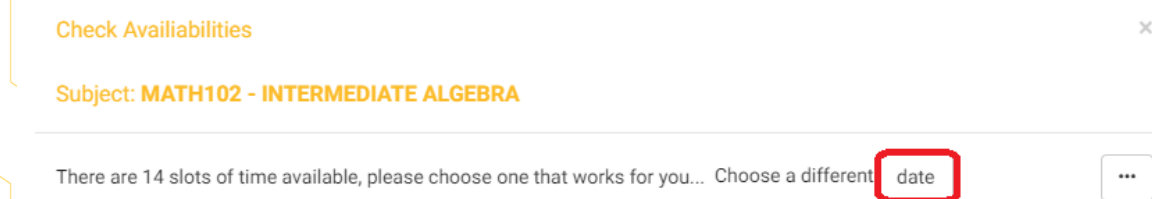
2. Click on the **'Check Availabilities'** button located to the right of your dashboard.

   📅 **Check Availiabilities**

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

   📅 **Check Availiabilities**

   Select Subject MATH102 - INTERMEDIATE ALGEBRA ⌄   Search...

   Choose a subject...
   AC - Academic Coaching
   MATH102 - INTERMEDIATE ALGEBRA

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

   Check Availiabilities   ✕

   Subject: **MATH102 - INTERMEDIATE ALGEBRA**

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

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5. Select an available online appointment. Click on the 'Report Unable to find an appointment' button if necessary.

500p-700p	**Mon Feb 5**	i Elizabeth Ludwick
	Drop In In-Person 👥	
i **Math**		7800 York Road, Room 109
500p-700p	**Mon Feb 5**	i Aaliyah St.Jules
	Drop In In-Person 👥	
i **Math**		7800 York Road, Room 109
500p-600p	**Mon Feb 5**	**2 slots found for this time, click to view**
	Group Online 📶 0 / 2	
i **Math**		online
600p-700p	**Mon Feb 5**	**2 slots found for this time, click to view**
	Group Online 📶 0 / 2	
i **Math**		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 Availiabilities
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	End Time	Duration (Hr:Min)
05:00pm	06:00pm	

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.

HOW STUDENTS CAN CANCEL AN APPOINTMENT USING TRACCLOUD

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.

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

Tutoring and Learning Center

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 02/02/2024.