

HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TRACLOUD

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

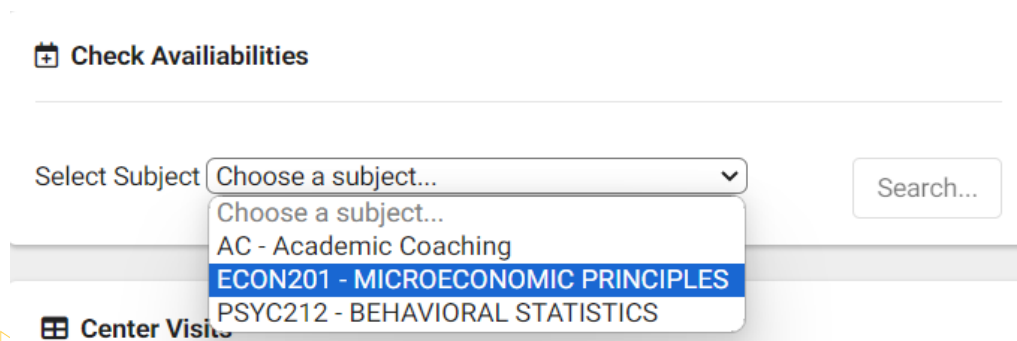
<https://learn.towson.edu/>

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.



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



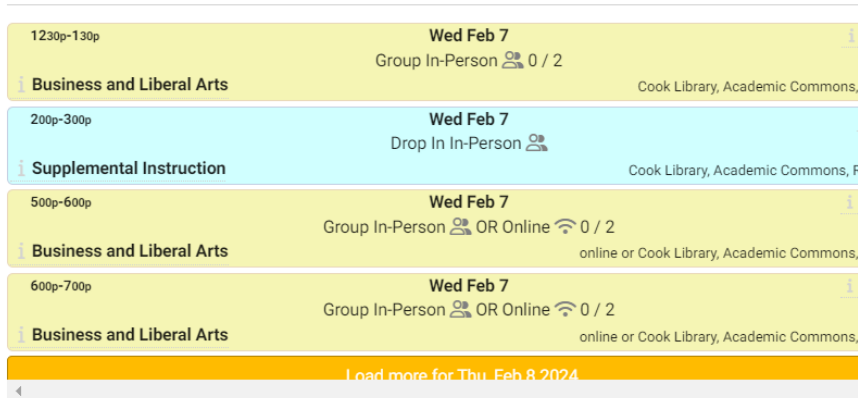
4. By default, TracCloud will search for the earliest available appointments. Click on **date** to select a specific day.

Check Availabilities
undefined

Subject: **ECON201 - MICROECONOMIC PRINCIPLES**

There are 4 slots of time available, please choose one that works for you... Choose a different **date**

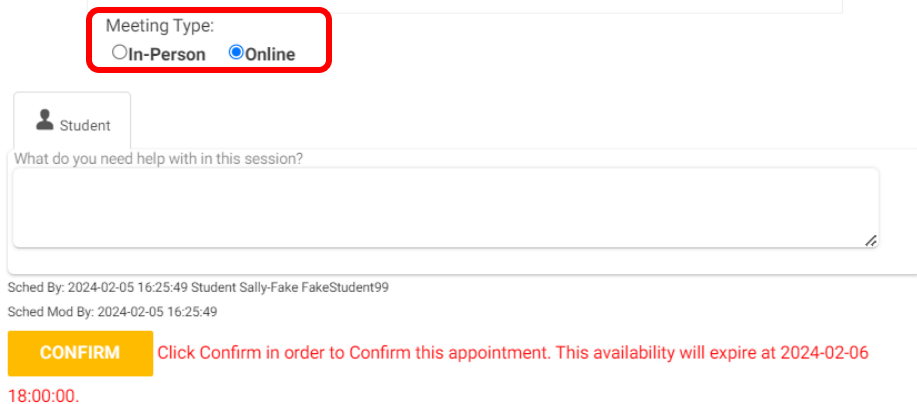
5. Select an available appointment. Use the **Report Unable to Find an Appointment** button if necessary.



A screenshot of a web interface showing a list of appointments for Wednesday, February 7, 2024. The appointments are listed in a scrollable view. The first appointment is from 12:30p-1:30p, titled 'Business and Liberal Arts', and is a 'Group In-Person' session with 0/2 spots available. The second appointment is from 2:00p-3:00p, titled 'Supplemental Instruction', and is a 'Drop In In-Person' session. The third appointment is from 5:00p-6:00p, titled 'Business and Liberal Arts', and is a 'Group In-Person' session with an option for 'Online' (0/2 spots). The fourth appointment is from 6:00p-7:00p, titled 'Business and Liberal Arts', and is a 'Group In-Person' session with an option for 'Online' (0/2 spots). A 'Load more for Thu, Feb 8, 2024' button is visible at the bottom of the list.

Report Unable to Find an Appointment...

6. The meeting location will autofill if only one meeting type is available. If you have the option for meeting type, make sure to select either **In-Person** or **Online**, and take note of the location printed beneath the **CONFIRM** button.




A screenshot of a web form for confirming an appointment. At the top, there is a 'Meeting Type:' section with two radio buttons: 'In-Person' and 'Online'. The 'Online' option is selected. Below this is a dropdown menu currently set to 'Student'. Underneath is a text input field with the placeholder text 'What do you need help with in this session?'. Below the input field, there is a 'Sched By:' and 'Sched Mod By:' field showing the date and time of scheduling. At the bottom, there is a yellow 'CONFIRM' button followed by a red text message: 'Click Confirm in order to Confirm this appointment. This availability will expire at 2024-02-06 18:00:00.'

The location for this online appointment is here

7. In the note box, enter any information or concepts that you are struggling with and wish to review during your session. Click **CONFIRM** to create the appointment, then close.

Check Availabilities undefined x


Subject: **ECON201 - MICROECONOMIC PRINCIPLES**

< Search 

Confirm booking this online appointment in **Business and Liberal Arts** with [REDACTED] on **Wed, February 7th 2024** for **ECON201 - MICROECONOMIC PRINCIPLES**

Start Time	End Time	Duration (Hr:Min)
06:00pm	07:00pm	

Meeting Type:
 In-Person Online

 Student

What do you need help with in this session?

Sched By: 2024-02-05 16:25:49 Student Sally-Fake FakeStudent99
Sched Mod By: 2024-02-05 16:25:49


CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2024-02-06 18:00:00.


[The location for this online appointment is here](#)

8. 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

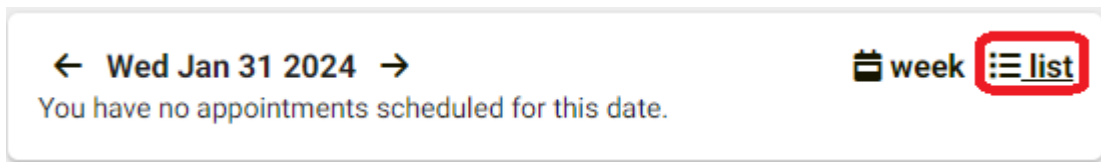
HOW STUDENTS CAN CANCEL AN APPOINTMENT

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.

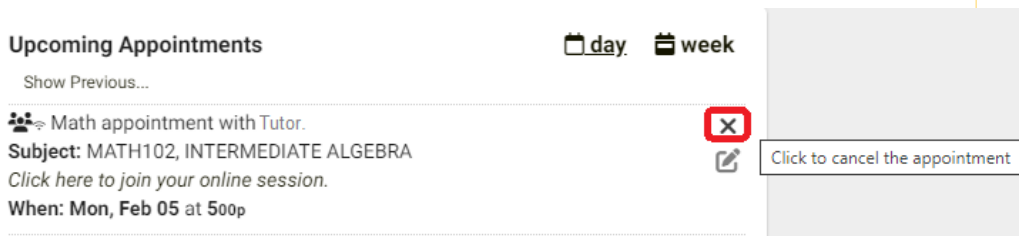
1. Using your TU credentials, log into TracCloud at the following URL:

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

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




3. Click on the X to cancel the appointment.



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:



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

Updated 02/01/2024.