HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TRACCLOUD

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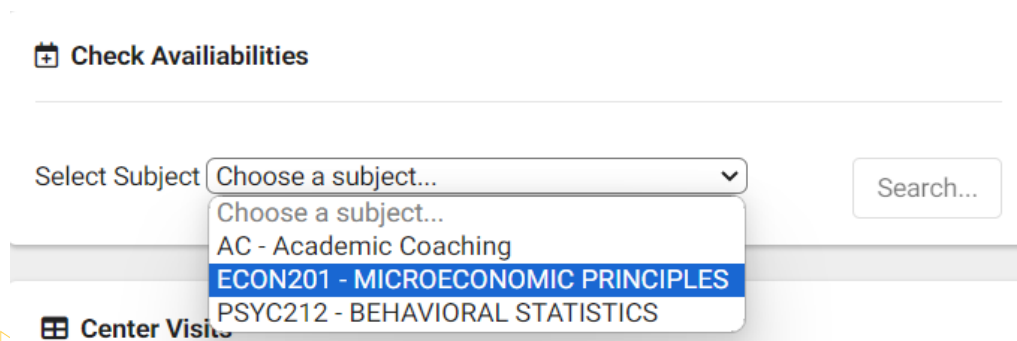
   https://learn.towson.edu/

   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.

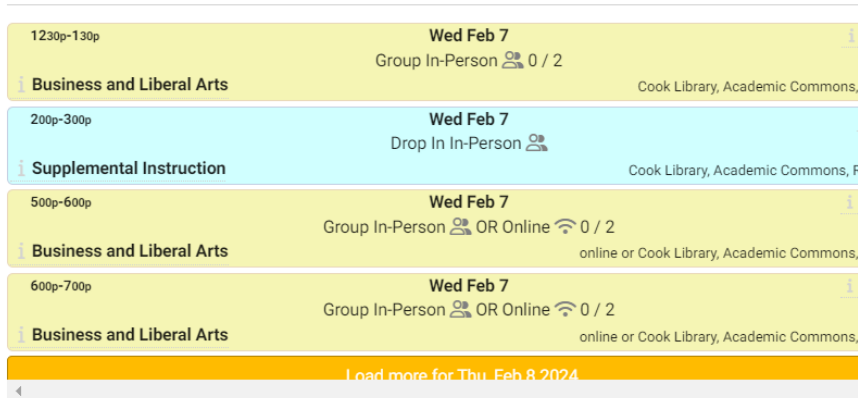3. Select a subject from the drop-down menu and click **Search...**

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

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

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.

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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 Availiabilities
undefined

Subject: **ECON201 - MICROECONOMIC PRINCIPLES**

< Search 🔍

Confirm booking this online appointment in **Business and Liberal Arts** with ▮▮▮▮▮ 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 5:00p

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/

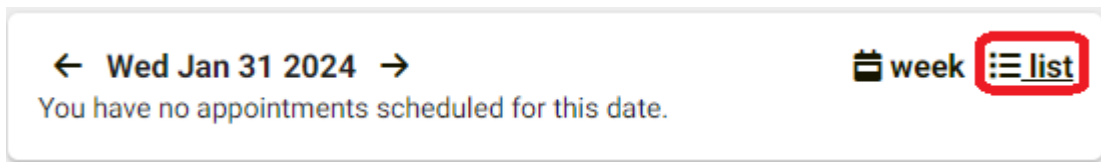2. Your upcoming appointments will be visible on the TracCloud dashboard.

   ← 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.   ☒
   Subject: MATH102, INTERMEDIATE ALGEBRA   ✎   Click to cancel the appointment
   Click here to join your online session.
   When: Mon, Feb 05 at 5:00p

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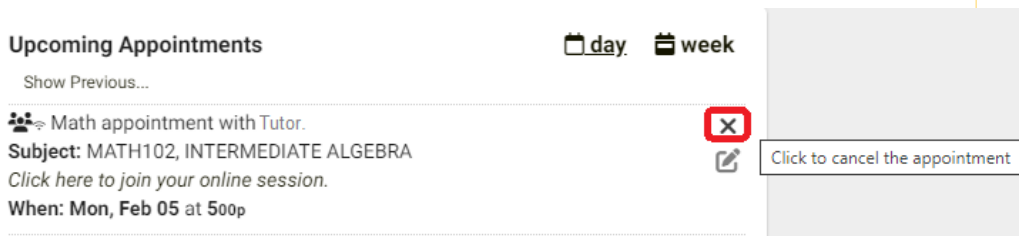
4. Include a reason for the cancellation and click the **Cancel Appointment** button.

Please confirm cancellation: ✖

ℹ 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 to your TU email address.

Updated 02/01/2024.

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