How To: Cancel an Appointment Online in TutorTrac

- Go to https://tutoring.asu.edu/onlinetutoring.
- Click on either the “Appointment” hyperlink or the “Online Writing Tutoring” Subject area hyperlink.

*OR*

Online Tutoring

Online tutoring is free and available to all ASU students, including online degree students. Access tutoring sessions from anywhere with just an internet connection.

Using online tutoring is simple. You can listen and participate by using speech software or a text-based chat box. Your tutor will use an interactive whiteboard to diagram concepts and upload PowerPoint documents or PDF files to clarify course material for you.

Most online tutoring is offered evenings and weekends. If you have questions about the schedule or need assistance, please call 480-965-0072 between 8 a.m. – 5 p.m., Monday – Friday.

Online Writing Tutoring

Online writing tutoring is available for both undergraduate students as well as graduate students who are seeking assistance with writing assignments in any course. If appointment only. Appointments are 50 minutes long and scheduled to start on the hour.

To schedule an appointment:

- Schedule your appointment using TutorTrac
- Log in using your ASU login
- If you are an undergraduate student, select the Writing Tutoring Center.
- If you are a graduate student, select the Graduate Writing Support Center
- Choose a session that fits your schedule.
- Appointments occur in Mountain Standard Time (stock time to find out what time it is in Arizona)
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➤ Log in using your ASURITE ID

➤ On the bottom of the “TutorTrac Main Menu” panel your scheduled upcoming appointments are listed
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- Select the appointment you want to cancel by clicking on the ‘x’ circle.

- The appointment will open in a new box. To cancel the appointment, select the “Confirm Cancellation” option on the left hand side of the box.