How To: Schedule a Writing Appointment 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.

Meet online tutoring is offered evenings and weekends. If you have questions about the schedule or need assistance, please call 480-965-5072 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; by 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 email.
- 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 (click here to find out what time it is in Arizona)

**Online Subject Area Tutoring**

Online subject area tutoring is available for the courses listed below during the specified times. To access online tutoring, please make sure you are first signed out of any personal Gmail accounts and signed in to my ASU. Then, from the online subject area tutoring schedule below, click on the course for which you want tutoring. Online writing tutoring is by appointment only. For online subject area tutoring, you can drop in and do not need an appointment. All times posted are Arizona time (Arizona does not participate in Daylight Savings Time).

Here’s how to attend an online tutoring session:

- Directions for accessing an online tutoring session
- Tutorial for accessing an Adobe online tutoring session

<table>
<thead>
<tr>
<th>Appointment Required</th>
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</thead>
<tbody>
<tr>
<td>Online Writing Tutoring</td>
<td>Online Graduate Writing</td>
<td>Spanish Tutoring</td>
</tr>
<tr>
<td>Sunday: 2 p.m. – 9 p.m.</td>
<td>Sunday: 2 p.m. – 9 p.m.</td>
<td>Sunday: 6 p.m. – 8 p.m.</td>
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<tr>
<td>Monday: 4 p.m. – 7 p.m.</td>
<td>Monday: 2 p.m. – 5 p.m. and 8 p.m. – 10 p.m.</td>
<td>Tuesday: 5 p.m. – 7 p.m.</td>
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<tr>
<td>Wednesday: 2 p.m. – 9 p.m.</td>
<td>Wednesday: 2 p.m. – 5 p.m. and 8 p.m. – 10 p.m.</td>
<td>Thursday: 4 p.m. – 6 p.m.</td>
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<tr>
<td>Thursday: 3 p.m. – 9 p.m.</td>
<td>Thursday: 2 p.m. – 6 p.m.</td>
<td>Tuesday: 6 p.m. – 8 p.m.</td>
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<tr>
<td>Friday: 9 a.m. – 1 p.m.</td>
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<td>Saturday: 9 a.m. – 1 p.m.</td>
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- Log in using your ASURITE ID

- Click on “Search Availability” in the upper left hand corner.
How To: Schedule a Writing Appointment in TutorTrac

- Click the down arrow on the “Center” box and select the appropriate choice for the type of appointment you want to book.
  - Choose “Writing Tutoring” if you are an undergraduate student
  - Choose “Graduate Writing Support” if you are a graduate student

- Step 1: Click the down arrow in the “Section” box.
  - Step 2: Select the class or the class or reason you want writing assistance.
How To: Schedule a Writing Appointment in TutorTrac

- **Step 1:** Click the down arrow in the “Location” box.
  - **Step 2:** Select the location of the appointment you want to attend.

- **Click on the calendar icon to select a “To” and “From” date range to search for open appointments.**
How To: Schedule a Writing Appointment in TutorTrac

- Move the buttons to select a time range you want to search.

- Step 1: Click on the days to select or unselect which days you want to search
- Step 2: Click on the “Search” button.
How To: Schedule a Writing Appointment in TutorTrac

- Please wait while the system searches and pulls available appointments. This can take some time depending on how many students are currently using the system.

- On the screen to the right, all available appointments for the date, time, and day range you selected will appear.

- Click on the appointment time you want to book.

- If you do not see this page, please go to page 8 of this document for troubleshooting tips.
How To: Schedule a Writing Appointment in TutorTrac

- An “Appointment Entry” box will appear after you select a time. Verify that the subject, location, date, and time are what you wanted to select and hit “Save”.

- Congratulations! You have booked a writing appointment. Shortly after you book the appointment, you should receive an email to your ASU email address confirming your appointment with details on where to go for the appointment.

- If you booked an online writing appointment, this confirmation email will contain the url you need to access your appointment. Be sure to check your junk mail folder!

- Make sure you are attempting to access the schedule through Firefox or Chrome browser for best accessibility. If you are having difficulties seeing a schedule, clear your history and cookies in your browser.

- For questions, or to reschedule/cancel your appointment, you can call (480) 965-9072 Mondays through Fridays from 8am to 5pm.
How To: Schedule a Writing Appointment in TutorTrac

➢ TROUBLESHOOTING TIP: If you search for available appointments and no results are found, that means all appointments for the date, time, and day range you selected are currently booked. Adjust your date, time, and/or day ranges to search for more appointment availability.

➢ TROUBLESHOOTING TIP: If you have the ability to travel to different campus locations, you can also adjust the location to see if there is appointment availability at a different campus. Remember that only online appointments can be attended remotely. All other locations are in-person appointments.

➢ TROUBLESHOOTING TIP: Make sure you plan ahead to book your appointments at least 1-2 weeks in advance to avoid all times being booked.