How To: Schedule an Online Writing Appointment in TutorTrac

1. Go to https://tutoring.asu.edu/online-tutoring.
2. Select “Writing Tutoring” from the menu on the side of the home page if you are an undergraduate student.
3. Select “Graduate Writing Tutoring” from the menu on the side of the home page if you are a graduate student.
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4. Click on either the “Online Writing Tutoring”, “Online Graduate Writing Tutoring”, or “TutorTrac” hyperlinks on the screen:

**Online Writing Tutoring**

Online writing tutoring is available for both undergraduate and graduate students who are seeking assistance with writing assignments in any course, by appointment only. Rather than correct your paper for you, writing tutors will review your document and dialogue with you to help you identify any common errors and areas for revision. Appointments are 50 minutes long and are scheduled to start on the hour.

If all appointments have been taken, online walk-in writing tutoring may be available during scheduled times of appointment availability. To access the online walk-in waiting space, click here. Please review these online walk-in writing space policies.

**Online Writing Tutoring (Appointment Required)**

- Sunday: 3 – 10 p.m.
- Monday: 3 – 10 p.m.
- Tuesday: 3 – 10 p.m.
- Wednesday: 3 – 10 p.m.
- Thursday: 3 – 10 p.m.

To schedule an appointment:

- Schedule your appointment using TutorTrac.
- Log in using your ASURITE User ID.
- 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 are Arizona time. Click here to find out what time it is in Arizona.

OR

**Online Graduate Writing Support**

Online graduate writing support is available for graduate students who are seeking assistance with writing assignments in any 500, 600, or 700 course, by appointment only. Rather than correct your paper for you, graduate writing consultants will review your document and dialogue with you to help you identify any common errors and areas for revision. Appointments are 50 minutes long and are scheduled to start on the hour.

If all appointments have been taken, online walk-in writing tutoring may be available during scheduled times of appointment availability. To access the online walk-in waiting space, click here. Please review these online walk-in writing space policies.

**Online Graduate Writing Support (Appointment Required)**

- Sunday: 3 – 10 p.m.
- Monday: 3 – 8 p.m.
- Tuesday: 3 – 10 p.m.
- Wednesday: 3 – 10 p.m.
- Thursday: 3 – 9 p.m.

To schedule an appointment:

- Schedule your appointment using TutorTrac.
- Log in using your ASURITE User ID.
- Select the Graduate Writing Support Center.
- Choose an appointment time that fits your schedule.
- Appointments are Arizona time. Click here to find out what time it is in Arizona.
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5. Log in using your ASURITE ID

6. Click on “Search Availability” in the upper left hand corner.
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7. 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 Tutoring” if you are a graduate student

8. Step 1: Click the down arrow in the “Section” box.
   Step 2: Select the class or the class or reason you want writing assistance.

9. Step 1: Click the down arrow in the “Location” box.
   Step 2: Select the “Online” as the location of the appointment you want to attend.
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10. Click on the calendar icon to select a “To” and “From” date range to search for open appointments.

11. Move the buttons to select a time range you want to search.
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STEP 1: Click on the days to select or unselect which days you want to search.

STEP 2: Click on the “Search” button.

12. Step 1: Click on the days to select or unselect which days you want to search.
Step 2: Click on the “Search” button.
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13. 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.

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

15. Click on the appointment time you want to book.
16. If you do not see this page, please go to page 8 of this document for troubleshooting tips.

17. 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”.
18. Congratulations! You have booked a writing appointment. Shortly after you book the appointment, you should receive an email from ssc@asu.edu to your ASU email address confirming your appointment with details on where to go for the appointment.

19. 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!

20. 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.

21. For questions, or to reschedule/cancel your appointment, you can call (480) 965-9072 Mondays through Fridays from 8am to 5pm.
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22. 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.

23. 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.

24. TROUBLESHOOTING TIP: Make sure you plan ahead to book your appointments a few days to 1 week in advance to avoid all times being booked.