

How to Schedule a Tutoring Session In TracCloud

- First login to [TracCloud](https://traccloud.go-redrock.com/mmc): <https://traccloud.go-redrock.com/mmc>
- Your Username will be your M#
- Once logged in this is what your dashboard will look like

The screenshot shows the TracCloud dashboard with a dark red header bar containing a logo, "Log Off...", and a notification bell. The main content area is divided into several sections:

- Welcome to CEDS!**: A simple greeting box.
- Calendar View**: Shows the current date as "Tue Feb 14 2023" with navigation arrows and view toggles for "week" and "list". Below this, it states "You have no appointments scheduled for this date."
- Schedule an Appointment**: A form with a dropdown menu set to "Find first available immediately", a text input for "Schedule an appointment for help in", and another dropdown menu for "Choose a subject...". A "Search..." button is located to the right.
- Center Visits**: A section with filters for "View:" (set to "Today"), "Filter by Center:" (set to "All Centers"), and "Filter by Subject:" (an empty text input). A print icon is on the right. Below the filters is a "Visit Summary for Test Student" table with columns: "Center / Reason", "Subject Course Consultant", and "Time In / Duration".
- Calendar URL**: A button labeled "Calendar URL...".
- Week & Semester Time Check**: A button labeled "Week & Semester Time Check".

Welcome to CEDS!

← Tue Feb 14 2023 → week list
You have no appointments scheduled for this date.

Schedule an Appointment

Find first available immediately ▾

Schedule an appointment for help in
Choose a subject... ▾ Search...

Calendar URL...

Week & Semester Time Check

Center Visits

View: Today ▾

Filter by Center: All Centers ▾

Filter by Subject:

Visit Summary for Test Student

Center / Reason	Subject Course Consultant	Time In / Duration
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Choose a subject you wish to receive tutoring in, then select Search

Welcome to CEDS!

← Tue Feb 14 2023 → week list
You have no appointments scheduled for this date.

Schedule an Appointment

Find first available immediately ▾

Schedule an appointment for help in
ANAT326 - Dental Neurosciences ▾ Search...

Calendar URL...

Week & Semester Time Check

Center Visits

View: Today ▾

Filter by Center: All Centers ▾

Filter by Subject:

Visit Summary for Test Student

Center / Reason	Subject Course Consultant	Time In / Duration
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Select a date and time you want your session to be on or look for the tutor of your choice

Schedule an Appointment ✕

Subject: **ANAT326 - Dental Neurosciences**

There are 15 slots of time available, please choose one that works for you... Choose a different ⋮

Thu, Feb 16 2023

2:00p-3:00p	Thu Feb 16 Group 📶 Online 0 / 10	Olatundun Ladele online
2:00p-3:00p	Thu Feb 16 Group 📶 Online OR In-Person 0 / 8	Joshua Iware online or 4th Floor Library
3:00p-4:00p	Thu Feb 16 Group 📶 Online 0 / 10	Olatundun Ladele online
3:00p-4:00p	Thu Feb 16 Group 📶 Online OR In-Person 0 / 8	Joshua Iware online or 4th Floor Library
4:00p-5:00p	Thu Feb 16	Joshua Iware

Once you select the session date and time, complete the required information as detailed as possible. Please make sure you include the topic you wish to go over.

Schedule an Appointment ×

Subject: **ANAT326 - Dental Neurosciences**

Student
Student, Test

Consultant
Joshua Ivare
jivare20@email.mmc.edu

Date
02/16/2023 < Search

Status ▼ Center
CEDS ▼

Thu, February 16th 2023 Subject
ANAT326 - Dental Neurosciences ▼

Start Time	End Time	Duration (Hr:Min)
07:00pm	08:00pm	01:00

Is Online

In-Person Location
4th Floor Library ▼

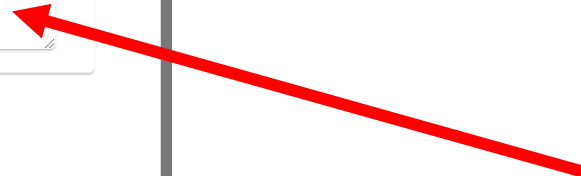
Student

Please include subject and specific topics to be covered in the session

Sched By: 2023-02-14 13:49:59 SysAdmin Shonae Settles
Sched Mod By: 2023-02-14 13:49:59

SAVE [Click to Save](#)

[Report Unable to Find an Appointment...](#) Close



Click Save and Close