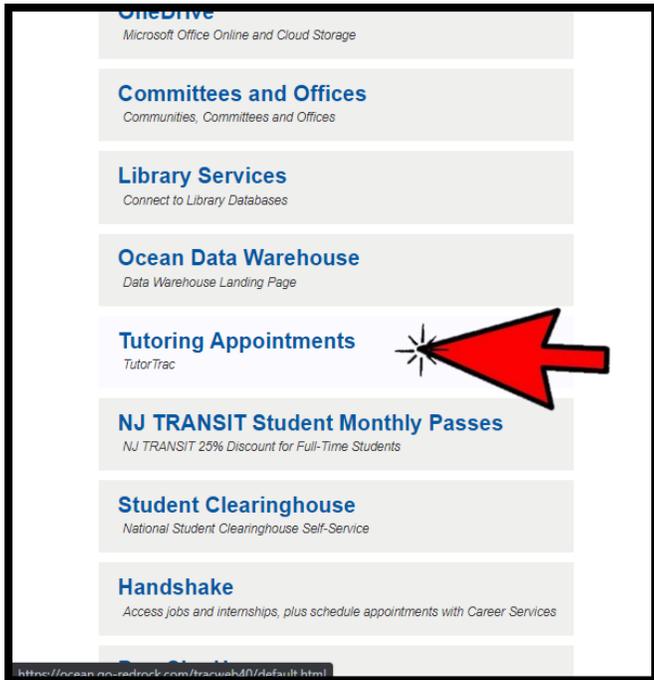


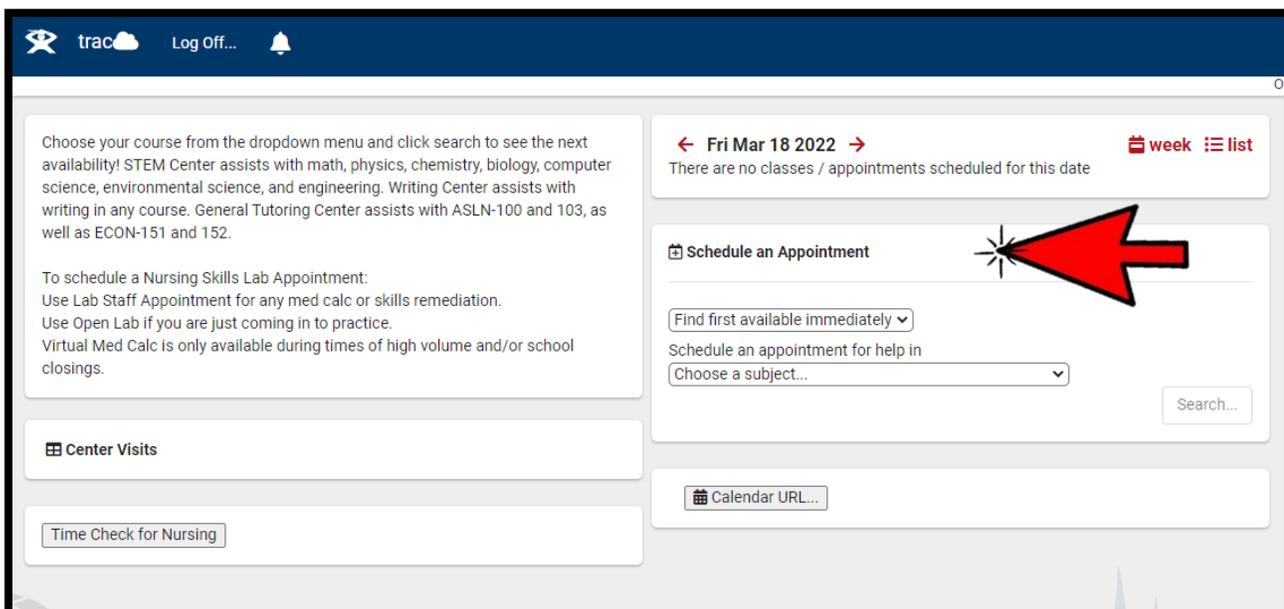
How to Schedule an Appointment in TracCloud

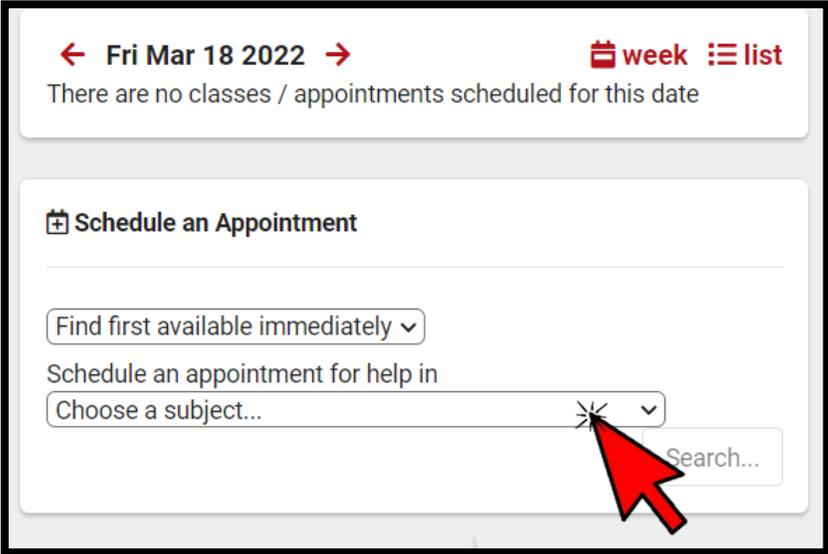


Step 1. Login to Ocean Connect and click on the button labeled **“Tutoring Appointments.”**

*This will take you to your TracCloud

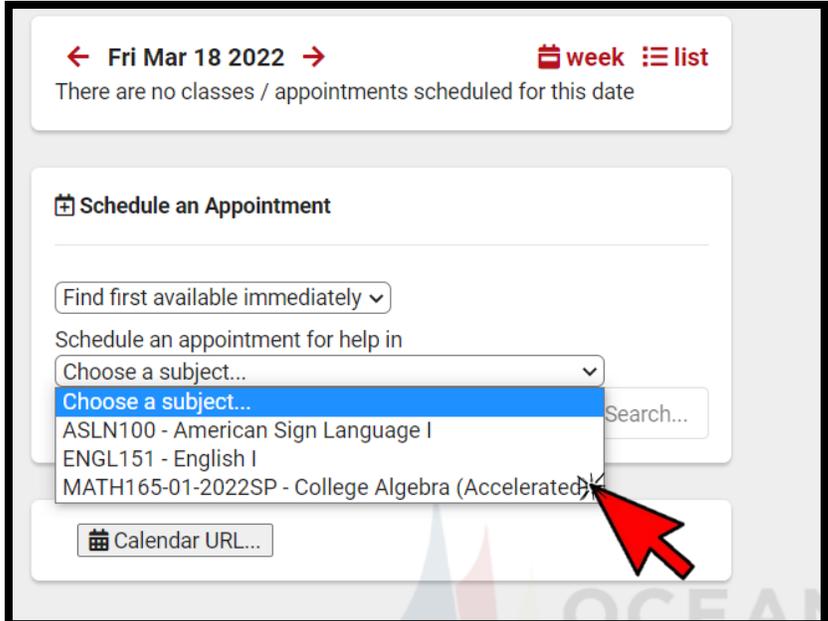
Step 2. Locate the **“Schedule an Appointment”** box on your TracCloud dashboard.



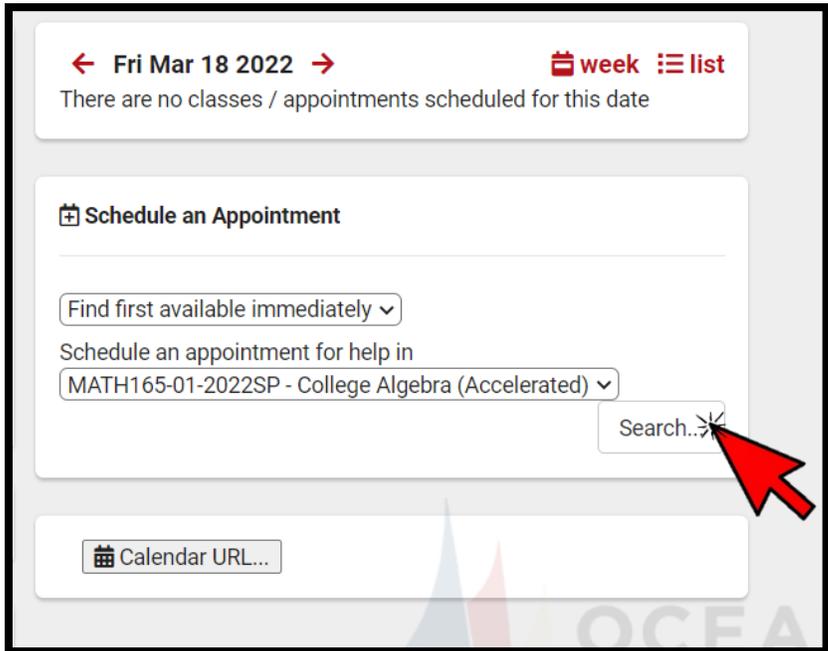


Step 3. Click on the “**Choose a subject**” drop down to select your course.

*Please note, “**Find first available immediately**” means that you will see the first available appointment, and that appointment **may** only be available as an Online Synchronous appointment. You’ll learn more about this feature in Step 5.



Step 4. Click “**Search.**”



Schedule an Appointment

There are 7 slots of time available, please choose one that works for you... Choose a different

1130a-1215p	Mon Mar 21	Jared Rosen
STEM Center	1 on 1 Online OR In-Person	online
1230p-115p	Mon Mar 21	Jared Rosen
STEM Center	1 on 1 Online OR In-Person	online
130p-215p	Mon Mar 21	Jared Rosen
STEM Center	1 on 1 Online OR In-Person	online
330p-415p	Mon Mar 21	Jared Rosen
STEM Center	1 on 1 Online OR In-Person	online
430p-515p	Mon Mar 21	Jared Rosen
STEM Center	1 on 1 Online OR In-Person	online

Step 5. Select an availability from the list.

Mon, Mar 21 2022

Mon Mar 21

1 on 1 Online OR In-Person

Pro Search Tip! Always check the line below the date of the availability. If it says **“Online OR In-Person”**, it will automatically default to an In-Person session. Learn how to change this to an Online Synchronous appointment in Step 6.

Schedule an Appointment

< Search

Confirm booking this appointment in STEM Center with Jared Rosen on Mon, March 21st 2022 for MATH165-01-2022SP - College Algebra (Accelerated)

Start Time	End Time	Duration (Hr:Min)
11:30am	12:15pm	00:45

Is Online

Student Document

What topics would you like to work on in your tutoring session?

I would like to work on solving systems of equations.

Sched By: 2022-03-18 13:56:40 Student
Sched Mod By: 2022-03-18 13:56:40 Student

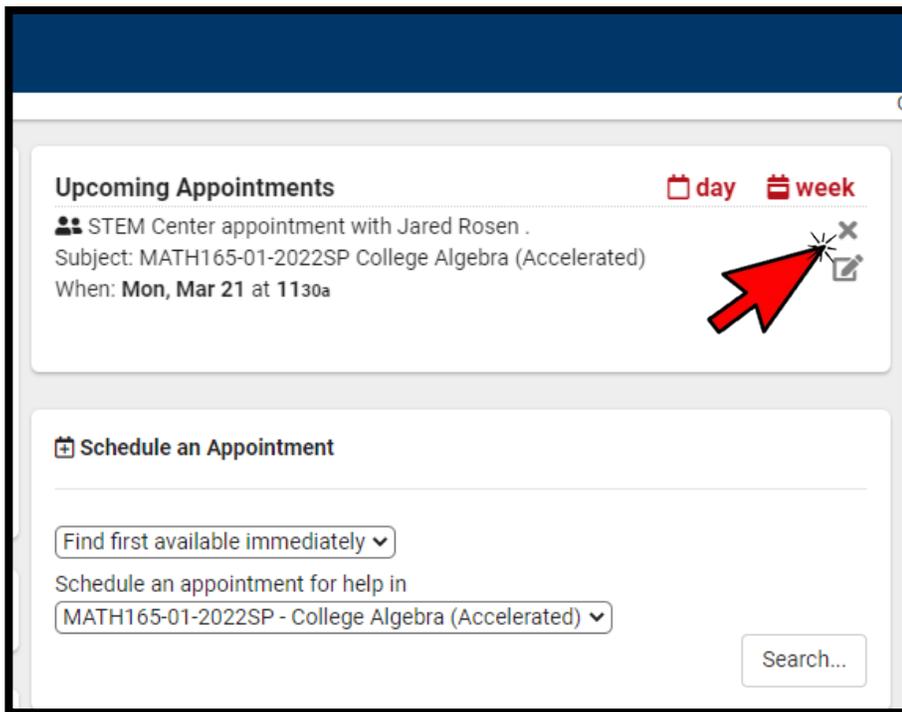
CONFIRM Click Confirm in order to Confirm this appointment

Step 6. Be sure to let the tutor know what you would like to work on. Then, click **“Confirm.”**

Pro Search Tip! If the option is available, you can click this checkbox to make your appointment an Online Synchronous appointment.

Congratulations! You've scheduled a tutoring appointment! 😊

A confirmation email will be sent to your OCC student email within a few minutes of clicking 'Confirm'. However, you can also view your upcoming appointments from your TracCloud dashboard.



Life happens!

If for some reason you can't attend your session, please be sure to cancel in TracCloud **at least 12 hours before** the scheduled session start time. You can do so from your dashboard by clicking on the 'x' for the upcoming appointment.

For cancellations or general questions, you can call 732-255-0400 ext. 2431 or email the appropriate service area:

writingcenter@ocean.edu

stemcenter@ocean.edu

generaltutoringcenter@ocean.edu

*The process for joining an Online Synchronous appointment has changed with this TracCloud update.

Please continue reading to learn how to join an Online Synchronous appointment.

Ocean County College:
Tutoring Center

732-255-0400 ext. 2431

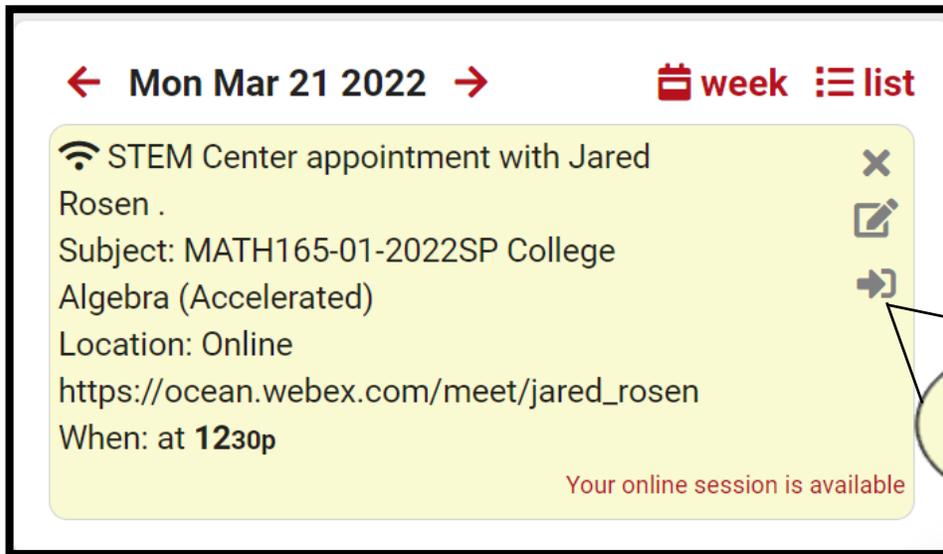
Joining an Online Synchronous Appointment

If you chose to have your tutoring session online, you will meet with your tutor through Webex, but you will join your tutor's Webex room through TracCloud.

Step 1. Open TracCloud.

Step 2. Locate your upcoming appointment from your appointments list.

***5 minutes before** your scheduled appointment an arrow icon will appear on the appointment. (see example below)



← Mon Mar 21 2022 → week list

📶 STEM Center appointment with Jared Rosen .

Subject: MATH165-01-2022SP College Algebra (Accelerated)

Location: Online

https://ocean.webex.com/meet/jared_rosen

When: at 1230p

Your online session is available

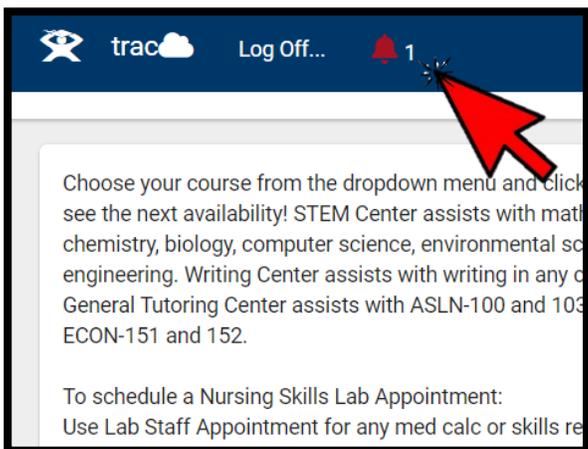
The screenshot shows a list of appointments. The selected appointment is highlighted in yellow. To the right of the appointment details, there are three icons: a close icon (X), an edit icon (pencil), and a join icon (arrow pointing right into a square). A red arrow points to the join icon, which is highlighted with a yellow oval.

Step 3. Click on the arrow icon to enter your tutor's Webex room.

Alternatively, you can also join your tutoring session from the TracCloud menu bar. Continue to the next page to learn how.

First, you will receive a reminder about your session about 30 minutes before the scheduled start time, but you will not be able to join the session yet.

Then, 5 minutes before your scheduled appointment, an alert at the top of your TracCloud menu bar will appear and notify you that you can join your tutoring session.



Step 1. Click on the notification bell icon to open the notification window.

Step 2. Click on the pencil icon  in the notification list for your online session. This will automatically open your tutor's Webex room.

