



Scheduling an Appointment

LC – room 108

Thank you for your interest in scheduling a tutoring appointment!

The Learning Connection (LC) offers two different types of tutoring appointments, one-time and weekly/recurring. Both types of appointments can be scheduled online in our TutorTrac system, but you are always welcome to come into the center for assistance with scheduling your appointment.

- **General information about tutoring appointments**

Scheduled tutoring appointments will begin the third week of the semester.

Appointments can be scheduled two to fourteen days in advance

You can also cancel your appointment online in TutorTrac; appointments must be canceled at least 24 hours before.

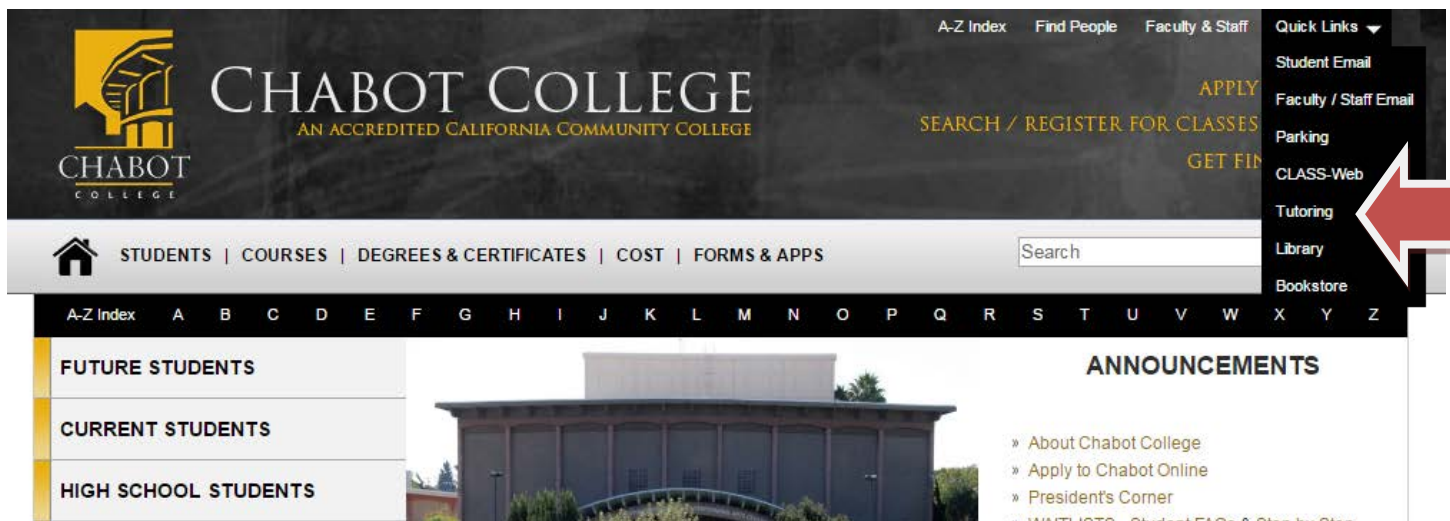
Appointments are 50 minutes long, and you can schedule one appointment per class per week

Your appointment may be re-scheduled into a small group appointment based on tutor availability. The LC cannot guarantee individual tutoring appointments due to the limited number of tutors available.

Group appointments are only scheduled for students in the same class with the same instructor, with a max. of 3 students in the group appointment.

To schedule a one-time appointment using the website scheduling system, please follow the steps below.

From the Chabot College website, www.chabotcollege.edu, move the mouse cursor over the “Quick links” heading in the upper right-hand corner of the Chabot College website, then click on “Tutoring.” This will take you to the Learning Connection webpage.



Next, click on “Appointment Scheduling” in the left-hand menu. You may also type the link below:

<http://www.chabotcollege.edu/LearningConnection/appointmentscheduling/>

The screenshot shows the Chabot College website header with the logo and navigation links: A-Z Index, Find People, Faculty & Staff, Quick Links, APPLY TO CHABOT, SEARCH / REGISTER FOR CLASSES (CLASS-WEB), and GET FINANCIAL AID. Below the header is a navigation bar with links for STUDENTS, COURSES, DEGREES & CERTIFICATES, COST, and FORMS & APPS, along with a search box and a GO button. The main content area is divided into three sections: Learning Connection, ANNOUNCEMENTS, and THE LEARNING CONNECTION. The Learning Connection section includes links for Daily Updates, Comments and Feedback, Locations & Hours, Staff Directory, Information for New LC Scholar Applicants, Information & Forms for current LC Scholars, Instructor Resources, and Tips for Selecting LC Scholars. The ANNOUNCEMENTS section includes links for About Chabot College, Apply to Chabot Online, President's Corner, WAITLISTS - Student FAQs & Step by Step Instructions, CLASS-Web / The Zone / Currently Open Classes, and Financial Aid, Registration, Academic Advising... The THE LEARNING CONNECTION section features a photo of students in a library and the text: "The Learning Connection at Chabot College provides".

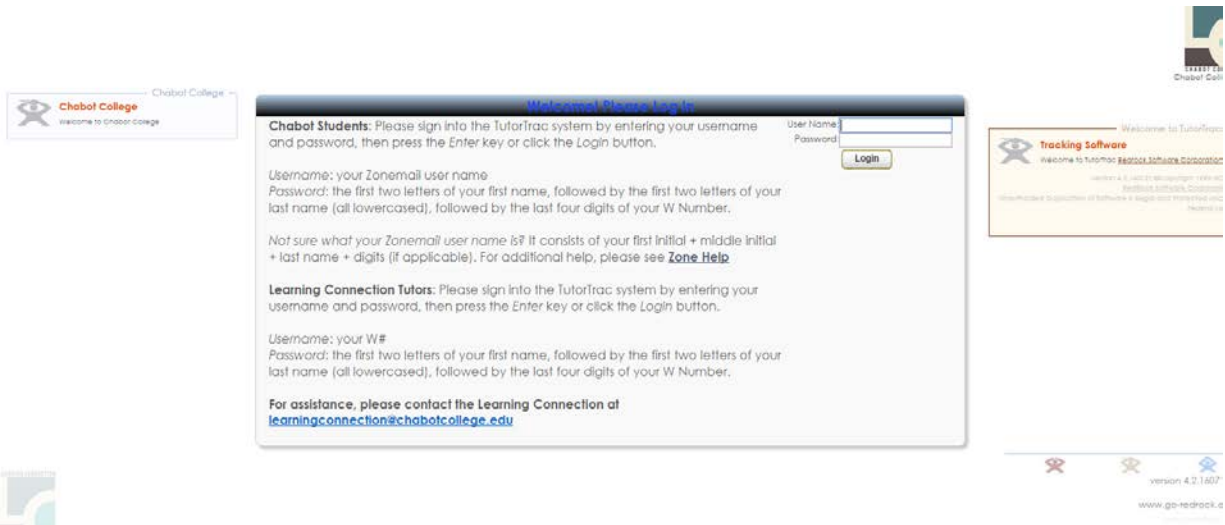
You will be directed to the “Scheduling Appointments” page. Read through carefully, then click on the green “I agree” button at the bottom of the page.

Do NOT click on “I AGREE” until you have read the “Instructions and Terms of Agreement.”

These give important information about tutoring appointments, scheduling, and what to do if you need to cancel an appointment.

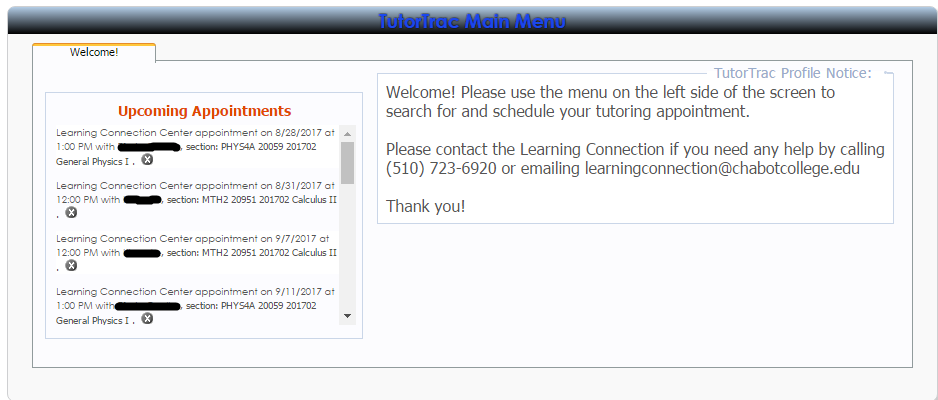
The screenshot shows the "Scheduling Appointments" page. The left sidebar contains navigation links for Appointment Scheduling, Learning Connection Labs and Centers (ESL Language Center, STEM Center, LC Center, World Languages, WRAC Center, Communication Studies Lab), Learning Assistants, Center for Teaching and Learning, and Learning Connection Research & Planning (Assessment & Outcomes, Program Review & Planning). The main content area is titled "THE LEARNING CONNECTION" and "Scheduling Appointments". It includes the following text: "We offer scheduled tutoring appointments in a wide variety of subjects. We offer two types of tutoring appointments, **Recurring Appointments** and **One-Time Appointments**. Please see below for information on how to schedule each type of tutoring appointment." Below this is a red banner stating: "Tutoring for the Fall 2017 semester will begin Aug. 28th. Tutoring appointments are scheduled through the last day of classes; there is no tutoring during Finals." A yellow box contains the heading "General Appointment Information - available beginning 8/28". The text below explains the TutorTrac system and provides instructions for scheduling appointments. A note states: "Note: all scheduled tutoring appointments will begin the week of 8/28/2017". Another yellow box contains the heading "Recurring Appointments - available beginning 8/28". The text below explains that a recurring or weekly appointment is one in which, once the appointment has been scheduled, the student will meet with the same tutor at the same time each week through the end of the semester.

You will now be directed to the TutorTrac scheduling system. Follow the directions on the page to log in.



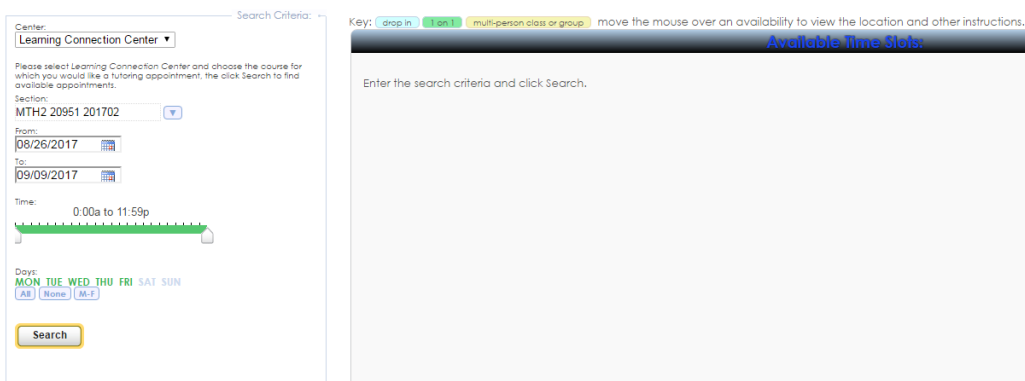
Once logged in, the Welcome screen will show you any upcoming appointments you have. Use the menu under “Search Options” on the left to search for and schedule an appointment: select “Search Availability”

[Main Menu](#) [Log Off](#)



From the “Center” drop-down menu, choose “Learning Connection Center” then select the class for which you want an appointment from the “Section” menu. Leave the default date, time, and day ranges as they are for optimal search results and click “Search”

[Main Menu](#) [Log Off](#)



Next you will see all the available appointment slots for the class you selected, within the date, time, and day ranges specified.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots

Mon 8/28/2017	Tue 8/29/2017	Wed 8/30/2017	Thu 8/31/2017	Fri 9/1/2017	Wed 9/6/2017	Thu 9/7/2017	Fri 9/8/2017
Samuel G. 1:00 PM - 1:50 PM	Ronald G. 1:30 PM - 4:00 PM 4:00 PM - 6:50 PM	Samuel G. 11:50 AM - 11:50 AM 12:00 PM - 12:50 PM	Ronald G. 3:00 PM - 3:50 PM	Khoa L. 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM 1:00 PM - 1:50 PM	Samuel G. 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	Ronald G. 3:00 PM - 3:50 PM	Khoa L. 6:50 PM - 10:50 PM 1:00 PM
Tran N. 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM	Mathew H. 2:00 PM - 2:50 PM	Khoa L. 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM	Khoa L. 9:00 AM - 9:50 AM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM	Andrew S. 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM	Khoa L. 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:50 PM	Khoa L. 9:00 AM - 9:50 AM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM	Andrew S. 6:50 PM - 10:50 PM
Alexandro O. 1:00 PM - 1:50 PM	Khoa L. 9:00 AM - 9:50 AM 12:00 PM - 12:50 PM	Marcos L. 11:00 AM - 11:50 AM	Edgar M. 9:00 AM - 9:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM		Marcos L. 11:00 AM - 11:50 AM	Marcos L. 11:00 AM - 11:50 AM	
Michael S. 11:50 AM - 11:50 AM 12:00 PM - 12:50 PM 6:50 PM - 6:50 PM	Tran N. 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM	Edgar M. 10:00 AM - 10:50 AM 12:00 PM - 12:50 PM	Tran N. 1:00 PM - 1:50 PM 11:00 AM - 11:50 AM 4:00 PM - 4:50 PM		Edgar M. 10:00 AM - 10:50 AM 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM	Edgar M. 9:00 AM - 9:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	
Andrew S. 1:00 PM - 1:50 PM	Alexandro O. 4:00 PM - 4:50 PM 6:00 PM - 6:50 PM	Tran N. 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM	Alexandro O. 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM		Tran N. 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM	Tran N. 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	
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		Andrew S. 9:00 AM - 9:50 AM			Andrew S. 9:00 AM - 9:50 AM	Andrew S. 4:00 PM - 4:50 PM 6:00 PM - 6:50 PM	

Pick the appointment slot you want, and the “Appointment Entry” screen will pop up.

Appointments Entry

Student: [Redacted] Staff: Khoa Le

Appointment Info

Center: Learning Connection Center
Subject: MTH2 20951 2017
Date: 9/1/2017
Fund: [Blank]
Time: 9:00 AM To: 9:50 AM

Recurring Appt Type: Weekly One-time
Future Avail Dates: 9/8/2017, 9/15/2017, 9/22/2017, 9/29/2017, 10/6/2017, 10/13/2017, 10/20/2017, 10/27/2017, 11/3/2017, 11/17/2017, 12/1/2017, 12/8/2017

Current phone and email: [Redacted]

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

If you wish to schedule a **weekly/recurring** appointment, make sure the **checkbox next to “Weekly” is checked**. You will also see a list of all the dates for this weekly appointment the semester.

If you only want a **one-time appointment**, make sure the **checkbox next to “Weekly” is un-checked**.

Enter your current phone number and email, then click save to complete the scheduling process.

You should receive a confirmation email from the Learning Connection with your appointment information within about 24 hours, but you can also login to TutorTrac at any time and see your upcoming appointments, which will be listed on the Welcome screen.

You may have one scheduled appointment per week, per class.

If you have any questions, please ask Learning Connection staff or call 510-723-6920.

Thank you!