

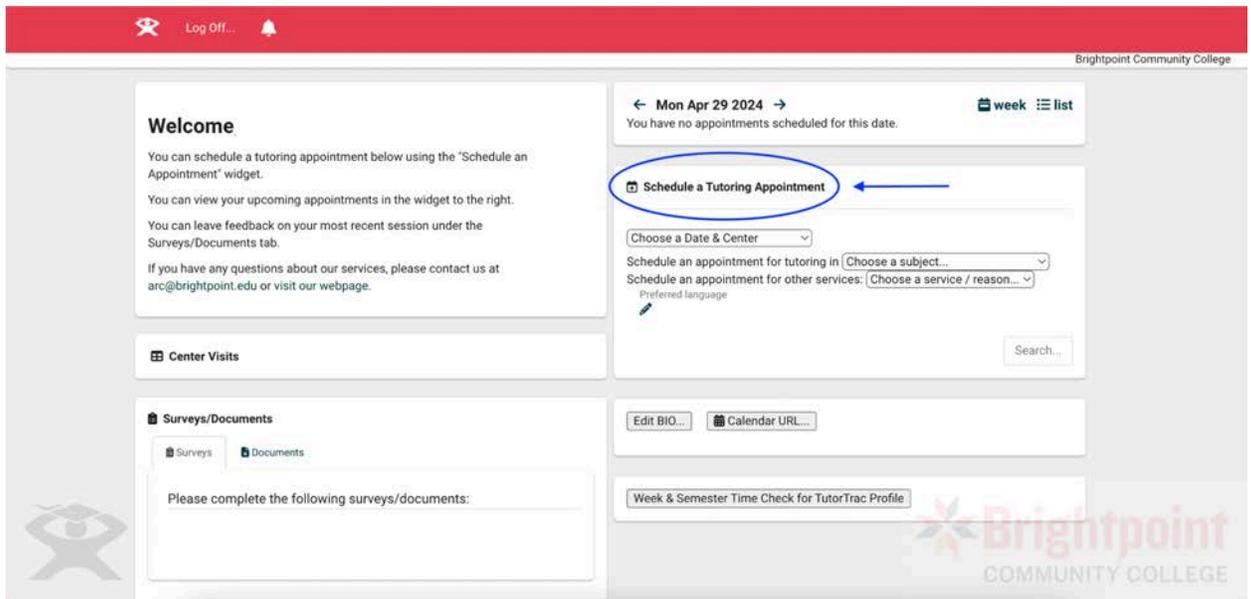
Making a Tutoring Appointment in TracCloud

1. First, visit <https://traccloud.go-redrock.com/brightpoint/trac/>
2. You will be asked to sign in with your MyBrightpoint credentials.



The screenshot shows the login page for Virginia's Community Colleges. It features a blue background with the college's logo and name in white. A "Need Help?" link is located in the top right. Below the logo is a white input field for "Username" and a red "GO" button with a right-pointing arrow. Underneath are two buttons: "FORGOT MY PASSWORD" and "FORGOT MY USERNAME". A message states: "Want faster login through your mobile phone, click SETUP MFA button below." At the bottom is a "SETUP MFA" button.

3. Once signed in, you will be taken to your TracCloud dashboard. Here, you will find a widget labeled "Schedule a Tutoring Appointment."



The screenshot displays the TracCloud dashboard interface. At the top, there is a red navigation bar with a "Log Off..." button and a notification bell. The main content area is divided into several sections. On the left, there is a "Welcome" section with instructions on how to schedule a tutoring appointment. Below this are sections for "Center Visits" and "Surveys/Documents". On the right, there is a calendar view for "Mon Apr 29 2024" showing no appointments. A blue circle highlights the "Schedule a Tutoring Appointment" button in the calendar widget. Below the calendar, there are fields for "Choose a Date & Center", "Choose a subject...", and "Choose a service / reason...". A "Search..." button is also present. At the bottom right, there is a "Brightpoint COMMUNITY COLLEGE" logo.

4. You will now need to select the course you would like to receive help with and what you need the appointment for (Please note: you will **almost always** select “Tutoring” as your reason unless you are working on a personal project that is not being graded.)

Schedule a Tutoring Appointment

Choose a Date & Center 

Schedule an appointment for tutoring in  **Choose a subject...**

Schedule an appointment for other services 

Preferred language 

- BIO101 - General Biology I
- CHM241 - Organic Chemistry I
- CHM245 - Organic Chemistry Lab I
- ENG246 - American Literature
- PHY201 - General College Physics I

5. Now, you can choose a specific date for your appointment, or you can choose to find the first one available. You will also choose whether you would like a weekday virtual session (“Virtual ARC”) or a weekend after-hours session (“After-Hours Appointments”). Click “Search”.

Schedule a Tutoring Appointment 

Subject: **ENG246 - American Literature**

Reason: **Tutoring**

Trailblazer, we will search for an appointment for ENG246 - American Literature and for Tutoring.

Where would you like to have your appointment? 

When would you like an appointment? 



6. A list of available appointments will appear on your screen. Click on the one that works best with your schedule!

Subject: **PHY201 - General College Physics I**
Reason: **Tutoring**

There are 4 slots of time available. Please choose one that works for you... Choose a different

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Thu, May 2 2024

| | | |
|--------------------|-----------------------------------|--------------|
| 1100a-1200p | Thu May 2 1 on 1 Online | Tutor |
| ARC Virtual | | online |
| 1200p-100p | Thu May 2 1 on 1 Online | Tutor |
| ARC Virtual | | online |
| 100p-200p | Thu May 2 1 on 1 Online | Tutor |
| ARC Virtual | | online |
| 200p-300p | Thu May 2 1 on 1 Online | Tutor |
| ARC Virtual | | online |

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7. Once you have selected your appointment slot, you will need to confirm. You may also enter any notes you may have for your tutor at this time.

Confirm booking this online appointment

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 11:00am | 12:00pm | |

Meeting Type:
 Online

What would you like to cover during this appointment?

You can add notes here if you would like to inform your tutor of any information before your session.

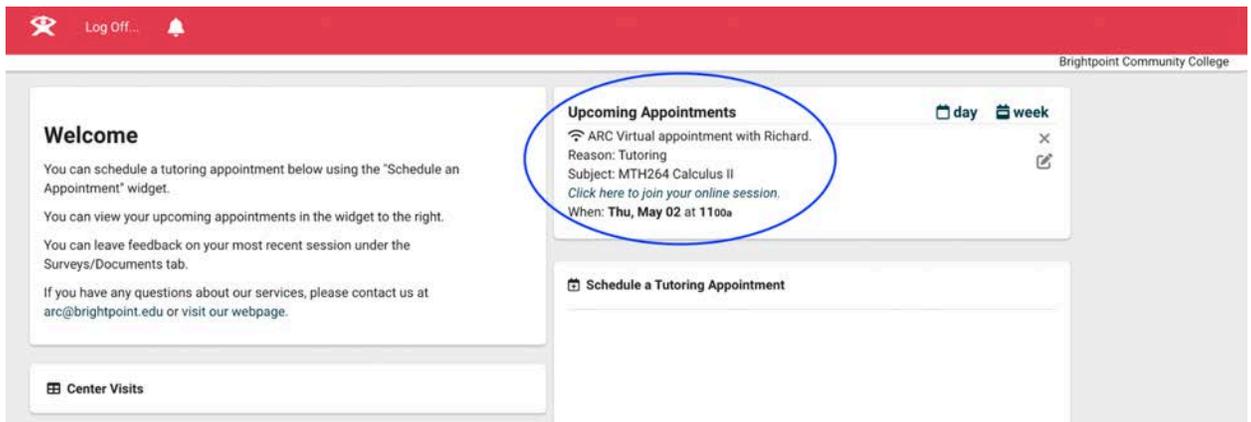
Sched By: 2024-04-29 16:42:09 Student
Sched Mod By: 2024-04-29 16:42:09

Click Confirm in order to Confirm this appointment. This availability will expire at 2024-05-01

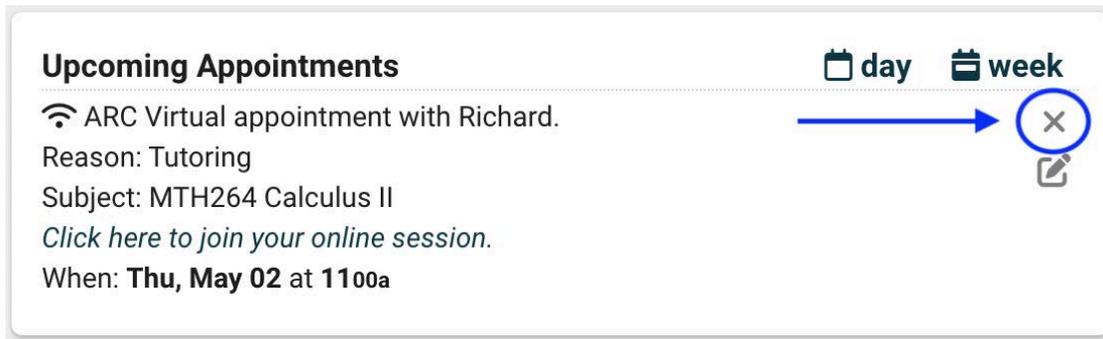
11:00:00

[Click here to join your online appointment](#)

- Now that you have confirmed your appointment, you will be able to see it when you return to your dashboard. You can also join the Zoom link for your session by clicking on the appointment in your dashboard. You're done!



- Need to Cancel? No Worries!** You can cancel your appointment at any time from your dashboard by clicking on the little “X” in the top right corner.



- You will be asked to choose a reason for the cancellation. You may select a reason from the list, or enter your own. Click “Cancel Appointment”, and you're good to go!

Please confirm cancellation: ✕

Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

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Sickness
Schedule Conflict
Personal Emergency
Forgot
No Longer Needed

➔