

How to Schedule A Consultation at the URI Writing Center

Step-by-Step TracCloud Instructions



Find TracCloud through Microsoft 365

1. Sign into Microsoft 365 using your single sign on
2. Go to "Apps" icon
3. Click "All Apps"
4. Scroll down and click "Show All"
5. Find TutorTrac Cloud

The image illustrates the process of finding TutorTrac Cloud within the Microsoft 365 App Launcher. It consists of three sequential screenshots connected by red arrows, showing the navigation path from the App Launcher to the specific application.

Step 1: The Microsoft 365 App Launcher interface is shown. The 'Apps' icon in the left-hand navigation pane is highlighted with a red box.

Step 2: The 'All apps' link in the top right corner of the main content area is highlighted with a red box.

Step 3: The 'Show all' button at the bottom of the 'Other Apps' section is highlighted with a red box.

Final Step: The 'TutorTrac Cloud' application card is highlighted with a red box, showing its logo and name.

Welcome to the URI Academic Enhancement Center!

For **Writing Center support**, use the "Schedule a Writing Center Consultation" table.

For **Academic Skills Coaching**, use the "Schedule an Academic Coaching Appointment" table.

For **STEM & Business tutoring**, please use the "Schedule a Tutoring Session" table.

To be removed from a weekly tutoring group, please use the drop request form.

For more information on AEC services, please visit uri.edu/aec.

Meet the AEC Student Staff!

Schedule an Academic Coaching Appointment

Choose Course And
What Would You Like to Focus On?



Upcoming Appointments

There are no upcoming appointments

 day  week

Asynchronous Communications In Progress

Schedule a Tutoring Session

Schedule a Writing Center Consultation

Choose Course And
Writing Stage/Focus

Surveys/Documents

Please complete the following surveys/documents:

Search for Available Appointments

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Meet the AEC Student Staff!

Upcoming Appointments

There are no upcoming appointments

[day](#) [week](#)

Asynchronous Communications In Progress

[Show Previous Concluded](#)

Schedule a Tutoring Session

Schedule a Writing Center Consultation

Choose Course And
Writing Stage/Focus

Schedule an Academic Coaching Appointment

Choose Course And
What Would You Like to Focus On?

Calendar URL...

Surveys/Documents

Please complete the following surveys/documents:

Week Time Check for Content Tutoring Profile

1. *Schedule a Writing Center Consultation:* Your student information will already be populated.
2. *Choose Course:* Use the drop down list to select the class your writing assignment is for. If your writing is not for a class, select Not for a Course/Other.
3. *Choose a Writing Stage/Focus:* Select the option that best describes where you are in the writing process or what you are working on.

Select Your Appointment Day & Time

After you insert all relevant information, click search. From there, you can browse through available appointments for that week.

Schedule a Writing Center Consultation Print...

Subject: **Not for a Course/Other**
Reason: **Personal Statement**

There are 6 slots of time available. Please choose one that works for you...
Choose a different date:

Tue, Sep 10 2024

2:00p-2:55p	Tue Sep 10	Zahra K.
Writing Center	In-Person OR Online OR Asynchronous	online or Roosevelt 009
3:00p-3:55p	Tue Sep 10	Rebecca L.
Writing Center	In-Person OR Online OR Asynchronous	online or Roosevelt Hall 009
4:00p-4:25p	Tue Sep 10	Rebecca L.
Writing Center	In-Person OR Online OR Asynchronous	online or Roosevelt Hall 009
4:30p-4:55p	Tue Sep 10	Rebecca L.
Writing Center	In-Person OR Online OR Asynchronous	online or Roosevelt Hall 009
5:00p-5:25p	Tue Sep 10	Rebecca L.
Writing Center	In-Person OR Online OR Asynchronous	online or Roosevelt Hall 009

[Load more for Wed, Sep 11 2024...](#)

Close



Select the appointment day, time, and consultant that work best for you.

Schedule a Writing Center Consultation Print...

Subject: **Not for a Course/Other**
Reason: **Personal Statement**

Confirm booking this appointment in Writing Center with Zahra K. on Tue, September 10th 2024 for Not for a Course/Other Personal Statement

Start Time	End Time	Duration (Hr:Min)
02:30pm	02:55pm	0:25

Meeting Type:
 In-Person Online Asynchronous

Selecting In-Person means you have opted in to an in-person meeting with this staff member.

Student

What would you like to work on with a consultant today?

Do you have any access needs or anything else you would like us to know?

Is this visit required by your instructor?

If you are booking for a group, list the names and student IDs for all group members below.

Book Your Writing Center Consultation

Confirm booking this appointment in **Writing Center** with **Zahra K.** on **Tue, September 10th 2024** for **Not for a Course/Other Personal Statement**

Start Time	End Time	Duration (Hr:Min)
02:30pm	02:55pm	0:25

Meeting Type:

In-Person Online Asynchronous

Selecting In-Person means you have opted in to an in-person meeting with this staff member.

Student

What would you like to work on with a consultant today?

Do you have any access needs or anything else you would like us to know?

Is this visit required by your instructor?

If you are booking for a group, list the names and student IDs for all group members below.

Select the appointment length.

- Appointments are available for 25 or 50 minutes.
- Adjust the duration to select the amount of time that best fits your needs.

Select the meeting type.

- In-Person consultations take place in the lower level of Roosevelt Hall.
- Online appointments are conducted via Zoom. The link will be accessible 15 minutes prior to the appointment start time.

Let your consultant know:

- What you're working on
- Any access needs
- If the visit is required by an instructor
- If you are booking a group appointment

Confirm to save your appointment. You should receive confirmation via email.

Where to Find the Zoom Link for Online Appointment

The image shows two screenshots. The left screenshot is the URI Academic Enhancement Center dashboard, which includes a welcome message, instructions for various support services (Writing Center, Academic Skills Coaching, STEM & Business tutoring), and sections for scheduling appointments and consultations. The right screenshot is a calendar view for Tuesday, September 10, 2024, showing a yellow event titled 'Writing Center appointment with Zahra K. ...'. A red box highlights the text 'Click here to join your online session.' within the event details, and a red arrow points from this text towards the right-hand text.

Go to your main dashboard on TracCloud and click the link that says:

Click here to join your online session.

The link will become active 15 minutes before your appointment start time.

Canceling TracCloud Appointments

The screenshot displays the TracCloud interface for the URI Academic Enhancement Center. On the left, there is a welcome message and instructions for scheduling various services like Writing Center support, Academic Skills Coaching, and STEM & Business tutoring. On the right, a calendar view for Sunday, September 15, 2024, is shown. A specific appointment for a Writing Center session is highlighted in yellow, and a red box highlights the 'X' icon in the top right corner of the appointment card, which is used for cancellation. Below the calendar, there are sections for scheduling tutoring sessions, writing center consultations, and surveys/documents.

1. Cancel through your own TracCloud account at least one hour in advance (click the X in the top corner).
2. Email writingcenter@etal.uri.edu
3. Call WC reception at 401-874-5839

Keep in mind: You can cancel an appointment without penalty of being marked as missed by canceling 1 hour or more in advance, but we recommend you try to cancel as early as 24 hours in advance.

If you cancel within 1 hour of the session, you will be marked as missed and after 2 missed appointments you are at risk of losing scheduling privileges.

For more information about the Undergraduate Writing Center:

- Visit our website:
<https://web.uri.edu/aec/writing/>
- Meet our writing consultants!
- Follow us on Instagram:
[@uri_aecwriting](https://www.instagram.com/uri_aecwriting)



See you soon!