

## How to View Subject Tutoring Hours, Schedule Appointments, and View Online Session Links

1. Visit our website, [www.qcc.edu/subjecttutoring](http://www.qcc.edu/subjecttutoring), for the link, or follow this link directly: <https://qcc.trac.cloud>. Sign in with your QCC email address and password.
2. You will be brought to your QCC Tutoring Centers main dashboard. On here, you can view all three tutoring centers' most current hours and information. You can also view your own upcoming appointments if you have any scheduled:

Log Off...

Quinsigamond Community College

**Welcome to QCC Tutoring!**  
The GAA, Math Center, and Writing Center provide a welcoming and supportive environment and free tutoring in a variety of subjects on the second floor of the Harrington Learning Center.

- See in-person (on-campus) schedules for each center below
- Search your subject and reason in the drop-down menus (on the right) to access an **Online** drop-in session or to make an **Appointment**

**Math Center 206 HLC, [www.qcc.edu/math](http://www.qcc.edu/math)**  
**In-person drop-in schedule:**  
Monday through Thursday: 10:00 a.m. – 7:00 p.m.  
Friday: 10:00 a.m. – 4:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.

**Writing Center 208 HLC, [www.qcc.edu/writing](http://www.qcc.edu/writing)**  
**In-person drop-in schedule:**  
Monday through Thursday: 10:00 a.m. – 7:00 p.m.  
Friday: 10:00 a.m. – 4:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.

**GAA 222 HLC, [www.qcc.edu/gaa](http://www.qcc.edu/gaa)**  
(Tutoring for courses in Business, Languages, Sciences, Social Sciences, and Technology)  
**In-person schedule (times per subject vary):**  
Monday through Thursday: 10:00 a.m. – 6:00 p.m.  
Friday: 10:00 a.m. – 4:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.

Search your subject and reason in the drop-down menus to access an **Online** drop-in session or to make an **Appointment**

**Visit QCC Tutoring Centers for additional information:**  
[www.qcc.edu/services/tutoring](http://www.qcc.edu/services/tutoring)  
**Questions? Email:**  
[tutoringcenters@qcc.mass.edu](mailto:tutoringcenters@qcc.mass.edu)

← Tue Jan 24 2023 →

You have no appointments scheduled for this date.

**See Drop-in Hours or Schedule an Appointment**

Find first available immediately ▾

Look for available hours for help in:

And

Select a Reason:

3. **To view the tutoring schedule and to make an appointment:** Locate the section on the right side that says “See Drop-in Hours or Schedule an Appointment.” On the “Choose a subject” drop-down menu, select your class for which you are looking for assistance. Then on the “Choose a service/reason” drop-down menu, select “Tutoring in other subjects.” Then click on Search.

**See Drop-in Hours or Schedule an Appointment**

Find first available immediately ▾

Look for available hours for help in: Choose a subject... ▾

And

Select a Reason: Choose a service / reason... ▾

Search...

4. You will then see the available days and times for the class and reason you selected. On the left side, you’ll see the time of the session and the tutoring center it’s in. In the center, you’ll see the date of the session and the type of session (group, one-on-one, in person, or online). On the right side, you’ll see the tutor’s name and the location of the session.

See Drop-in Hours or Schedule an Appointment ×

Subject: **MRK201 B1 Principles of Marketing**  
Reason: **On-campus tutoring**

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Scroll through the list for the available drop in hours and appointments  
There are 2 slots of time available, please choose one that works for you... Choose a different

**Wed, Jan 25 2023**

|                     |                                       |         |
|---------------------|---------------------------------------|---------|
| 930a-1030a          | <b>Wed Jan 25</b><br>1 on 1 In-Person | Lauren  |
| GAA Tutoring Center |                                       | 222 HLC |
| 1030a-1130a         | <b>Wed Jan 25</b><br>1 on 1 In-Person | Lauren  |
| GAA Tutoring Center |                                       | 222 HLC |

Load more for Thu, Jan 26 2023...

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Report Unable to Find Drop-in hours and/or Appointment...

Close

You can click the blue “Load more” button to see more available days and times:

[See Drop-in Hours or Schedule an Appointment](#) ✕

Subject: **MRK201 B1 Principles of Marketing**  
Reason: **On-campus tutoring**

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Scroll through the list for the available drop in hours and appointments  
There are 5 slots of time available, please choose one that works for you... Choose a different

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**Fri, Jan 27 2023**

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|                            |                   |               |
|----------------------------|-------------------|---------------|
| <b>9:30a-10:30a</b>        | <b>Fri Jan 27</b> | <b>Lauren</b> |
| <b>GAA Tutoring Center</b> | 1 on 1 In-Person  | 222 HLC       |

**Mon, Jan 30 2023**

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|                            |                   |               |
|----------------------------|-------------------|---------------|
| <b>9:30a-10:30a</b>        | <b>Mon Jan 30</b> | <b>Lauren</b> |
| <b>GAA Tutoring Center</b> | 1 on 1 In-Person  | 222 HLC       |
| <b>10:30a-11:30a</b>       | <b>Mon Jan 30</b> | <b>Lauren</b> |
| <b>GAA Tutoring Center</b> | 1 on 1 In-Person  | 222 HLC       |

**Wed, Feb 1 2023**

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Appointments are only shown up to two weeks in advance. You will not be able to view or book appointments more than two weeks from the current date. If you continue trying to load more availabilities past the upcoming two weeks, you will see this message:

There were no new results found for Wed, Feb 1 2023. Campus rules prevent booking too early. Please come back again when these slots become available on 2023-01-25

The above examples are all for on-campus tutoring. You may also see online tutoring available:

See Drop-in Hours or Schedule an Appointment



Subject: **MRK201 B1 Principles of Marketing**

Reason: **Remote tutoring**

Scroll through the list for the available drop in hours and appointments

There are 1 slots of time available, please choose one that works for you... Choose a different



Tue, Jan 24 2023

600p-700p **Tue Jan 24** Lauren  
1 on 1 Online online  
**GAA Tutoring Center**

Load more for Wed, Jan 25 2023...

Report Unable to Find Drop-in hours and/or Appointment...

Close

5. If you find the day and time that you want to book, click anywhere on the available time block that you want. You will then be brought to the confirmation page. If you see the correct day, time, and modality (on campus or remote) that you want, click the blue Confirm button.

See Drop-in Hours or Schedule an Appointment



Subject: **MRK201 B1 Principles of Marketing**

Reason: **On-campus tutoring**

Search

Confirm booking this appointment in **GAA Tutoring Center** with **Lauren** on **Wed, January 25th 2023** for **MRK201 B1 Principles of Marketing On-campus tutoring**

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 09:30am    | 10:30am  | 01:00             |

Unchecking this box means you have opted in to an in-person meeting with this staff member.

Document Special Needs / Skills / Accommodations

You must save this appointment before a document may be uploaded.

Sched By: 2023-01-24 11:34:29 Student Rebecca Alme

Sched Mod By: 2023-01-24 11:34:29

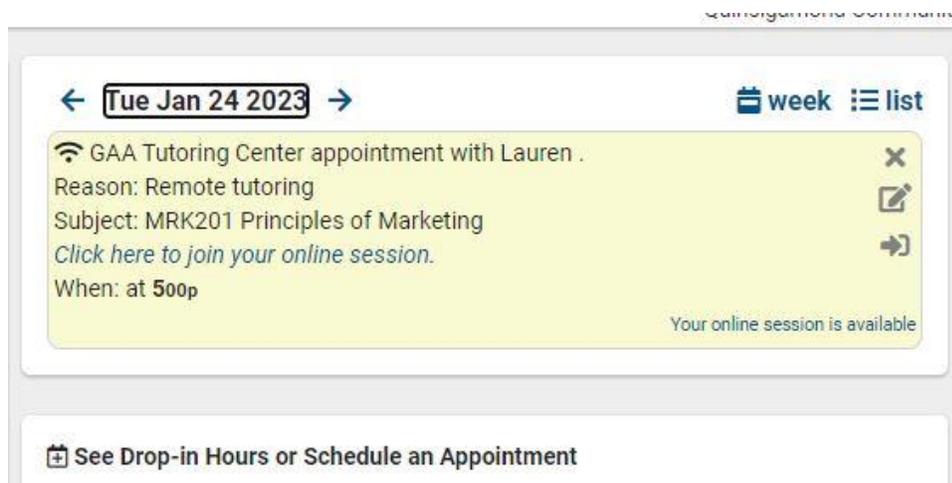
**CONFIRM** [Click Confirm in order to Confirm this appointment](#)

The location for this appointment is **222 HLC**

Report Unable to Find Drop-in hours and/or Appointment...

Close

6. Once you confirm the appointment, you can return to your dashboard/the main page and you will now see the appointment on the right side on your calendar:



7. You will also immediately receive a confirmation email to your student email with the session information, including the date and time, the location (the room number and building if it is in person or the direct Zoom link if it is online), the course, and the tutor's name:

Hi Rebecca,

Thank you for setting up an appointment with GAA Tutoring Center. You are scheduled for the following tutoring session:

Date and time: 01/24/23 05:00pm

Location: In Person-<https://qcc-edu.zoom.us/j/95923316883>

Course: MRK201 Principles of Marketing

Tutor: Lauren

Please make sure to bring all your course materials with you to the session.

Read about our policies and procedures for each center here: <https://www.qcc.edu/services/tutoring>

Need to reschedule or cancel? Return to your TracCloud dashboard and follow the instructions.

We look forward to seeing you!

You will also receive a reminder email a day before the session. If you accidentally delete any of your confirmation emails, go back to Step 1. When you're logged in, you will always see your upcoming appointments scheduled on your calendar on the right side of your dashboard with all the information you need to know:

**Welcome to QCC Tutoring!**

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- See in-person (on-campus) schedules for each center below
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**Math Center** 206 HLC, [www.qcc.edu/math](http://www.qcc.edu/math)**In-person drop-in schedule:**

Monday through Thursday: 10:00 a.m. – 7:00 p.m.

Friday: 10:00 a.m. – 4:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

**Writing Center** 208 HLC, [www.qcc.edu/writing](http://www.qcc.edu/writing)**In-person drop-in schedule:**

Monday through Thursday: 10:00 a.m. – 7:00 p.m.

Friday: 10:00 a.m. – 4:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

**GAA** 222 HLC, [www.qcc.edu/gaa](http://www.qcc.edu/gaa)

(Tutoring for courses in Business, Languages, Sciences, Social Sciences, and Technology)

**In-person schedule (times per subject vary):**

Monday through Thursday: 10:00 a.m. – 6:00 p.m.

← Mon Jan 23 2023 →

📅 day ☰ list

**Monday, Jan 23rd**

You have no appointments scheduled for this date.

**Tuesday, Jan 24th**

📶 GAA Tutoring Center appointment with Lauren .  
Reason: Remote tutoring  
Subject: MRK201 Principles of Marketing  
*Click here to join your online session.*  
When: at 5:00p

Your online session is available

**Wednesday, Jan 25th**

You have no appointments scheduled for this date.

**Thursday, Jan 26th**

You have no appointments scheduled for this date.

**Friday, Jan 27th**

You have no appointments scheduled for this date.

**Saturday, Jan 28th**

You have no appointments scheduled for this date.

**Sunday, Jan 29th**

You have no appointments scheduled for this date.

**8. If you don't find any availabilities in your first search:** Click on the three dots box on the right side of your search box:

[See Drop-in Hours or Schedule an Appointment](#)

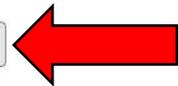


Subject: **BIO107 02 Principles of Biology I**

Reason: **Drop-in group tutoring**

Scroll through the list for the available drop in hours and appointments

There are 1 slots of time available, please choose one that works for you... Choose a different



Wed, Feb 8 2023

2:00p-3:00p

Wed Feb 8

Katerina Pacheco Wolf

Drop In In-Person

GAA Tutoring Center

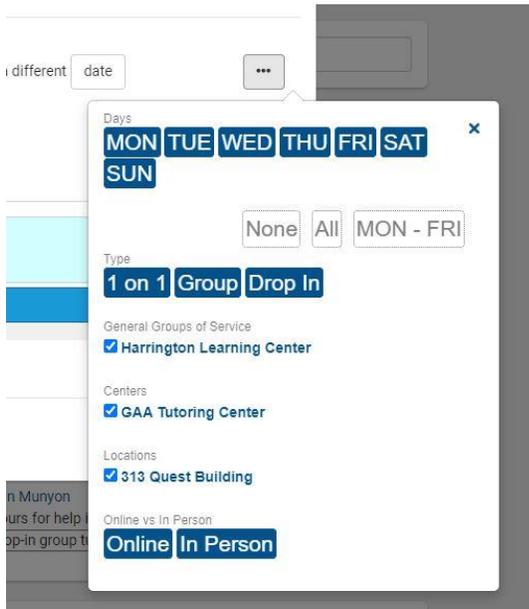
313 Quest Building

Load more for Thu, Feb 9 2023...

Report Unable to Find Drop-in hours and/or Appointment...

Close

That will bring up different search options you can use. You can continue to select your search filters from there until you find what you are looking for:



**9. Still can't find any tutoring availabilities?** You may not see any availabilities at all for the course you selected. If you do not see any available days or times for the subject you chose, click on the dark blue Report Unable to Find Drop-In Hours and/or Appointments button:

Report Unable to Find Drop-in hours and/or Appointment...

Fill in the information in the boxes and click the blue Submit Report button. This report is then immediately sent to the Subject Tutoring Center, and someone will email you back to help you find what you're looking for:

A form titled "Report that you are unable to find an acceptable appointment time:" with a close button (X) in the top right corner. The form contains two text input fields: "Please tell us..." followed by "What were you hoping to find:" and "What did you find instead:". At the bottom of the form, there are two buttons: "Close" and "Submit Report".