

How to Schedule a Tutoring Session In TracCloud

- First login to [TracCloud](https://traccloud.go-redrock.com/mmc): <https://traccloud.go-redrock.com/mmc>
- Your Username will be your M#
- Once logged in this is what your dashboard will look like

The screenshot shows the TracCloud dashboard with a dark red header bar. The header contains a user icon, 'Log Off...', 'Switch to Staff account', a bell icon, and a gear icon. The main content area is light gray and contains several white panels. At the top, a panel says 'Welcome to CASA!'. Below it, a date navigation panel shows 'Wed Jul 29 2026' with left and right arrows, and 'week' and 'list' view toggles. A message below the date says 'You have no appointments scheduled for this date.' To the right of the date panel is a 'Schedule a Tutoring Session' panel with a dropdown menu set to 'Find first available immediately', a text input for 'Schedule an appointment for help in' with a 'Choose a subject...' dropdown, and a 'Search...' button. Below the date panel is a 'Center Visits' panel with a calendar icon. To the right of the center visits panel is a 'Calendar URL...' panel with a calendar icon. Below the center visits panel is a 'Surveys/Documents' panel with a document icon and a text input for 'Please complete the following surveys/documents:'. To the right of the surveys panel is a 'Week & Semester Time Check' panel.

Welcome to CASA!

← Wed Jul 29 2026 → week list

You have no appointments scheduled for this date.

Center Visits

Surveys/Documents

Please complete the following surveys/documents:

Schedule a Tutoring Session

Find first available immediately

Schedule an appointment for help in

Choose a subject...

Search...

Calendar URL...

Week & Semester Time Check

Choose a subject you wish to receive tutoring in, then select Search

 Log Off... Switch to Staff account  

Welcome to CASA!

← Wed Jul 29 2026 →

 week  list

You have no appointments scheduled for this date.

 Center Visits

 Surveys/Documents

Please complete the following surveys/documents:

 Schedule a Tutoring Session

Find first available immediately ▾

Schedule an appointment for help in

Choose a subject... ▾

Search...

 Calendar URL...

Week & Semester Time Check

Select a date and time you want your session to be on, or look for the tutor of your choice

Schedule a Tutoring Session

Print... x

Subject: **CASA-TStep 1 Preparation - Step 1 Preparation**

There are 5 slots of time available. Please choose one that works for you...
Choose a different date: 

Sat, Aug 1 2026

1000a-1100a

Sat Aug 1

Group Online  0 / 2

Denia Breaux

CASA

online

1110a-1210p

Sat Aug 1

Group Online  0 / 2

Denia Breaux

CASA

online

1220p-120p

Sat Aug 1

Group Online  0 / 2

Denia Breaux

CASA

online

130p-230p

Sat Aug 1

Group Online  0 / 2

Denia Breaux

CASA

online

240p-340p

Sat Aug 1

Group Online  0 / 2

Denia Breaux

CASA

online

Load more for Sun, Aug 2 2026...

Report Unable to Find Appointment...

Close

Once you select the session date and time, complete the required information as detailed as possible. Please make sure you include the topic you wish to go over.

Schedule a Tutoring Session

Print... x

Subject: **CASA-TStep 1 Preparation - Step 1 Preparation**

Student

Settles, Shonae

Consultant

Denia Breaux
dbreaux23@mmc.edu

Date

08/01/2026

Move...

< Search

Status

Center
CASA

Sat, August 1st 2026

Start Time
10:00am

End Time
11:00am

Duration (Hr:Min)

Subject
CASA-TStep 1 Preparation - Step 1 Preparation

Reason

Meeting Type:

☒ Online

Online URL

Student

Document

Please include subject and specific topics to be covered in the session

Sched By: 2026-07-29 09:11:43 SysAdmin Shonae Settles
Sched Mod By: 2026-07-29 09:11:43

SAVE

Click to Save.

Click Save and Close