

How to Schedule Tutoring Appointments



DID YOU KNOW?

The CAS offers drop-in appointments for Math and Writing!

Visit the front desk in Hearn 214 and ask to meet with the next available math or writing tutor.

The following appointments **MUST** be made online using TracCloud:


- Online Math
- Online Writing
- Online Paper Peer Review
- In-Person Content
- Online Content



On the Center for Academic Support webpage (www.missouriwestern.edu/cas/), click the “**Schedule Appointments on TracCloud**” button.

- Use your Missouri Western email and password to log in to TracCloud.
- On your dashboard, look for the “**Schedule an Appointment**” widget and click on it.

Missouri Western State University Students,



Welcome to Missouri Western's TracCloud!

The Center for Academic Support offers tutoring sessions face-to-face in the CAS and online via Zoom. You will be able to use this site to connect with Content, Math, and Writing tutors as well as Supplemental Instruction Leaders in the CAS.

Search for available appointments and schedule your tutoring sessions for a time that works best for you. More information on peer tutoring can be found on the [CAS webpage](#).

← Wed Jan 07 2026 →
week list
You have no appointments scheduled for this date.

In Progress
Show Previous Concluded

Schedule an Appointment

Click Here!

Center Visits

Edit BIO...
Calendar URL...

Week Time Check for Center for Academic Support

How to Schedule Tutoring Appointments

- In the “**Choose a subject...**” drop down menu, select the class for tutoring. TracCloud shows your current class schedule.
- In the “**Choose a service/reason...**” drop down menu, select the kind of tutoring you want to receive:
 - **Math:** Online math appointments
 - **Writing:** Online writing appointments
 - **Content:** Online or in-person content appointment
 - **Submit a Paper (Peer Review):** Online paper submission for peer review by a writing tutor

Schedule an Appointment

Schedule an appointment for help in: For the following reason:

Schedule an Appointment

Schedule an appointment for help in: For the following reason:

Click Search!

Click “**Search**” and the next available appointments show in a new pop-up window.

- **Green** availabilities are 1-on-1 sessions
- **Yellow** availabilities are Group sessions.
- **Purple** availabilities are online Peer Review appointments.
- Under the date, you will see the meeting type: In-person or Online.
- If the availability says “In-person OR Online”, you will choose the meeting type.

Schedule an Appointment

Subject: **BIO101 01**
Reason: **Content**

There are 7 slots of time available, please choose one that works for you... Choose a different

Time Slot	Date	Meeting Type	Tutor
1100a-1200p	Thu Aug 10	1 on 1 In-Person OR Online	Max Griffon
1200p-100p	Thu Aug 10	1 on 1 In-Person OR Online	Max Griffon
200p-300p	Thu Aug 10	1 on 1 Online	Max Griffon
400p-500p	Thu Aug 10	Group In-Person 0 / 5	Max Griffon
500p-600p	Thu Aug 10	Group In-Person 0 / 5	Max Griffon

Appointment Boxes

Click the **appointment box** you want to reserve.

How to Schedule Tutoring Appointments

Subject: BIO101 01
Reason: Content

Confirm booking this online appointment in Center for Academic Support with Max Griffon on Thu, August 10th 2023 for BIO101 01 Content

Start Time	End Time	Duration (Hr:Min)
11:00am	12:00pm	01:00

Meeting Type:
☐ In-Person ☒ Online

Phone Number
816-271-4524

Appointment Notes:

Sched By: 2023-08-04 11:24:12 Student Sarah Student

Sched Wed by: 2023-08-04 1:24:12

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2023-08-09 20:00:00.

A new screen will prompt you to enter information to reserve the appointment.

- If given the option, choose **the meeting type** (in-person or online).
- Enter a valid **phone number**.
- Type **a note** to let the tutor know what topics you want to cover.
- Click **"Confirm"** when you are finished.



CONGRATS! You just booked a tutoring appointment at the CAS.

- You and the tutor will receive an email confirmation for the appointment.
- If your appointment is in person: Visit the front desk in Hearn 214 at the time of your appointment to check-in for your tutoring session. **BRING YOUR GRIFFON ID!**
- If your appointment is online: Open your TracCloud dashboard and click the **blue link** to your session.

WANT TO CHECK ON YOUR APPOINTMENT? GO TO YOUR TRACCLOUD DASHBOARD

The TracCloud dashboard shows all upcoming appointments: in-person and online.

- Click **"week"** in the top right corner of the calendar widget to expand the calendar to show appointments later in the week.
- If you need to cancel an appointment, click the **"x"** in the top right corner of the appointment box!

← Tue Jan 20 2026 → week list

You have no appointments scheduled for this date.

Monday, Aug 7th
You have no appointments scheduled for this date.

Tuesday, Aug 8th
You have no appointments scheduled for this date.

Wednesday, Aug 9th
You have no appointments scheduled for this date.

Thursday, Aug 10th

Center for Academic Support appointment with Max Griffon, castutors@missouriwestern.edu.
Reason: Content
Subject: BIO101 Principles of Biology
Click here to join your online session.
When: at 11:00am

Click the "X" to cancel the appointment.

How to Schedule Tutoring Appointments

A note about online Zoom appointments:

- Links for online Zoom appointments are live 15-minutes before your scheduled appointment.
- When you join Zoom, you will be placed in a waiting room and your tutor will admit you to begin the appointment.
- If you are having issues with Zoom, contact your tutor via email or call the CAS at 816.271.4524

Thursday, Aug 10th

Center for Academic Support appointment with Max Griffon, castutors@missouriwestern.edu.
Reason: Content
Subject: BIO101 Principles of Biology
[Click here to join your online session.](#)
When: at 11:00am

Zoom Link

For more information about online peer review appointments, visit the CAS Writing page!

CAN'T FIND AN AVAILABLE APPOINTMENT?

If you are searching for an appointment and see there are 0 slots of time available, click the black button at the bottom of the screen labeled **"Report Unable to Find Appointment..."**

There are 0 slots of time available, please choose one that works for you... Choose a different

date

...

Fri, Aug 18 2023

Load more for Sat, Aug 19 2023...

Report Unable to Find Appointment...

Unable to Find Button

Close

What were you hoping to find:

What did you find instead:

Close

Submit Report

This will open a **new screen** where you can complete a report and have it sent to CAS Staff.

- A CAS Staff member will email you as soon as possible to help resolve this issue.