

A close-up, slightly blurred photograph of a person's hands writing on a document at a desk. The person is wearing a grey, textured sweater. A blue and silver pen is visible in the background. A desk lamp is also visible, providing soft lighting. The overall scene is a quiet, focused writing environment.

HOW TO

Book an Appointment at The Writing Place

Step 1: Visit [The Writing Place](#) website or sign in to OneLogin to access TutorTrac/TracCloud.

Home » Academics » Divisions » Humanities and Learning Communities » English » The Writing Place

- Mission Statement
- English Faculty
- Frequently Asked Questions
- The Writing Place
-  Tell Magazine
-  One Book Program



The Writing Place is a tutoring service sponsored by the English Department. Students come to the Writing Place to work with peer tutors on specific writing tasks, including brainstorming ideas for college writing assignments, organizing rough drafts, revising, editing, and doing library research. The Writing Place tutors are students who take a course that prepares them to provide effective feedback and assistance. Specific materials and computer resources are available in the Writing Place to supplement class instruction and develop composition skills.

The Writing Place schedules students for 30 or 60-minute appointments, depending upon students' needs. Students may schedule **up to two appointments on a weekly basis for each writing assignment if desired**. While we do try to accommodate drop-in appointments, we strongly encourage students to book tutoring sessions in advance. Students may be referred to the Writing Place by their instructor or can request an appointment by using the link provided on this page. Students may contact the Writing Place Coordinator for more information, questions, concerns, and/or appointments.

Thanks for your interest! We look forward to meeting you and supporting you in your writing tasks and ventures!

Schedule an Appointment

[Schedule an appointment at the Writing Place](#)

We strongly encourage you to make an appointment ahead of time to guarantee your session. Forms are available online. Some first-come, first-served students scheduling the last day of class will be directed to OneLogin page. Please select the TracCloud icon to connect to the Writing Place schedule.

View the [schedule](#) for all hours of availability.











Step 2: Select "TutorTrac" in the OneLogin Apps page

(use the "search" feature if you do not see TutorTrac/TracCloud appear).

Bunker Hill Community College
imagine the possibilities


Search

Frequents Company: Bunker Hill Community College

| | | | | |
|---|--|--|--|---|
|  Atrium Campus Student L... |  BHCC - Moodle |  BHCC Colleague WebUI P... |  BHCC INTRANET Live |  BHCC Self Service Live |
|  Cisco New Webex |  MAXIENT SAML (SP Shib... |  Office 365 |  Soft Docs SAML Connect... |  TutorTrac SAML SSO |

Hint:
If you don't see TutorTrac/TracCloud appear right away, use the search bar, or select the "Company" tab to see all Bunker Hill apps.

Step 3: Book your appointment in this box.



**Bunker Hill
Community College**
imagine the possibilities

← Mon Sep 22 2025 → 📅 week ☰ list
You have no appointments scheduled for this date.

🗨️ Asynchronous Communications In Progress Show Previous Concluded

📅 Book an Appointment at Charlestown

📅 **Language Lab or Writing Place Appointments**

Choose a center:

Select a Subject And Select a Reason

Search...

📅 Center Visits

📅 Calendar URL...

📄 Accepted Terms and Conditions...

Week & Semester Time Check for Charlestown Profile

Week & Semester Time Check for Language Lab & Writing Place Profile

Step 4: Select "The Writing Place," your course, and a reason for your visit. Select "Search" for availability.

Choose a center
"The Writing Place"

Choose a Class

Select a reason for your
visit (there's a drop-down
list to choose from)

The screenshot shows the Bunker Hill Community College website interface for booking appointments. The header includes the college name and logo. A navigation bar shows the date "Mon Sep 22 2025" and options for "week" and "list" views. A message states "You have no appointments scheduled for this date." Below this, there are sections for "Asynchronous Communications In Progress" and "Book an Appointment at Charlestown". The main content area is titled "Language Lab or Writing Place Appointments" and contains a form with three dropdown menus: "Choose a center:" (set to "Writing Place"), "Select a Subject:" (set to "ENG095 - Writing Skills II"), and "And Select a Reason:" (set to "Writing a rough draft"). A "Search..." button is located to the right of the form. A hand cursor is pointing at the search button. Three callout boxes with black backgrounds and white text are overlaid on the left side of the form, with lines pointing to the respective dropdown menus.

Bunker Hill
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← Mon Sep 22 2025 → week list
You have no appointments scheduled for this date.

Asynchronous Communications In Progress Show Previous Concluded

Book an Appointment at Charlestown

Language Lab or Writing Place Appointments

Choose a center: Writing Place ▼
Select a Subject: ENG095 - Writing Skills II ▼ And Select a Reason
Writing a rough draft ▼ Search...

Accepted Terms and Conditions...

Time Check for Charlestown Profile

Week & Semester Time Check for Language Lab & Writing Place Profile

Step 5: Select a time that works for you by clicking on one of the green boxes.

To see open time slots on a specific date, select the calendar button here.

Once you've found your preferred date, click on the green box to select an appointment time.

Language Lab or Writing Place Appointments

Subject: ENG095 - Writing Skills II
Reason: Writing a rough draft

There are 8 slots of time available. Please choose one that works for you...

Choose a different date: 09/22/2025

Tue, Sep 23 2025

| Time Slot | Day | Location/Type | Staff |
|---------------|------------|----------------------------|----------------|
| 1200p-1230p | Tue Sep 23 | 1 on 1 In-Person OR Online | Mariah |
| Writing Place | | | online or N311 |
| 530p-600p | Tue Sep 23 | 1 on 1 Online | Alana |
| Writing Place | | | online |
| 600p-630p | Tue Sep 23 | 1 on 1 Online | Alana |
| Writing Place | | | online |
| 630p-700p | Tue Sep 23 | 1 on 1 Online | Alana |
| Writing Place | | | online |
| 700p-730p | Tue Sep 23 | 1 on 1 Online | Nini |
| Writing Place | | | online |
| 730p-800p | Tue Sep 23 | 1 on 1 Online | Nini |
| Writing Place | | | online |
| 800p-830p | Tue Sep 23 | 1 on 1 Online | Nini |
| Writing Place | | | online |
| 830p-900p | Tue Sep 23 | 1 on 1 Online | Nini |

Step 6: Once you select a date a time, you will confirm appointment length and whether your visit is in-person or online.

Switch to Staff account

Language Lab or Writing Place Appointments

Print...

Subject: ENG095 - Writing Skills II
Reason: Writing a rough draft

< Search

Confirm booking this appointment in **Writing Place** with **Caelan** on **Wed, October 1st 2025** for **ENG095 - Writing Skills II Writing a rough draft**

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 11:00am | 12:00pm | 1:00 |

Meeting Type:
 In-Person Online
This is an In-Person appointment

Document ? Special Needs / Skills / Accommodations

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

Sched By: 2025-09-22 16:24:24 Student Laurynn Bedard
Sched Mod By: 2025-09-22 16:24:24

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2025-10-01

10:55:00

The location for this appointment is **N311**

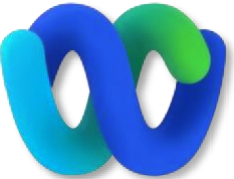
Report Unable to Find an Appointment...

Close

TIME: Appointments are automatically set to be 1 hour. You need to select 00:30 mins in this box if you prefer a 30min meeting.

In-Person Appointments: Appointments are automatically set to be in-person. In-person appointments are held in room N-311, The Writing Place.

Step 6: [online] Once you select a date a time, you will confirm appointment length and whether your visit is in-person or online.



Language Lab or Writing Place Appointments Print...

Subject: ENG095 - Writing Skills II
Reason: Writing a rough draft

< Search Q

Confirm booking this online appointment in **Writing Place** with **Caelan** on **Wed, October 1st 2025** for **ENG095 - Writing Skills II Writing a rough draft**

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 1:00am | 12:00pm | 1:00 |

Meeting Type:
 In-Person Online

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

Sched By: 2025-09-22 16:24:24 Student Laurynn Bedard
Sched Mod By: 2025-09-22 16:24:24

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2025-10-01 10:55:00.

The location for this online appointment is here

Report Unable to Find an Appointment... Close

TIME: Appointments are automatically set to be 1 hour. You need to select 00:30 mins in this box if you prefer a 30min meeting.

Online Appointments: Once you select "Online" here, the location will be a Webex meeting link.

Keep in mind that some time slots are ONLINE ONLY.

Appointments will be online only...

- after 5pm Monday-Thursday
 - after 1 PM on Fridays
- weekends Saturdays and Sundays

Step 7: Select the "Confirm" button to officially schedule the appointment.

Language Lab or Writing Place Appointments Print... ×

Subject: **ENG095 - Writing Skills II**
Reason: **Writing a rough draft**

< Search 🔍

Confirm booking this online appointment in **Writing Place** with **Caelan** on **Wed, October 1st 2025** for **ENG095 - Writing Skills II Writing a rough draft**

| Start Time | End Time | Duration (Hr:Min) |
|------------|----------|-------------------|
| 11:00am | 12:00pm | 1:00 |

Meeting Type:
 In-Person Online

📄 Document ? Special Needs / Skills / Accommodations

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

Sched By: 2025-09-22 16:24:24 Student Laurynn Bedard

CONFIRM Click Confirm in order to Confirm this appointment. This availability will expire at 2025-10-01 10:55:00.

The location for this online appointment is here

Report Unable to Find an Appointment... Close

Step 8: View your confirmed appointment.

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imagine the possibilities

Asynchronous Communications In Progress Show Previous Concluded

Book an Appointment at Charlestown

Language Lab or Writing Place Appointments

Choose a center:

Select a Subject: And Select a Reason: Search...

Center Visits

Calendar URL... Accepted Terms and Conditions...

Week & Semester Time Check for Charlestown Profile

Week & Semester Time Check for Language Lab & Writing

← Mon Sep 29 2025 → day list

Monday, Sep 29th
You have no appointments scheduled for this date.

Tuesday, Sep 30th
You have no appointments scheduled for this date.

Wednesday, Oct 1st

Writing Place appointment with Caelan
caelan.naimo@bhcc.edu .
Reason: Writing a rough draft
Subject: ENG095 Writing Skills II
[Click here to join your online session.](#)
When: at 1100a

Thursday, Oct 2nd
You have no appointments scheduled for this date.

Friday, Oct 3rd
You have no appointments scheduled for this date.

Saturday, Oct 4th
You have no appointments scheduled for this date.

Sunday, Oct 5th
You have no appointments scheduled for this date.

View your booked appointment in TutorTrac/TracCloud **HERE.**

You will also receive an email confirmation that your appointment has been booked.

You have an upcoming Writing Place appointment on 09/25/25! Summarize

Hide message history

From: TutorTrac Mail <tutortracmail@bhcc.edu>
Sent: Thursday, September 18, 2025 12:32:17 PM
To: Estarkhouse, Amirees S <amirees.estarkhouse@bhcc.edu>
Subject: You have an upcoming Writing Place appointment on 09/25/25!

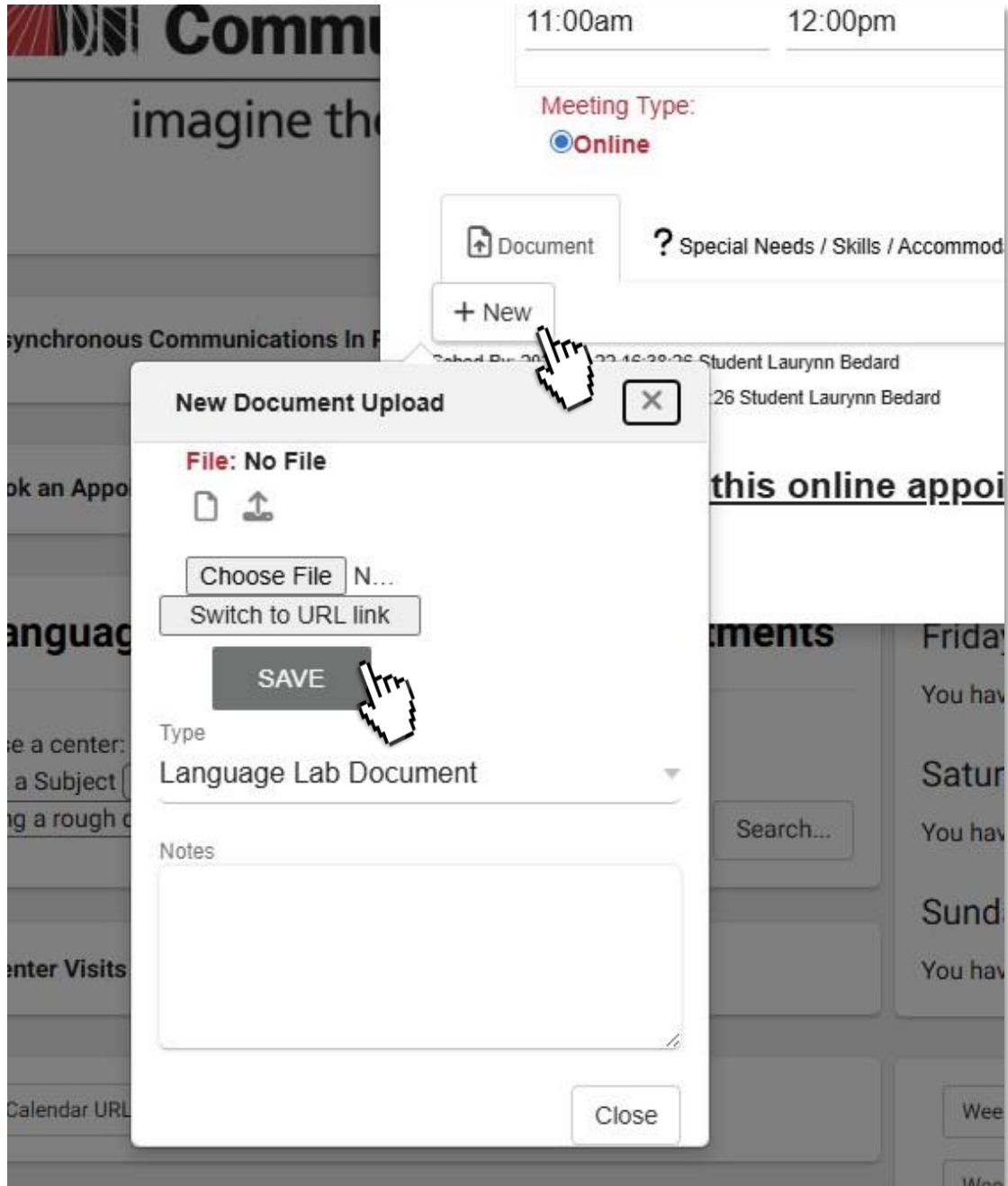
Hello Amirees,

You have an upcoming appointment in Writing Place! Your online appointment has been scheduled for 12:00pm on 09/25/25.

Consultant: Amirees Estarkhouse
[Click here to join your online appointment.](#)
Subject: ENG112
Reason: Revising an essay

If you have any questions or concerns about the Writing Place, please contact us at 617-936-1948.

Thank you.



Once your appointment is confirmed, you have the option to attach a document to your appointment (your appointment must be booked before attaching a doc).

If you would like to attach a document for your appointment, select the "+ New" button under Document, and choose your file.

Hit "Save" to attach.

If you book an online appointment, here's where you can join the WebEx meeting.

Writing Place appointment with Caelan
caelan.naimo@bhcc.edu .
Reason: Writing a rough draft
Subject: ENG095 Writing Skills II
[Click here to join your online session.](#)
When: at 1100a

You have an upcoming Writing Place appointment on 09/25/25! [Summarize](#)

Hide message history

From: TutorTrac Mail <tutortracmail@bhcc.edu>
Sent: Thursday, September 18, 2025 12:32:17 PM
To: Estarkhouse, Amirees S <amirees.estarkhouse@bhcc.edu>
Subject: You have an upcoming Writing Place appointment on 09/25/25!

Hello Amirees,

You have an upcoming appointment in Writing Place! Your online appointment has been scheduled for 12:00pm on 09/25/25.

Consultant: Amirees Estarkhouse
[Click here to join your online appointment.](#)
Subject: ENG112
Reason: Revising an essay

If you have any questions or concerns about the Writing Place, please contact us at 617-936-1948.

Thank you.

Laurynn Bedard, you have an online appointment in **Writing Place with Caelan on Wed, October 1st 2025** for **ENG095 - Writing Skills II Writing a rough draft**

| Start Time | End Time | Duration (Hr.Min) |
|------------|----------|-------------------|
| 11:00am | 12:00pm | 1:00 |

Meeting Type:
 Online

[Enter Online Session](#)

[Document](#) [? Special Needs / Skills / Accommodations](#)

[+ New](#)


Sched By: 2025-09-22 16:38:26 Student Laurynn Bedard
Sched Mod By: 2025-09-22 16:38:26 Student Laurynn Bedard

[The location for this online appointment is here](#)

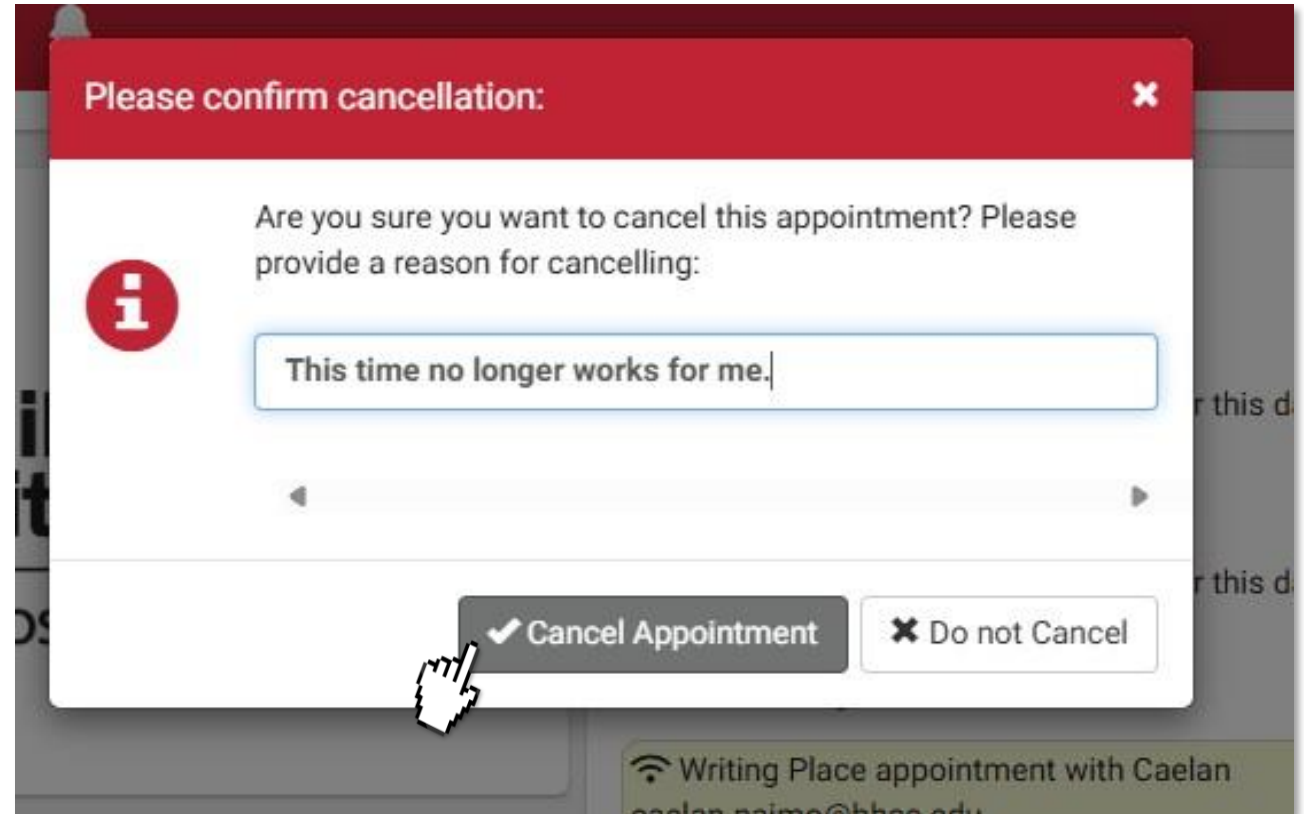
[Close](#)



If you need to cancel an appointment, select the small "x" on the booked appointment in TutorTrac/TracCloud, and confirm your cancellation in the pop-up window.



Writing Place appointment with Caelan
caelan.naimo@bhcc.edu .
Reason: Writing a rough draft
Subject: ENG095 Writing Skills II
[Click here to join your online session.](#)
When: at 1100a



Please confirm cancellation: ✕

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

Keep in Mind...

Missing or cancelling 3+ appointments (within 5 minutes of the start) will lock your account.

To regain access, please contact Professor Jennifer Cohn directly
jcohn@bhcc.edu