

A person is writing on a piece of paper with a pen. The person's hand and arm are visible, wearing a grey sweater. The desk is wooden, and there is a white cup in the background. The text is overlaid on a red rectangular background.

# 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.


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Mission Statement

English Faculty

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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 instead of showing up to the Writing Place without an appointment. To make an appointment, click on the link above. This will direct you to OneLogin page. Please select the TracCloud icon to connect to the Writing Place schedule.

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

# Step 3: Select "TutorTrac" in the OneLogin Apps page

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


The screenshot shows the OneLogin Apps page for Bunker Hill Community College. At the top, there is a red header with the college's logo and name. Below the header is a search bar with a magnifying glass icon and the word "Search". To the right of the search bar, there is a "Company: Bunker Hill Community College" label. Below the search bar, there is a "Frequents" tab. The main area of the page displays a grid of application tiles. The tiles are arranged in two rows. The first row contains five tiles: "Atrium Campus Student L...", "BHCC - Moodle", "BHCC Colleague WebUI P...", "BHCC INTRANET Live", and "BHCC Self Service Live". The second row contains five tiles: "Cisco New Webex", "MAXIENT SAML (SP Shib...", "Office 365", "Soft Docs SAML Connect...", and "TutorTrac SAML SSO". The "TutorTrac SAML SSO" tile is highlighted with a black border. A black callout box with white text is positioned to the right of the search bar, containing a "Hint:" and instructions on how to find TutorTrac/TracCloud if it is not immediately visible.

**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.

Application	Logo
Atrium Campus Student L...	atrium
BHCC - Moodle	moodle
BHCC Colleague WebUI P...	BHCC Colleague WebUI P...
BHCC INTRANET Live	Bunker Hill Community College
BHCC Self Service Live	myBHCC
Cisco New Webex	cisco Webex
MAXIENT SAML (SP Shib...	MAXIENT
Office 365	Office 365
Soft Docs SAML Connect...	Softdocs
TutorTrac SAML SSO	TRAC.CLOUD

# Step 4: Book your appointment in this box.



**Bunker Hill  
Community College**

imagine the possibilities

← Mon Sep 22 2025 →

You have no appointments scheduled for this date.

📅 week ☰ list

💬 Asynchronous Communications In Progress

Show Previous Concluded

📅 Book an Appointment at Charlestown

📅 **Language Lab or Writing Place Appointments**

Choose a center:

Select a Subject  Choose a subject... And Select a Reason

Choose a service / 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 5: Select "The Writing Place," Select your course, and select a reason for your visit. Select the "Search" button to see availability.

The screenshot shows the Bunker Hill Community College website with the header "Bunker Hill Community College" and the tagline "imagine the possibilities". On the right side, there is a calendar for "Mon Sep 22 2025" showing "You have no appointments scheduled for this date." Below this, there is a section for "Asynchronous Communications In Progress" with a "Show Previous Concluded" button. A button labeled "Book an Appointment at Charlestown" is also visible. The main content area is titled "Language Lab or Writing Place Appointments". It contains three dropdown menus: "Choose a center:" with "Writing Place" selected, "Select a Subject:" with "ENG095 - Writing Skills II" selected, and "And Select a Reason:" with "Writing a rough draft" selected. A "Search..." button is located to the right of these dropdowns, with a hand cursor icon pointing at it. Three black callout boxes with white text are overlaid on the left side of the page, with lines pointing to the corresponding dropdown menus: "Choose a center 'The Writing Place'" points to the "Choose a center:" dropdown, "Choose a Class" points to the "Select a Subject:" dropdown, and "Select a reason for your visit (there's a drop-down list to choose from)" points to the "And Select a Reason:" dropdown.

**Choose a center  
"The Writing Place"**

**Choose a Class**

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

← 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 6: Select a time that works for you by clicking on one of the green boxes.

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:

Tue, Sep 23 2025

1200p-1230p	Tue Sep 23 1 on 1 In-Person OR Online	Mariah online or N311
Writing Place		
530p-600p	Tue Sep 23 1 on 1 Online	Alana online
Writing Place		
600p-630p	Tue Sep 23 1 on 1 Online	Alana online
Writing Place		
630p-700p	Tue Sep 23 1 on 1 Online	Alana online
Writing Place		
700p-730p	Tue Sep 23 1 on 1 Online	Nini online
Writing Place		
730p-800p	Tue Sep 23 1 on 1 Online	Nini online
Writing Place		
800p-830p	Tue Sep 23 1 on 1 Online	Nini online
Writing Place		
830p-900p	Tue Sep 23 1 on 1 Online	Nini online

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.

# Step 7: 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

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

Print...

< 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 7: [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

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 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 8: Select the "Confirm" button to officially schedule the appointment.

Language Lab or Writing Place Appointments

Print... x

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

11:00am

End Time

12:00pm

Duration (Hr:Min)

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 9: View your confirmed appointment.



**Bunker Hill  
Community College**  
imagine the possibilities

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...

Center Visits

Calendar URL...

Accepted Terms and Conditions...

← 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.

Week & Semester Time Check for Charlestown Profile

Week & Semester Time Check for Language Lab & Writing

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!

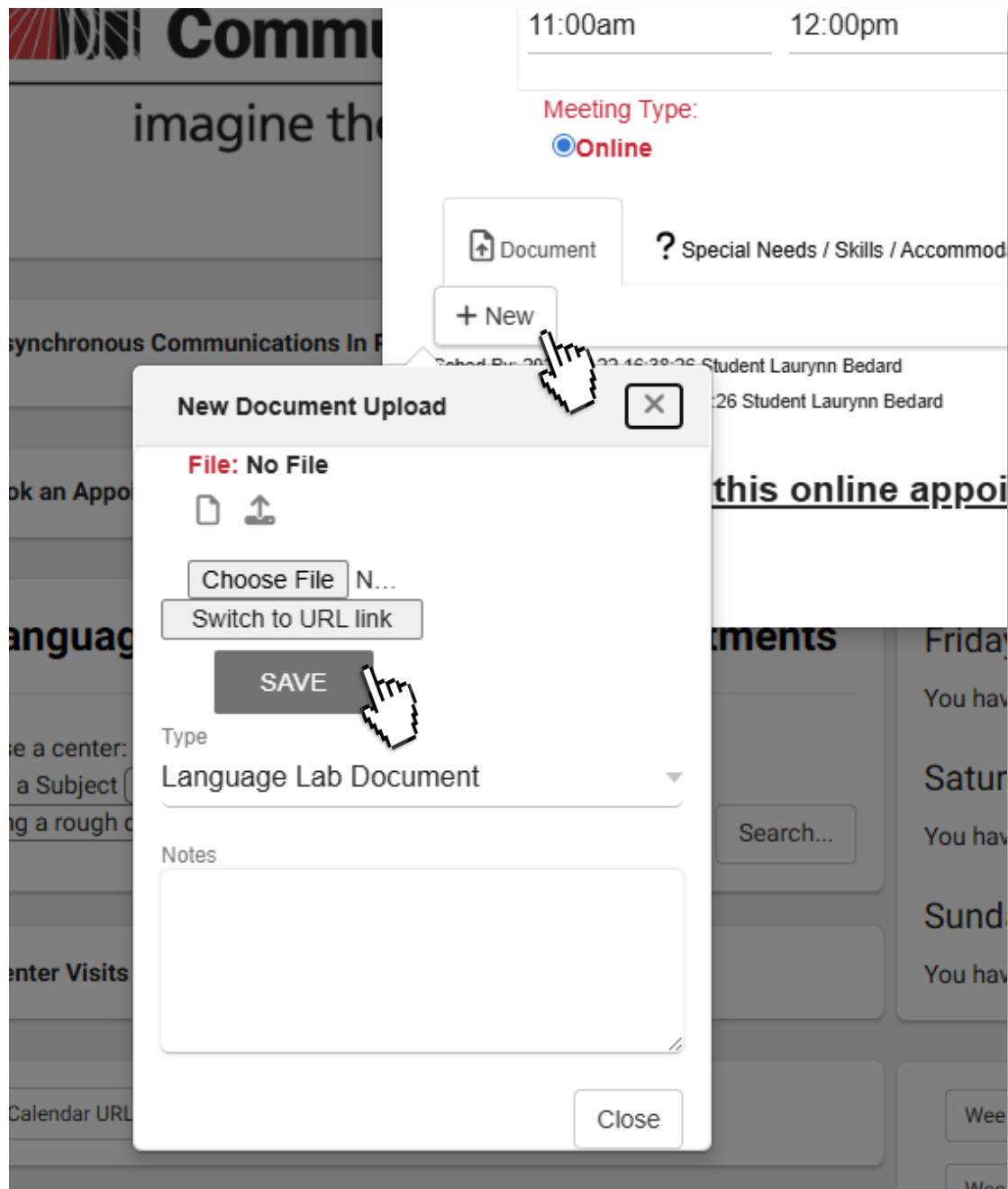
Hello Amirees,

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

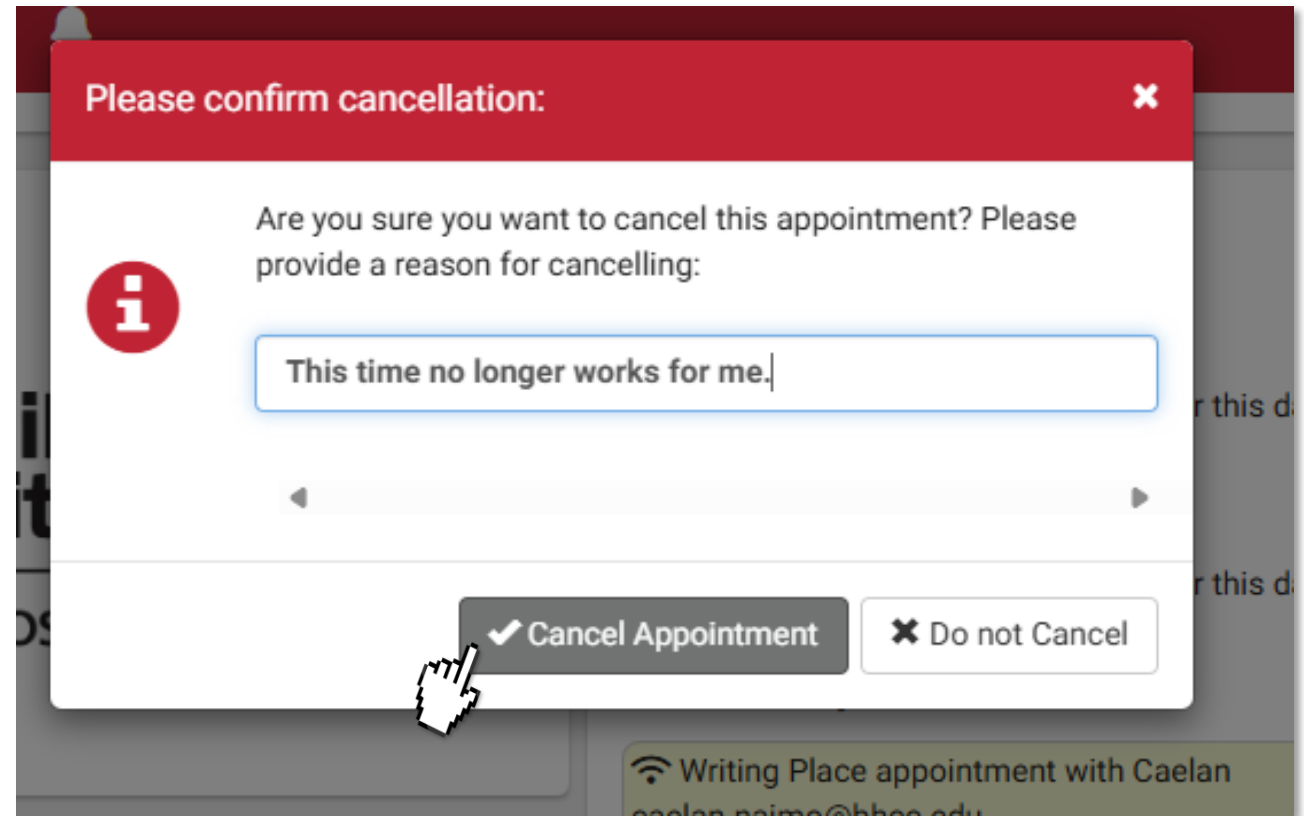
[The location for this online appointment is here](#)

[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.



## 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](mailto:jcohn@bhcc.edu)