Student Guide

www.GradesFirst.com
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Introduction

Welcome students to GradesFirst, your home for staying connected with your advisors, tutors and professors. We truly hope you enjoy using GradesFirst and find it essential to helping you manage your daily student activities. Within the application you will find a powerful combination of programming functionality that focuses on helping advisors more effectively succeed on student retention and eligibility. In other words, GradesFirst will put the power of information at your fingertips as you use our diverse set of tools to help maximize your daily student activities.

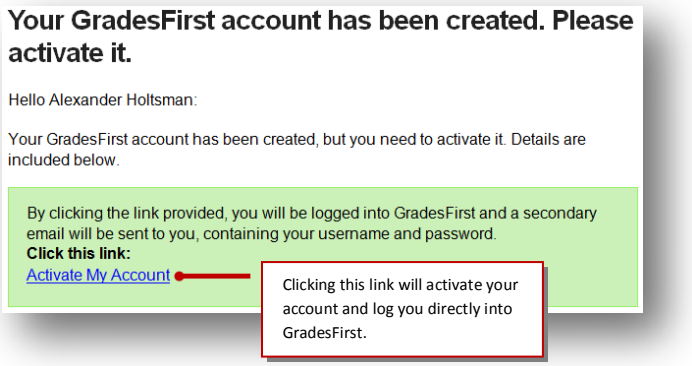
The scope of this document is to provide you, the student, with a source of information that will help you understand and use GradesFirst. Since GradesFirst is a very flexible application, this document will instruct you on the basics of using the system. However, keep in mind, these instructions will be general in nature as universities will have a varying degree of needs.

Support

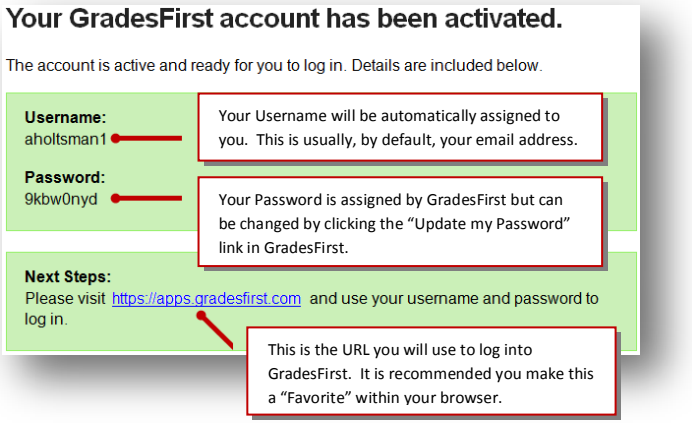
How do I contact technical support? You can log a support ticket by emailing *support@gradesfirst.com*. This will automatically create a support ticket, viewable by our entire support staff, to ensure a speedy reply.

Accessing GradesFirst

When your user account is created, you will receive an email asking you to activate your account. Below is an example of just what that initial email will look like.



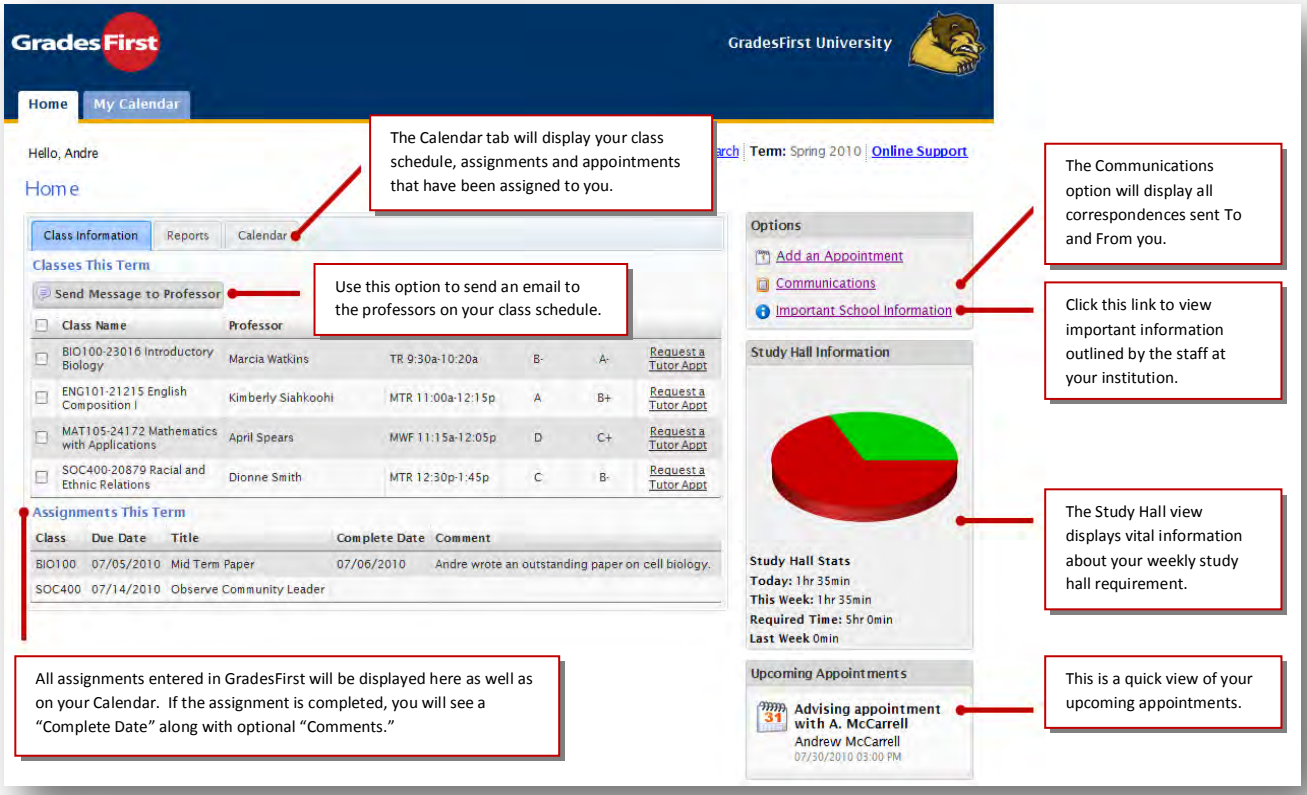
Once logged into GradesFirst, you will receive a second email that contains your Username, Password and the URL you will use to access GradesFirst the next time you log in.



We do recommend creating a "Bookmark" for the URL for easy and quick access to GradesFirst. Please be sure to write down your User Name and Password and store them in a safe place.

Home

When you log into GradesFirst, you will be immediately taken to your Home page. This is where you will spend the majority of your time. Below is a sample screenshot of what your Home page may look like as student permissions will vary between institutions.



Other areas of interest on your Home page are:

1. **Add an Appointment**. If this link is visible on your Home page, then permission has been granted for you to create a tutor/advisor appointments.

2. **Request a Tutor Appt**. Need help with a class? Use this link to request a tutor.

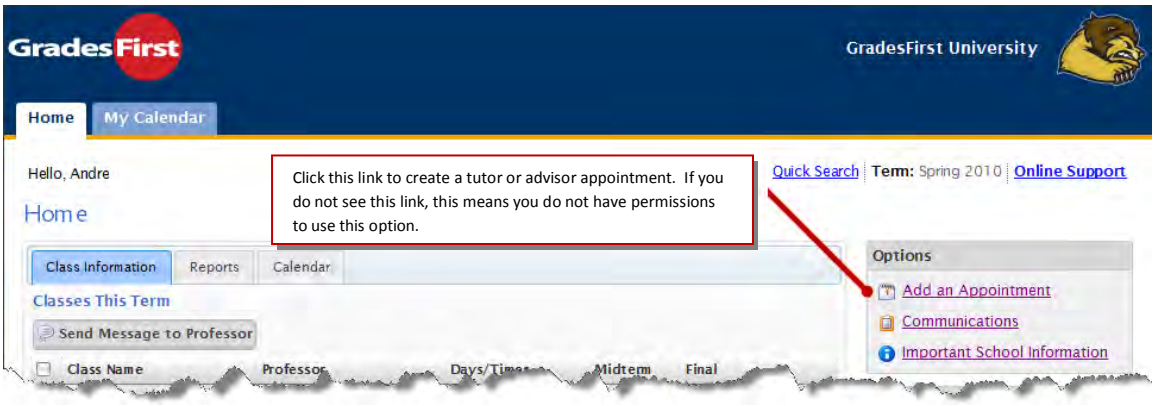
3. **Calendar**. View your class schedule, assignments and all appointments that have been scheduled for you.

4. **Reports**. View reports/information that has been linked to you.

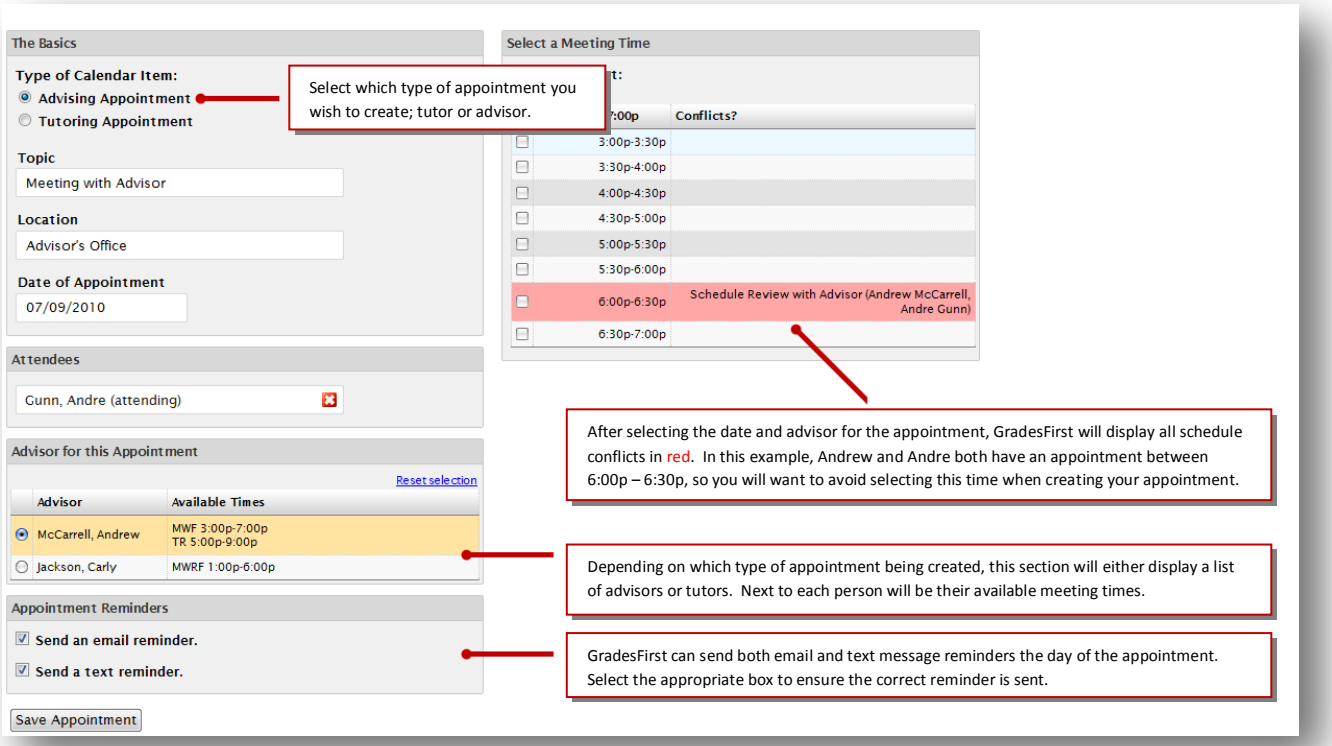
The pages that follow are intended to expound on each topic shown above (1 – 4). Each topic will fit on a single page make printing all or parts of this document rather easy. Need to print the page on "**Requesting a Tutor Appt**", that's easy, simply print page 6.

Add an Appointment

Use this option if you wish to create a tutor or advisor appointment. Using this option will actually create and schedule your appointment of choice. After the appointment has been saved, GradesFirst will send emails to attendees as well as update everyone's calendars.



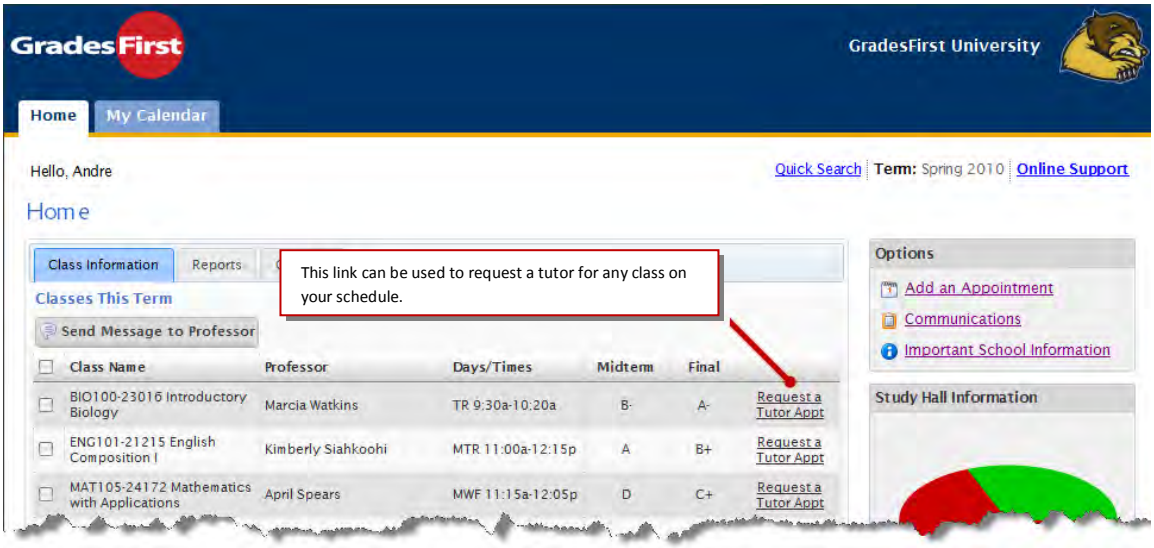
Clicking the 'Add an Appointment' link will display a screen similar to the one below.



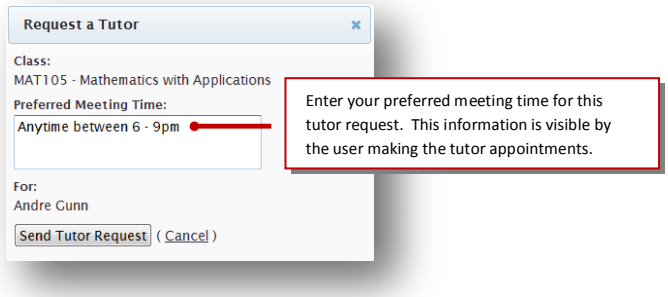
After you have selected a date, advisor and time for the appointment, click Save. This will then create the appointment, update calendars and send emails notifying users of the appointment. Email reminders, if checked, will be sent the day of the appointment (at 6:30 CST) while text reminders are sent "xx" minutes before the appointment.

Request a Tutor Appointment

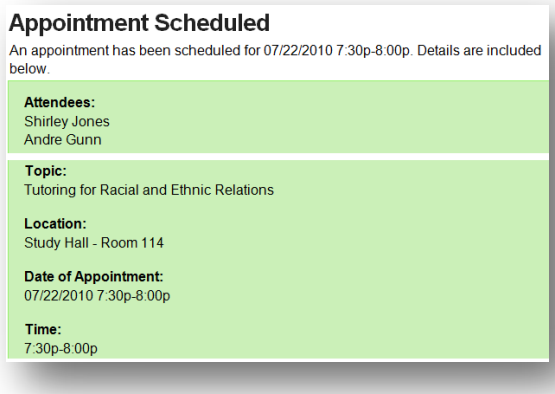
Need help with a particular course? Requesting a tutor couldn't be easier!



On the Request a Tutor screen (shown below), enter your preferred meeting time, click Send, and an email will be sent to the appropriate school personnel to match your request with a tutor. You will be notified via email when your request has been approved.



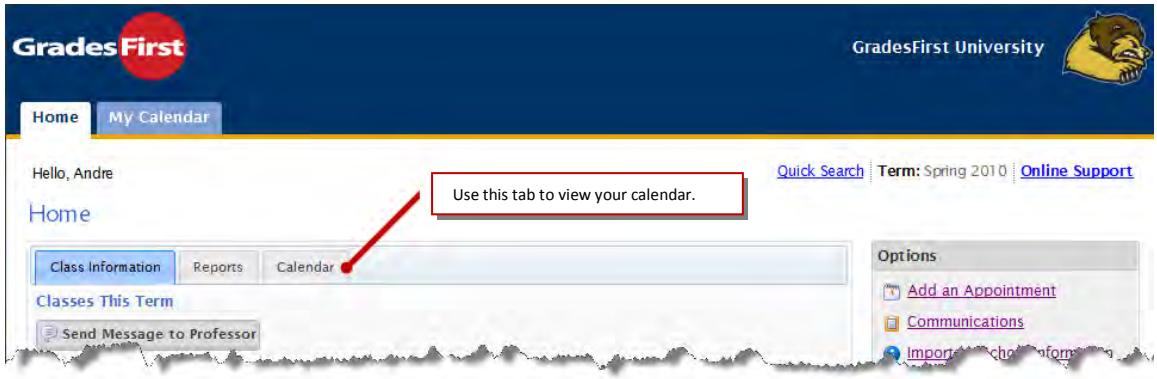
Once the tutor coordinator has matched your request with a tutor, you will receive an email much like the one below.



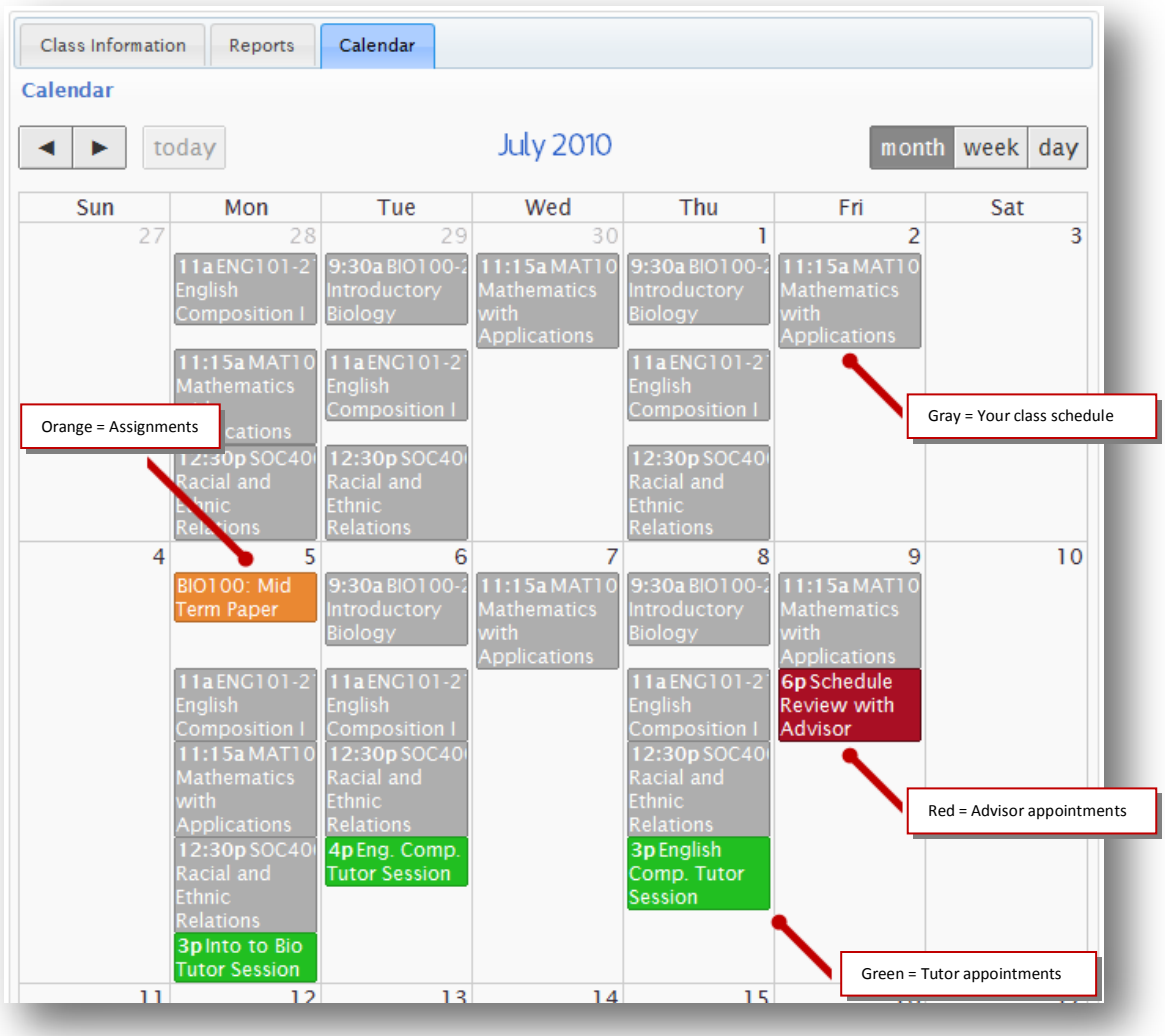
This email will list all attendees, the topic, location, date and time of the upcoming appointment. This information will also appear on your Calendar.

Calendar

Forget your class schedule or upcoming appointments? Click the Calendar tab to see what's on your schedule!



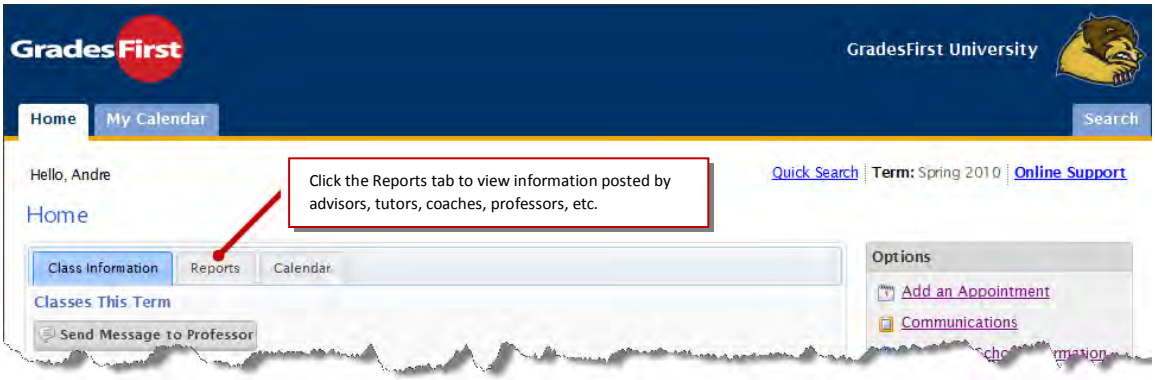
Clicking the Calendar tab will display the screen below.



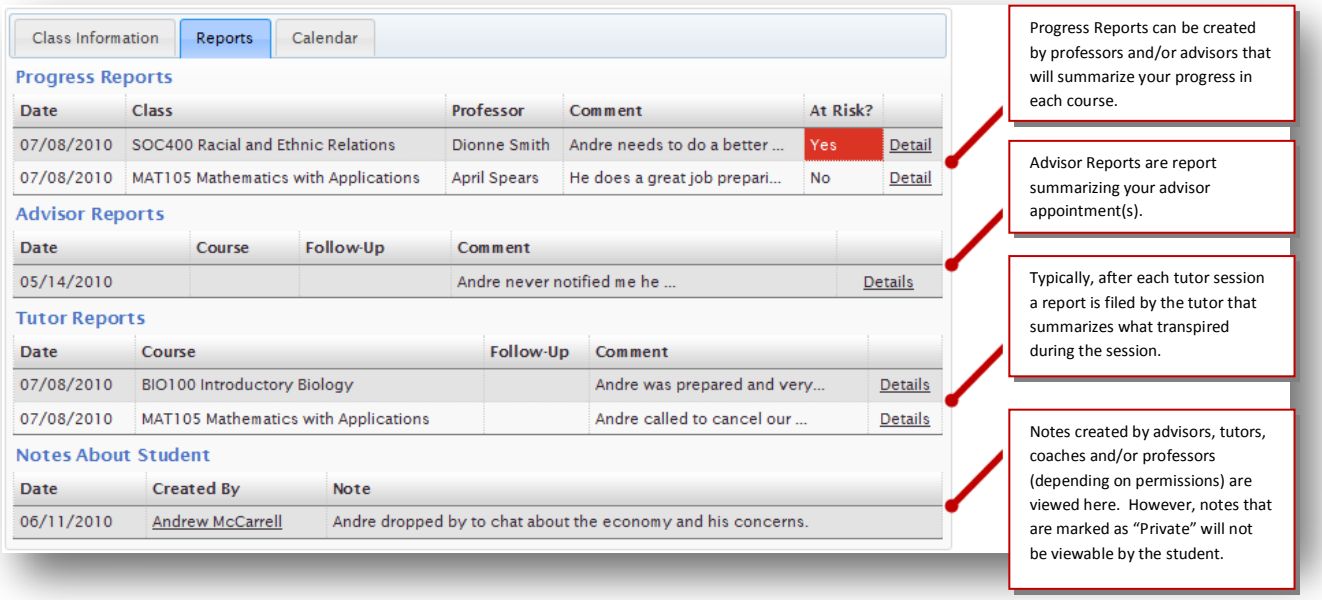
While GradesFirst defaults to viewing by Month, you can change this view by clicking on either Week or Day. If you use FireFox or Chrome, you can mouse-over an event on your calendar for a more detailed view (sorry IE users, we're not quite there yet for your browser).

Reports

This is where all reporting and notes created by professors, advisors, coaches and/or tutors are stored and displayed.



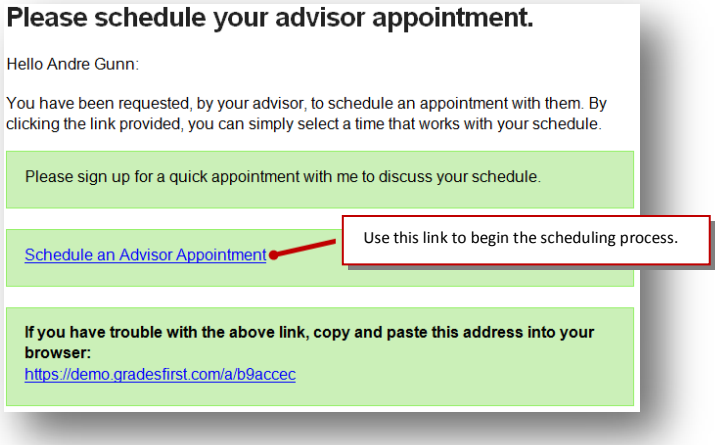
Please keep in mind that you may see all or none of the information below depending on your permissions as a student.



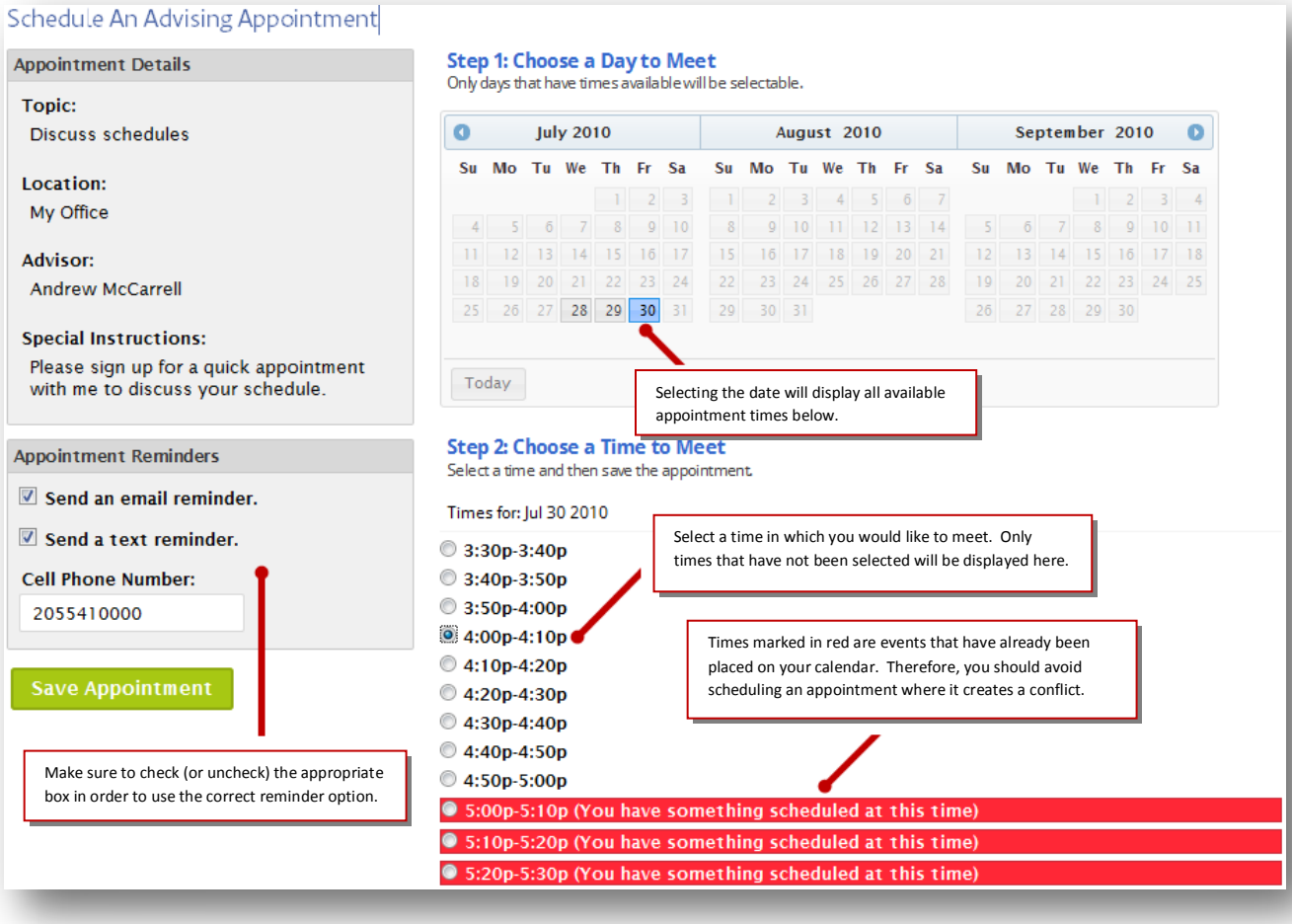
As previously stated, you may see all or some of these reports described above depending upon your permissions as defined in GradesFirst. If you do not have access to specific reports, and believe you should, please contact your GradesFirst Administrator for permissions.

Responding to an Appointment Campaign (Student Perspective)

Advisors have the ability to request that a specific group of students sign up for an advisor appointment(s). This process mainly works via email. The student will receive an email (see screenshot below) where they will click the link to select an appointment time.



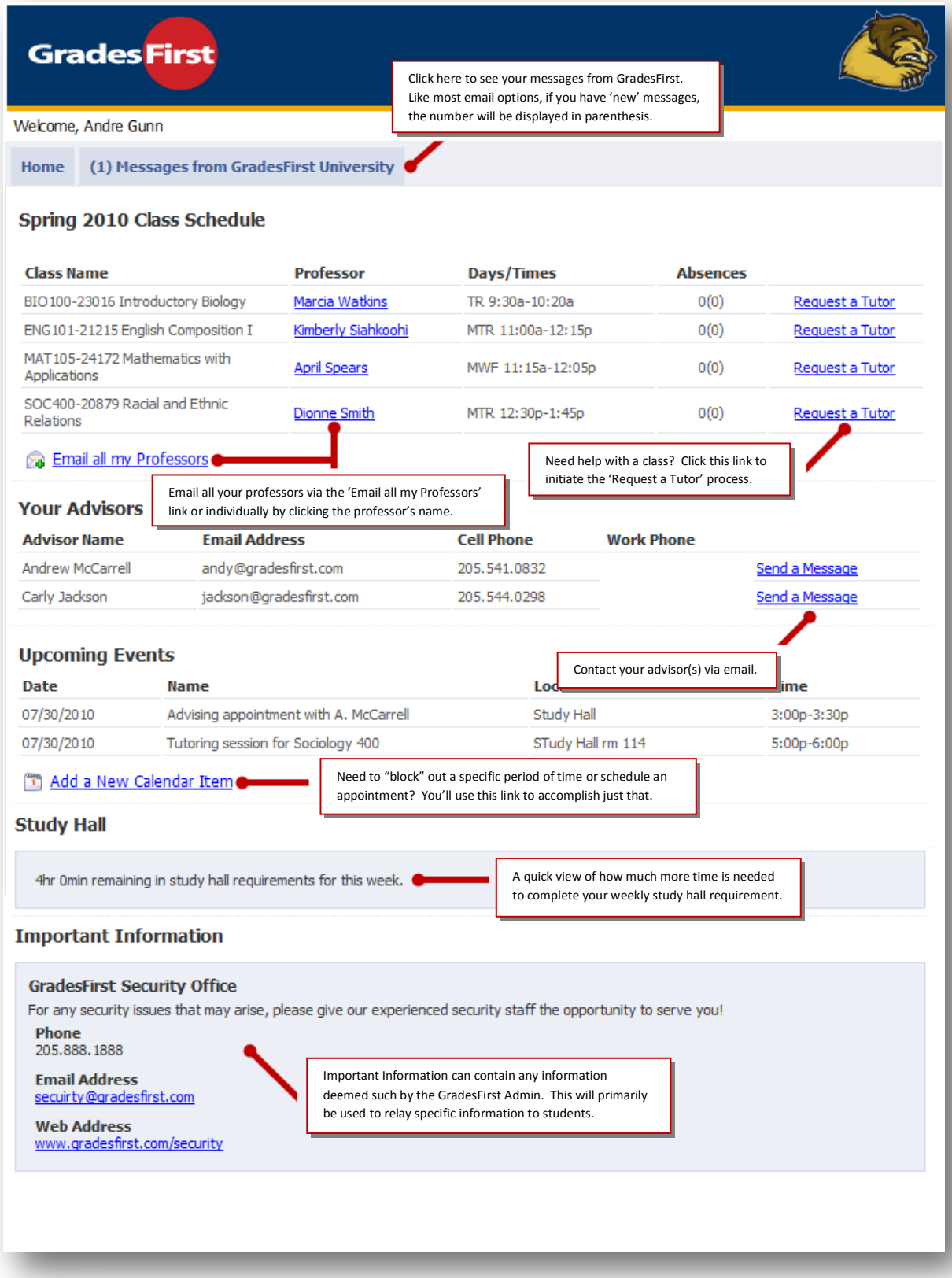
If the "Schedule an Advisor Appointment" link doesn't work, copy and paste the URL in the email into your browser. Either way, the Schedule an Advising Appointment screen below should appear.



Click Save Appointment to confirm your time selection with your advisor. Upon clicking Save, an email will be sent to you and your advisor. GradesFirst will also update your calendar as well.

Facebook Student Interface

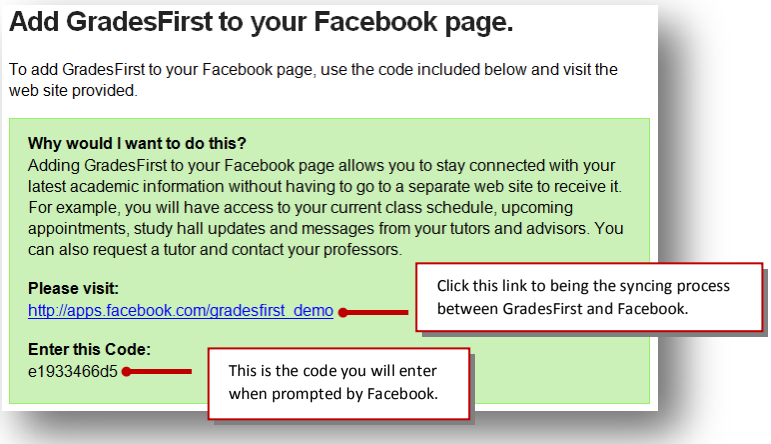
Don't have access to GradesFirst application? That's ok; just request a Facebook invitation to be sent from your advisor so that you can have access to all the same information via our new GradesFirst Facebook application.



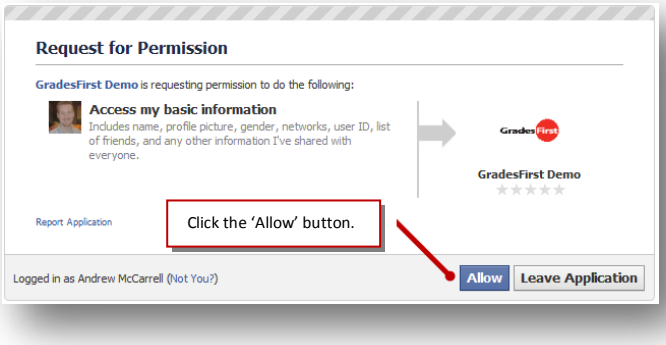
Haven't 'synced' up your Facebook account with GradesFirst, see how in the next section.

Sync GradesFirst to your Facebook Account

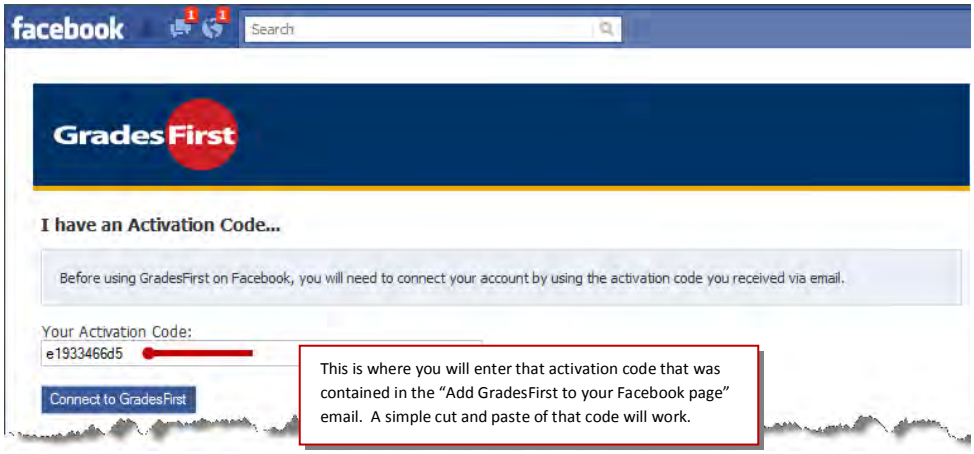
In order to sync our GradesFirst application to your Facebook account you will need to first receive the email invitation from your advisor in GradesFirst. This email will look like the one shown below.



Clicking the link above will prompt Facebook to ask for permission to allow the GradesFirst application to be installed on your Facebook page.



The last step will be to enter your activation code (see email above) and click 'Connect to GradesFirst'.



Once done, the GradesFirst application will now be accessible via Facebook. GradesFirst will now appear along with your other Applications on your Facebook page. One way to access your applications is to click on Account > Application Settings > and it is there you will see the new GradesFirst application.