

Advisors Guide



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Introduction

Welcome advisors and congratulations on implementing GradesFirst at your institution. We truly believe that you’ll enjoy using GradesFirst as much as we did creating it. 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 advising efficiency. This 100% web-based system includes features such as: enhanced early alerts, progress reporting, advising center management, tutor management, appointment scheduling, a communication center for e-mail and text messaging, assignment tracking, attendance monitoring, study hall monitoring and robust reporting among other great features.

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

Links and Support

-Visit this URL to access your GradesFirst site: <https://app.gradesfirst.com/session/new>

You will log in with your school specific System Administration ID and Password setup by GradesFirst. Your login information should be provided to you by your institution's GradesFirst Administrator.

-How do I contact technical support? There are a two ways to do this:

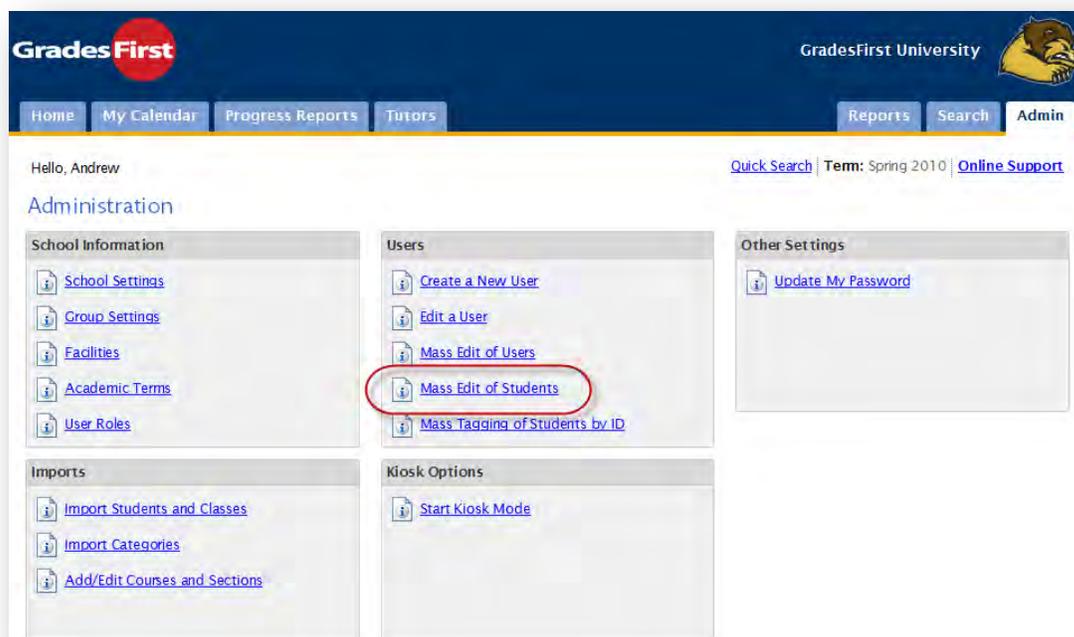
1. **Log a support ticket** – Perhaps the best way to receive technical support is email us at support@gradesfirst.com. This will automatically create a ticket, viewable by our entire support staff, to ensure a speedy reply and resolution.
2. **Pick up the phone** – In the unlikely event you are not able to log in a support ticket, please feel free to call us for technical support. Our phone number is **(800) 745-5180**, press **9** for support.

Admin

The amount of time advisors will need to spend on administration tab (Admin) will be limited. For the most part, this setup will already be done for you by the GradesFirst Administrator. However, we will cover a commonly used option found on the Admin tab called 'Mass Edit of Students' as you will inevitably comes across the need to use this option at some point in time. From an advisor's perspective, the main use of Mass Edit of Students will be to mass assign the following information:

- Student Advisors
- Coaches
- Weekly Study Hall Requirement
- and more...

Users will find the 'Mass Edit of Students' option on the Admin tab and then under the 'User' section (see highlighted option in screenshot below).



Mass Edit of Students

When you open the 'Mass Edit of Students' option, GradesFirst will default to the very basic 'Simple Search'. Most users find it much more efficient and flexible to change this view to the Advanced Search (see circled heading in screenshot below). The Advanced Search will enable you to search for specific groups of students such as "Show me all my seniors who are on the baseball team."

GradesFirst University

Home My Calendar Progress Reports Tutors Reports Search Admin

Hello, Andrew [Quick Search](#) | Term: Spring 2010 | [Online Support](#)

[Administration](#) > Mass Edit Students

Mass Edit Students

Advanced Search [Switch To Simple Search](#)

Student ID First Name Last Name Classification Senior

Cum. GPA less than Earned Hours < than Academic Advisor Has Professor Tag All All All

Category Coach Course Sections Men's Baseba All All All

Search Reset My Students Only At-Risk Students Only Include Inactive

Search Results

| Name | ID | Email Address |
|---|-----------|--------------------------------------|
| <input checked="" type="checkbox"/> Boone, Allan | 122222015 | allan_boone@gradesfirst.com |
| <input checked="" type="checkbox"/> Gunn, Andre | 122222051 | andre_gunn35@gradesfirst.com |
| <input checked="" type="checkbox"/> Holtsman, Alexander | 122222061 | alexander_holtsman17@gradesfirst.com |
| <input checked="" type="checkbox"/> Listen, Anthony | 122222088 | anthony_listen@gradesfirst.com |
| <input type="checkbox"/> Martin, Aaron | 122222104 | aaron_martin@gradesfirst.com |
| <input type="checkbox"/> Missers, Alexandra | 122222109 | alexandra_sitniko@gradesfirst.com |

1 Classification 2 At-Risk 3 Assign to Someone 4 Category 5 Study Hall

Select one... Save this Setting

When you students are displayed in the Search Results, you will need to "select" each of them by placing a checkmark beside each of their names OR if you want to select ALL displayed students, simply click checkbox to the left of the column header 'Name'.

Once your students are selected, you can perform the options listed below.

1. **Classification.** This option will let you mass assign the Classification (e.g. student grade level) to all selected students.
2. **At-Risk.** This will give you the ability to mass assign (or un-assign) the At-Risk status to those selected students.
3. **Assign to Someone.** Using this option gives the user the ability to assign selected students to an Advisor, Coach, Tutor or Professor. You may also use this option to un-assign selected students as well. One of the first tasks, after importing your students, should be to mass assign students to their Advisors and/or Coach. This is the tool that you will use.
4. **Category.** A Category essentially represents what sport or activity a student is participating in while at the institution. This option will enable you to quickly add or remove selected students from a particular Category or sport activity. For instance, if Brian Johnson just joined the basketball team, this is the option you would use to

assign him that category.

- 5. **Study Hall.** With this option you may mass assign the weekly study hall requirement to your selected students. By using the Advanced Search option, you can easily mass assign a 5 hour study hall requirement to your baseball players while only assigning a 4 hour study hall requirement to your Volleyball team.

You may also choose to assign, or take away, Charity time with this option. By definition, Charity Time is time added or subtracted from accrued Study Hall hours. To give student bonus charity time, simply enter the positive number of hours or minutes to assign (e.g. 1 hour and 30 minutes).

Example 1: A student is required to complete 5 hours of study hall time each week. Assigning them 1 hour and 30 minutes of Charity Time, would then mean they would only need to accrue 3 hours and 30 more minutes to complete their weekly study hall requirement.

Example 2: A student has logged/accrued 2 hours of study hall this week, however due to skipping study hall, a penalty of 30 minutes needs to be applied to their accrued account. This can be done by entering a negative value (e.g. -45 minutes) in the charity time fields. In this scenario then, a student who has accrued 2 hours of study hall time, would be left with only 1 hour and 30 minutes of accrued time for the week.

Home

This is where you, the advisors, will be spending the majority of your time. From the Home page advisors can do a wide variety of tasks. This is the default page that appears each time the advisor logs into GradesFirst.

Note: If your home page looks somewhat empty, meaning not showing any students, more than likely your students have not been mass-assigned their advisor (you). To do this, see the section above.

The screenshot shows the 'Advising Home' page in GradesFirst. It includes a navigation bar with 'Home', 'My Calendar', 'Progress Reports', and 'Tutors'. A 'Hello, Andrew' greeting is visible. The main content area is divided into several sections:

- Advising Home:** Contains buttons for 'My Assigned Students' (1), 'Upcoming Appointments' (6), and 'My Availability' (7). Below these are 'Filter By Tags' and a row of action buttons: 'Send Message', 'New Appointment', 'Advising Report', 'Charity', 'Tag', and 'Note' (2).
- Student List:** A table with columns: Student Name, Category, Absences, and At Risk?. It lists four students: Grobb, Ashley; Gunn, Andre; Hen, Brooklyn; and Holtzman, Alexander. The 'At Risk?' column for Gunn, Andre is highlighted in red and marked with a 3.
- Upcoming Appointments:** A list of appointments, including 'Career goals' for Brooklyn Hen, Alexander Holtzman, with dates 06/02/2010 and 06/04/2010. This section is marked with a 5.
- Advisor Reporting:** Contains 'Recent Advisor Appointments' and 'Recent Reports You Created' (4). It includes buttons for 'Add Advising Report' and 'Mark No-Show'. Below is a table with columns: Date, Topic, Attendee, Duration, and Report Filed?. It lists several past appointments.
- Additional Options:** Includes 'Record Class Attendance' and 'Kiosk Mode'.

1. **Show My Tags.** Consider this option a quick and easy way to display your students who are assigned to specific tags. Click on “Show My Tags” to display all previously assigned Tags and select one to display only those associated students.
2. **Advisor Features**
 - a. **Tag** – Consider a ‘Tag’ as a unique way of grouping students. You may then search, and optionally print a report, for all students associated with a particular Tag. For instance, every Monday you may need to print a study hall report for all “Chess Club” members. This is possible if those students are assigned the “Chess Club” Tag.
 - b. **Send a message** will give you the ability to send an e-mail, text or Facebook message to selected student(s).
 - c. **Notes** allow the user to create an entry that is attached to the student’s profile. This entry may either be marked as “Private” (which means not viewable by the student) or one that is viewable by the student.
 - d. **Create Appointment** - Allows users to create General, Advisory or Tutor appointments for selected student(s).
 - e. **Charity Time** – Enables the user to either increase or decrease student’s study hall time.
 - f. **Advising Report** – Allows for the creation of an Advisory report based on an appointment that has already occurred.
 - g. **Progress Report** – Allows the user to create an individual progress report for a single student in a specific class.
3. **Student View.** By default this view shows all students who have been assigned to you as the Advisor. From this grid view you may click on the student name (which is a link) to access the Home Page for that student. You can also view the student’s Category, Number of Absences and whether or not they are considered to be “At-Risk”.
4. **View your recent Advisor Appointment or Reports.** The default tab on this view, “Recent Advisor Appointments” will display all past appointments that were scheduled for you (the Advisor) in the last 30 days. Beyond 30 days, those appointments begin to drop off from the tab view. The second tab on this view, “Recent Reports you Created” will display any and all reports created by you (the Advisor) for the specific term.
5. **Upcoming Appointments.** This section of the Home Page is reserved to display future appointments. In order to limit screen over-populating, there is a limit set by GradesFirst to only show your next five scheduled appointments.
6. **Upcoming Appointments Tab.** The main functionality on this tab is the ability for the advisor to quickly view and contact the attendees of each of their upcoming appointments. See section A in the screenshot below.

GradesFirst University

Home My Calendar Progress Reports Tutors Reports Search Admin

Hello, Andrew [Quick Search](#) | Term: Spring 2010 | [Online Support](#)

Advising Home

My Assigned Students **Upcoming Appointments** My Availability

Upcoming Advising Appointments

| Date | Attendee | Time | Topic |
|-------------------------------------|-------------------------------------|-------------|--------------|
| <input type="checkbox"/> 06/02/2010 | Hen, Brooklyn | 6:00p-7:00p | Career goals |
| <input type="checkbox"/> 06/02/2010 | Holtsman, Alexander | 6:00p-7:00p | Career goals |
| <input type="checkbox"/> 06/04/2010 | Holtsman, Alexander | 6:00p-7:00p | Career goals |
| <input type="checkbox"/> 06/04/2010 | Hen, Brooklyn | 6:00p-7:00p | Career goals |

Advisor Reporting

Recent Advisor Appointments Recent Reports You Created

Recent Advising Appointments

Add Advising Report Mark No-Show

| Date | Topic | Attendee | Duration | Report Filed? |
|-------------------------------------|-----------------------------------|-------------------------------------|----------|---------------|
| <input type="checkbox"/> 06/01/2010 | Career goals | Holtsman, Alexander | 120 min | Not Yet. |
| <input type="checkbox"/> 06/01/2010 | Career goals | Hen, Brooklyn | 120 min | Not Yet. |
| <input type="checkbox"/> 05/28/2010 | testing 6:30 email reminder topic | Golden, Alan | 60 min | Not Yet. |
| <input type="checkbox"/> 05/18/2010 | Meeting for career goals | Golden, Alan | 60 min | Not Yet. |
| <input type="checkbox"/> 05/14/2010 | Advising Meeting | Gunn, Andre | 30 min | Not Yet. |
| <input type="checkbox"/> 05/05/2010 | Career Counseling | Abbott, Joseph | 30 min | Not Yet. |

Upcoming Appointments

- Career goals**
Brooklyn Hen, Alexander Holtsman
06/02/2010 06:00 PM
- Career goals**
Brooklyn Hen, Alexander Holtsman
06/04/2010 06:00 PM

Additional Options

- Record Class Attendance
- Kiosk Mode

- My Availability.** The 'My Availability' tab enables the advisor to setup "office hours" in which appointments may be made for them by students. If your institution doesn't allow their students to automatically schedule office hours with their advisors, don't worry, this may be turned off in the Student Role (Appointment Permissions > Create Basic Advising and Tutoring Appointments for Students).

GradesFirst University

Home My Calendar Progress Reports Tutors Reports Search Admin

Hello, Andrew [Quick Search](#) Term: Spring 2010 [Online Support](#)

Advising Home

My Assigned Students Upcoming Appointments **My Availability**

Times Available for Advising

[Add Time](#) [Delete Time](#)

| Days of Week | Times |
|--|-------------|
| <input type="checkbox"/> Mon, Wed, Fri | 3:00p-7:00p |
| <input type="checkbox"/> Tue, Thu | 5:00p-9:00p |

Upcoming Appointments

31 Career goals
Brooklyn Hen, Alexander Holtzman
06/02/2010 08:00 PM

31 Career goals
Brooklyn Hen, Alexander Holtzman
06/04/2010 08:00 PM

Additional Options

[Record Class Attendance](#)

[Kiosk Mode](#)

Recent Advisor Appointments Recent Reports You Created

Recent Advising Appointments

[Add Advising Report](#) [Mark No-Show](#)

| Date | Topic | Attendee | Duration | Report filed? |
|----------------------------------|-----------------------------------|---------------------|----------|---------------|
| <input type="radio"/> 06/01/2010 | Career goals | Holtzman, Alexander | 120 min | Not Yet. |
| <input type="radio"/> 06/01/2010 | Career goals | Hen, Brooklyn | 120 min | Not Yet. |
| <input type="radio"/> 05/28/2010 | testing 6-30 email reminder topic | Golden, Alan | 60 min | Not Yet. |
| <input type="radio"/> 05/18/2010 | Meeting for career goals | Golden, Alan | 60 min | Not Yet. |
| <input type="radio"/> 05/14/2010 | Advising Meeting | Cunn, Andre | 30 min | Not Yet. |
| <input type="radio"/> 05/05/2010 | Career Counseling | Abbott, Joseph | 30 min | Not Yet. |

Defining your 'Times Available for Advising', we hope, is very straight forward and intuitive. Simply click the 'Add Time' button and choose the times and days you can meet each week. See the below screenshot for details.

Add a New Availability Time

Time:

Begins at: 2 PM : 00 Ends at: 7 PM : 00

Day(s) of the week:

Sun Mon Tue Wed Thu Fri Sat

[Save This Time](#)

In the example above, I have indicated this advisor can meet with students on Monday, Wednesday and Friday between 2:00 – 7:00PM. If I meet at different times on Tuesday and Thursday, I would simply click the 'Add Time' button again and define my meeting times for Tuesday and Thursday.

My Calendar

The My Calendar tab is where the Advisor can view all “events” that have been assigned to them. Items or events that may appear on the calendar include Tutoring, Advising, General and optionally Course events.

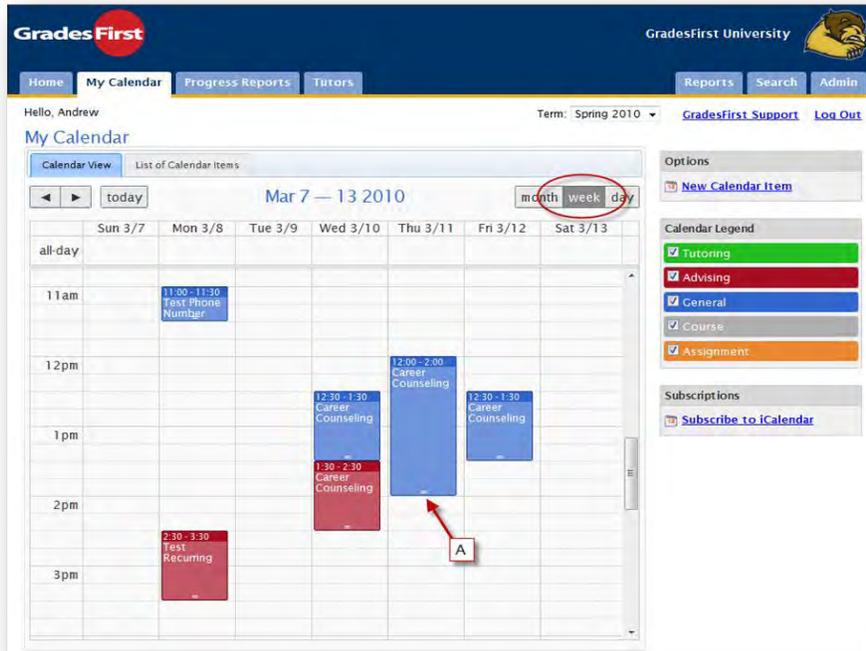
The screenshot displays the GradesFirst My Calendar interface. At the top, there is a navigation bar with 'Home', 'My Calendar', 'Progress Reports', and 'Tutors'. A sidebar on the right contains 'Options' (with a 'New Calendar Item' button), 'Calendar Legend' (with checkboxes for Tutoring, Advising, General, Course, and Assignment), and 'Subscriptions' (with a 'Subscribe to iCalendar' button). The main calendar area shows a monthly view for May 2010 with various colored event blocks. Numbered callouts (1-6) highlight specific features: 1. Calendar View and List of Calendar Items tabs; 2. Navigation arrows and 'today' button; 3. View toggle buttons (month, week, day); 4. New Calendar Item button; 5. Calendar Legend; 6. Subscriptions section.

1. **Calendar Tabs and Controls.** The Calendar View is shown above. GradesFirst defaults to a “Monthly” view in which to view your assigned appointments. The left and right arrows will advance the calendar ahead, or optionally back, one month at a time. When you move off of the current Month, the ‘Today’ button can be used to bring you back to the current month.

The List of Calendar Items tab will display a ‘List View’ of your appointments for Today, This Week and Next Week. Not only are you able to view, in a list format, your appointments but you may edit them as well.

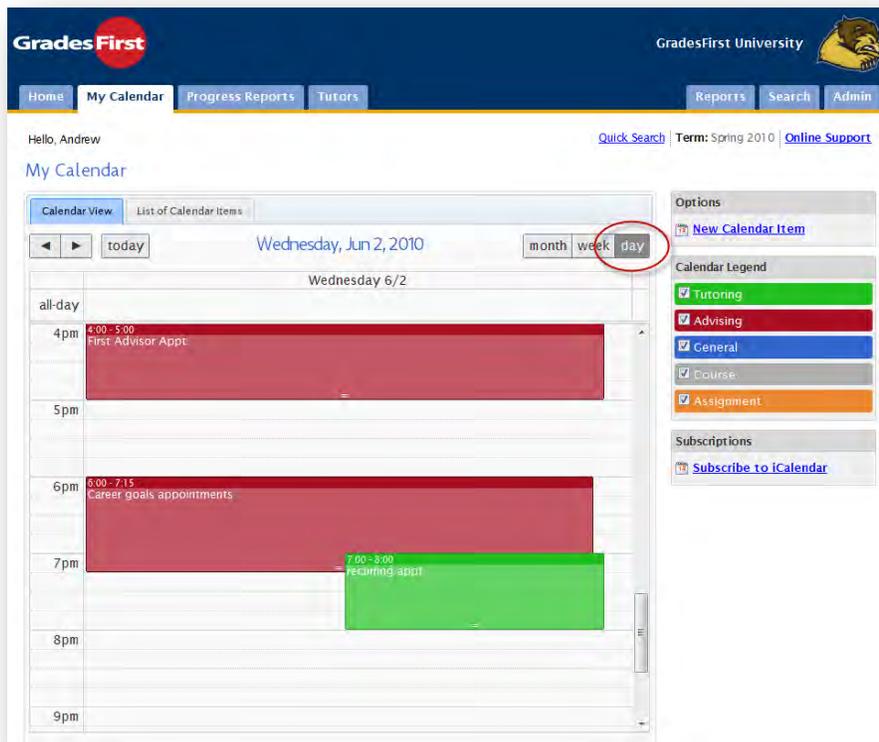
2. **Calendar.** With our new advanced appointment editing feature, users may now “Drag and Drop” appointments to edit the date or time in which they meet. On the monthly calendar view, users can move appointments from one day to the next. After five minutes of an appointment being moved/changed, GradesFirst will send out an email notification to all participants detailing the change in date.
3. **Calendar Views.** As mentioned previously, GradesFirst defaults to a Monthly view, however users may elect to view their appointments by Week or Day.

Week View



- a. One of the fantastic new features on the Week View is that you grab, with your mouse, the “=” sign and drag the bottom of the appointment to either shorten or extend the meeting time. Five minutes after a change has been made to the appointment, an email will be sent to all attendees announcing the changes made to the appointment.

Daily View



4. **New Calendar Item.** From the Calendar View the user is able to create General, Advising and/or Tutoring appointments quickly and efficiently. Once the appointment is created it will automatically appear on the calendar (should the user be an attendee of that appointment).
5. **Calendar Legend.** The Calendar Legend gives the user the ability to limit which appointment types can and will appear on the calendar at any given time. If the user wishes to only show Advising appointments they need only have the “Advising” box checked.
6. **Subscribe to iCalendar.** This option gives you the ability to have GradesFirst sync with Microsoft Outlook or any other calendaring system that works with iCalendar. Simply click the link and follow the onscreen prompts. For the moment, GradesFirst ONLY sends events to your calendar system, it does not allow for the importing of events. We are however working on an upgrade that will allow for a 2-way sync.

Progress Reports

The Progress Reports module is really where GradesFirst shines. This is where GradesFirst will help you identify and engage “At-Risk” students before it is too late. On a side note, please make sure you upload the latest schedule changes from your SIS to ensure GradesFirst has the latest class rosters prior to creating and sending a PR campaign. We believe you will find that with the help of your professors, GradesFirst will increase your student retention.



1. **Name and Stats of the Progress Report Campaign.** The name given to each progress report appears here. Along with the name, you may click the ‘Quick Stats/Hide’ link to display stats for each campaign. In the example above, a total of 211 Evaluations were sent and we received fifteen responses from the professors. Of those responses, nine students were “At-Risk”. Click the ‘Hide’ link to close the stats associated of the campaign.
2. **Pie Charts.** These pie charts represent the current status of each campaign. The first pie chart represents what percentage of professors have responded to your email campaign, in this case only 7% have responded thus far. The second pie chart represents of those professors who have responded, what percentage of those students were identified (or marked) as “At-Risk”. As responses are sent back to GradesFirst from the professors, these pie charts will dynamically reflect the updated data.
3. **Create a New Campaign.** To create a new Progress Report campaign, users will click this link. When you create a new campaign, you have two ways in which to identify which professors should be included in this campaign. The two options are as follows:

Note: If the 'Create a New Campaign' link is not visible, this normally means the date (today's date) that you are trying to create a new campaign does not fall within the Academic Terms as defined on the Admin Tab. To check, click on the Admin Tab > Academic Terms > and make sure these dates are correct.

- a. **Request for All Students.** The first option will include all professors who currently have students active in the selected term. This option is mostly used for the initial campaign for each term. For example, Spring 2010 Progress Report Campaign.

The screenshot shows the 'Send a New Progress Report Request' interface in GradesFirst. The page has a blue header with the GradesFirst logo and navigation tabs for Home, My Calendar, Progress Reports, and Tutors. The main content area is titled 'Send a New Progress Report Request' and has two tabs: 'Request for All Students' (selected) and 'Request for Selected Students'. The 'Request for All Students' form includes the following fields and sections:

- Name of Campaign:** A text input field containing 'Fall 2009 Progress Report'.
- E-mail Subject:** A text input field containing 'Fall PR Campaign'.
- Note for Professors:** A large text area containing a message about student retention and the GradesFirst program. The text reads: 'As you know, student retention is one of our biggest challenges at GradesFirst University, so we have implemented a wonderful new program called GradesFirst to aid us in this endeavor. However, as with any new program, we need everyone's help to successfully implement GradesFirst. Twice a year we will be asking you (the professors) to click an email link and provide us with vital information about our students. We will then use this information to identify and engage students considered "At-Risk" to fail. We do realize that your time is important, but the task of student retention is also very important to'.
- Exclude Students Requested Since:** A date picker field set to '02/23/2010'.
- Send Requests:** A button at the bottom of the form.

Once you select which type of campaign to create, you will be asked to fill out each field identified below.

- i. **Name of Campaign.** Enter the name of Progress Report Campaign. You will want to make this as descriptive as possible for easy identification on the Progress Report page.
- ii. **E-mail Subject.** This is the subject line that will appear in the emails sent to your professors.
- iii. **Note for Professors.** This will be the main body of the email sent to your professors. A Salutation of "Dear Professor Lawrence", for example is automatically included in each email. Be sure to convey an appropriate message to your professors to encourage them to participate in the campaign.
- iv. **Exclude Students Requested Since.** This date is used to ensure duplicate PR requests are not sent to the same professors for the same students in the event a second campaign is sent. Let me explain further, if a progress report is created and sent on 11/1, and you upload your latest schedule changes on 11/5, therefore adding students to classes. With an updated roster in GradesFirst, you will want to

send out another PR campaign to ensure those newly added students are evaluated as well. The catch is that you do not want the professors to have to re-evaluate all students again. So to prevent this, we've added the ability to exclude those students already evaluated from appearing in this second campaign. All that needs to be done, in this example, is when you create your second campaign, enter the date of 11/1, which tells GradesFirst to exclude the students who have already been evaluated from the professors list.

- b. **Request for Selected Students.** The second option for creating a Progress Report is the option to create a campaign for only specific students and/or class sections. To select specific students, click the 'Request for Selected Students' tab, as illustrated below, and keep reading. The process is identical if you wanted to create a campaign for only specific course sections.

Send A New Progress Report Request

Request for All Students | **Request for Selected Students**

Request for Selected Students

Simple Search | **Switch To Advanced Search** 1

Enter Keywords

Search My Students Only At-Risk Students Only Include Inactive 2

Add or Remove Students

Search Results

| <input checked="" type="checkbox"/> | Name | Classification |
|-------------------------------------|-------------------|----------------|
| <input checked="" type="checkbox"/> | 1 Bassteam, Cassi | Sophomore |
| <input checked="" type="checkbox"/> | 2 Gunn, Andre | Senior |
| <input type="checkbox"/> | 3 Molson, Carly | Sophomore |

Send Requests for These Students

| <input checked="" type="checkbox"/> | Name | Classification |
|-------------------------------------|-------------------|----------------|
| <input checked="" type="checkbox"/> | 1 Bassteam, Cassi | Sophomore |
| <input checked="" type="checkbox"/> | 2 Gunn, Andre | Senior |
| <input checked="" type="checkbox"/> | 3 Molson, Carly | Sophomore |

Add Student(s) 3 | **Remove Student(s)**

1. **Switch to Advance Search.** This option is identical to the Advance Search on the Reports tab. This will let you search for students based on a large number of specific criteria (e.g. Coach, Advisor, Category and many more.)
2. **Filtering Your Students.** When creating a new progress report campaign for only selected students, it is critical to have tools that will let you do this. One such tool is the ability to select ONLY students marked as At-Risk. This gives you the ability to check up on only those students considered as At-Risk. You also have the ability to select only students assigned to you (as the advisor creating this PR campaign) and/or students who are marked Inactive.
3. **Add Students.** Once all students have been selected, click the 'Add Students' button to move them over to the 'Send Requests for These Students' column. See the arrow above showing how selected students are moved to the 'Send Request' column.

The last step in sending this Progress Report is to fill out the remaining fields (see below). These are the same fields that are required to be filled out during the previously noted Progress Report Campaign.

The screenshot shows a web form with the following sections:

- Name of Campaign:** A text box containing "Fall 2009 Progress Report".
- E-mail Subject:** A text box containing "Fall PR Campaign".
- Note for Professors:** A large text area containing the following text:

As you know, student retention is one of our biggest challenges at GradesFirst University, so we have implemented a wonderful new program called GradesFirst to aid us in this endeavor.

However, as with any new program, we need everyone's help to successfully implement GradesFirst. Twice a year we will be asking you (the professors) to click an email link and provide us with vital information about our students. We will then use this information to identify and engage students considered "At-Risk" to fail.

We do realize that your time is important, but the task of student retention is also very important to
- Exclude Students Requested Since:** A section with the instruction "Prevent new student requests from being sent to professors who have already received a request since the below date." and a date input field containing "02/23/2010".
- Send Requests:** A button at the bottom of the form.

Once the Progress Reports are created and sent, the advisor who created the PR campaign will receive an Email stating that "You have successfully e-mailed progress report requests to X number professors". The professors will receive a single email with a link they will click inside. Here is a sample of the email you professors will receive:



Dear Professor Austin,

Please be sure to complete this request by the end of the week. If you need more time, please contact the Dean of Students.

Sincerely,

Andrew McCarrell
Academic Advisor

Spring 2010 Campaign

[Click to Begin Entering Progress Reports](#)

If you are experiencing any problems, copy and paste the following web address into your browser:
<https://demo.gradesfirst.com/e/0c81638>

Additional Instructions:

You have been requested to complete progress reports for students in one or more of your classes. Please view the above instructions and click the secure link provided and it will take you to your GradesFirst Progress Report page.



Thank you for using GradesFirst.com!
support@gradesfirst.com

To take you further into Progress Reports, let us go over what happens when professors click the “Click to Begin Entering Progress Reports” link.

Student Progress Reports

Professor Hinerman:

You have been asked to fill out progress reports for students in the following classes. Thank you for taking the time to provide this valuable feedback, as it assists your school in helping each student find success!

You can submit progress reports for specific students by providing feedback for those students and then clicking the "Submit Completed Progress Reports" located at the bottom of this page.



Your information is secure. GradesFirst security measures allows your school to adhere to rules and regulations regarding FERPA and student privacy. Thank you for using GradesFirst!

PHE224-21116 Team Sports II

| Student Name | Is this student at an increased risk of failing this class? | How Many Absences? | Current Grade | Comments |
|---------------------|---|--------------------|---------------|--|
| 1 Harvey, Seth | <input checked="" type="radio"/> Yes <input type="radio"/> No | 1 | B | Seth has been an outstanding student |
| 2 Katzenburg, Betsy | <input type="radio"/> Yes <input checked="" type="radio"/> No | 0 | A+ | Betsy is my top student |
| 3 White, Ashley | <input type="radio"/> Yes <input checked="" type="radio"/> No | 1 | A- | |
| 4 Winter, Alexandra | <input checked="" type="radio"/> Yes <input type="radio"/> No | 5 | D- | Alex needs to attend classes more frequently |
| 5 Yates, Kristin | <input type="radio"/> Yes <input checked="" type="radio"/> No | 2 | B | |

PHE261-22779 Coaching Baseball And Softball

| Student Name | Is this student at an increased risk of failing this class? | How Many Absences? | Current Grade | Comments |
|-----------------------|---|--------------------|---------------|---|
| 1 Holtsman, Alexander | <input checked="" type="radio"/> Yes <input type="radio"/> No | 6 | D+ | Alexander needs to be a little more consistent in her studies |
| 2 Pugh, Tracy | <input type="radio"/> Yes <input checked="" type="radio"/> No | 0 | B+ | |
| 3 Smithson, Anthony | <input checked="" type="radio"/> Yes <input type="radio"/> No | 8 | F | I have never seen Anthony in my classroom past the first day |

Submit Completed Progress Reports

Clicking will submit progress reports only for the students you have made changes to so far.

Submit Remaining Students as Not At-Risk

Clicking will submit progress reports for all your students, saving all students that you have entered information for and marking as NOT at-risk students that you have left blank.

1. **At-Risk to Fail Your Class.** Professors will use these radio buttons to identify which students should be considered At-Risk to fail their class. Reports can be run to query which students were identified as At-Risk at any point after the data has been submitted by the professor.

If 'At-Risk to Fail your Class' is not an appropriate title, let us know as we can change this to read whatever you desire, within reason of course. Please keep in mind that we only have up to 40 characters.

Note: Students who are marked as At-Risk on Progress Reports (see above screenshot) will NOT automatically have their status change to At-Risk once this data is pulled back into GradesFirst. The student status of At-Risk can only be changed by a manual modification on the student record before their actual status is At-Risk.

2. **How Many Absences?** This field enables the professors to record how many absences each student has accumulated in their class.

Note: Student absence information is not automatically linked to the student record after the progress report is submitted, rather this information is only displayed in At-Risk emails. That Absence Report will only include those absences that are hand entered into GradesFirst.

3. **Current Grade.** This column is enables the professors to further provide the advisors more information on each student, their current grade. The Progress Reports will display this value as well.
4. **Comments.** This field gives the professor a chance to add a narrative comment for how each student is doing. Reports will also print these comments.

5. **Submit Completed Progress Reports.** This button gives the professor the chance to submit a partially completed progress report evaluation. For instance, if Biology has 30 students enrolled but the professors has only partially completed the progress report, they may click the 'Submit Completed Progress Report' button to submit only those students who were evaluated while saving the progress for the rest of the students. The professor may then re-open the Progress Report by clicking the link within the initial email and only those students who have not yet been marked on by the professor will be present.
6. **Submit Remaining Students as Not At-Risk.** This button gives the professor the ability to only enter data on the students who are considered At-Risk. For instance, if the professor is only marking two students At-Risk (out of the entire class), the professor would use the 'Submit Remaining Students as Not At-Risk' button to submit a finished progress report after evaluating those two At-Risk students. Doing this will complete the progress report for that professor.

Search

The Search functionality is a powerful tool within GradesFirst. It will let the advisor search on all users within the application and optionally perform a specific task with specific users. For instance, it is possible to get a list of all Men's Baseball players with less than a 2.0 cumulative GPA.

The screenshot shows the GradesFirst search interface. On the left, a sidebar labeled 'Search GradesFirst' (1) contains a list of user types: Students, Tutors, Study Hall Monitors, Professors, Advisors, Coaches, Administrators, and All Users. The main area is titled 'Search for Students' (2) and features an 'Advanced Search' section with various filters: Student ID, First Name, Last Name, Classification (All), Cum. GPA less than (2.0), Earned Hours < than, Academic Advisor (All), Has Professor (All), Tag (All), Category (Men's Baseba), Coach (All), Course (All), and Sections (All). Below the filters are checkboxes for 'My Students Only', 'At-Risk Students Only', and 'Include Inactive' (3). The 'Search Results' section (4) includes buttons for 'Send a Message', 'Add Tutor Report', and 'Create Appointment'. A table (5) displays the results for four students:

| Name | Classification | Category | Cell Phone | E-mail Address | Edit User |
|----------------------|----------------|----------------|------------|-----------------------|---------------------------|
| 1. Ansell, Eric | Junior | Men's Baseball | | ericja10@aol.com | Edit User |
| 2. Bertrand, Maurice | Sophomore | Men's Baseball | | maurice.bertrand@linc | Edit User |
| 3. Breaux, Shelly | Sophomore | Men's Baseball | | sbre03@uab.edu | Edit User |
| 4. Brown, Joshua | Sophomore | Men's Baseball | | jbizzo213@hotmail.com | Edit User |

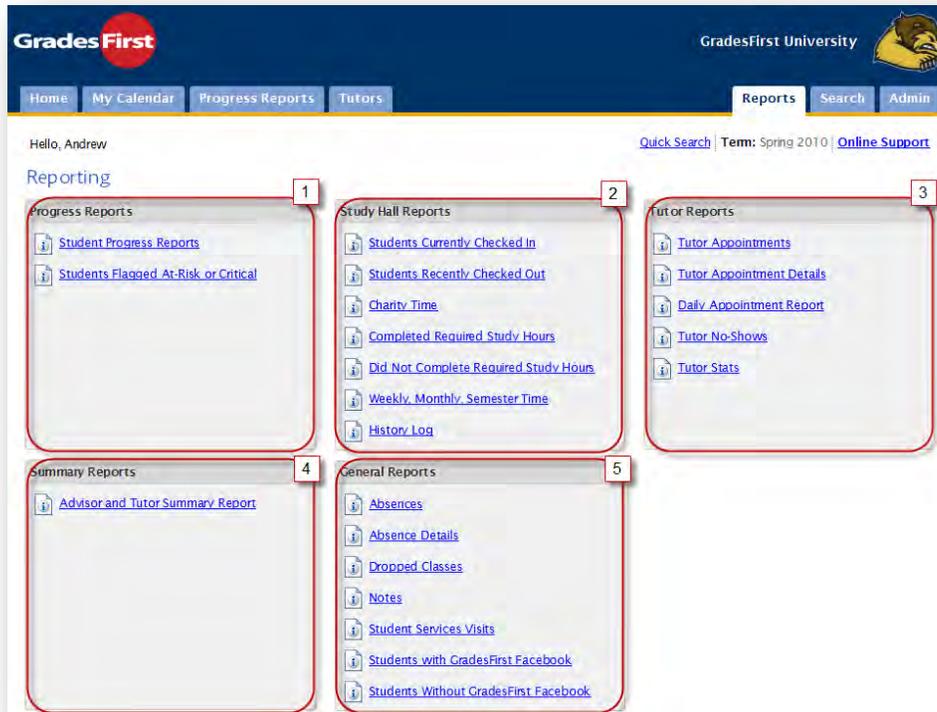
1. **Search GradesFirst.** This option enables the advisor search for a specific type of users. For instance, you may search to get a list of Tutors, Advisors, Students or simply All Users.
2. **Advanced Search.** You can toggle between the Advanced and Simple search by clicking the either link under the Search for Students heading. When you first click on the Search tab, GradesFirst defaults to the Simple Search. With the simple search, you only have the option to search by Keyword. This search will enable the search to search a specific character (or group of characters in the users name), classification and/or category.

The Advanced Search, as shown above, gives users a chance to search for a wide variety of other options such as First Name, Last Name, Cum. GPA less than, and many more. Once you have entered your search criteria, click the Search button.

3. **Additional Filter.** When you search for students, you will have an additional option in which to further narrow your search results. This option(s) will enable you to search only for 'My Students Only', 'At-Risk Students Only' and to 'Include Inactive' users as well.
4. **Search Results Functionality.** Viewing the search results you can them optionally select to *Send a Message* or *Create Appointment* for those users you have both searched for AND selected.
 - a. *Send a Message.* This option will let you either send an E-mail, Text message or Send a message to Facebook. This is a powerful way to keep in touch with certain groups of your users.
 - b. *Add a Tutor Report.* Select your student to file a Tutor Report for that particular student.
 - c. *Create Appointment.* You may also choose to Create and Appointment for those select users. For instance, you may have identified a certain group of users who need either an Advisory, General and/or Tutor appointment. This is very powerful tool to create appointments for those who need.
5. **Search Results.** This grid displays the results of your search criteria. From here you can select all or specific users for viewing or to either send a message or create an appointment.

Reports

GradesFirst comes with many predefined reports for you at your disposal. Our reports are designed to give the user a thorough insight into many facets of the GradesFirst database. As with all of our GradesFirst reports, we use Excel to print out reports for us. In essence, when you click the 'Print Report' button, GradesFirst will export that report to Excel which gives you a gamut of formatting options you can use before printing. The full list of reports are described below.



1. **Progress Reports.** Need to find out how your professors evaluated your students during a Progress Report campaign, these are your reports. We'll break down each report.
 - a. *Student Progress Reports.* This report, as displayed below will provide you with an overview of your progress reports within the date range you specify. This report will show both students that meet your report criteria.

| Progress Reports | | | | | | | |
|--------------------------|---------------------------------------|--------------|-----------|----------|----------|---------------|--|
| Send a Message | | | | | | | |
| <input type="checkbox"/> | Student Name | Course | Complete? | At Risk? | Absences | Current Grade | Comments |
| <input type="checkbox"/> | 1 Bassteam, Cassi | STA215-2278 | No | Yes | | D+ | Detail |
| <input type="checkbox"/> | 2 Collins, Ryan | BUS2 190-10 | No | Yes | 5 | D- | Never comes to class Detail |
| <input type="checkbox"/> | 3 Smith, Aaron | CHE101-2322i | No | No | | | Detail |
| <input type="checkbox"/> | 4 Superman, Alexander | CHE101-2322i | No | Yes | 9 | F | Alex is failing the class as of right now. Detail |
| <input type="checkbox"/> | 5 Smith, Aaron | MUH171-2321 | No | No | | | Detail |
| <input type="checkbox"/> | 6 Flavor, Amanda | QMB200-2061 | No | No | | | Detail |
| <input type="checkbox"/> | 7 Katz, Barbara | QMB200-2061 | No | Yes | 8 | D+ | Barbara needs to do better. Detail |

- b. *Students Flagged At-Risk or Critical.* This progress report will enable users to limit the report to ONLY view those students who were marked as At-Risk during the progress report process. Like every other report in GradesFirst, you can use the Advanced Filter the report on only a select group of students if desired (e.g. Show me all Football players who received an At-Risk evaluation).

Progress Reports Flagged At-Risk and/or Critical

Send a Message

| | Student Name | Course | Complete? | At Risk? | Absences | Current Grade | Comments | |
|--------------------------|-------------------------------------|-------------|-----------|----------|----------|---------------|--|------------------------|
| <input type="checkbox"/> | Bassteam, Cassi | STA215-2278 | No | Yes | | D+ | | Detail |
| <input type="checkbox"/> | Collins, Ryan | BUS2 190-10 | No | Yes | 5 | D- | Never comes to class | Detail |
| <input type="checkbox"/> | Superman, Alexander | CHE101-2322 | No | Yes | 9 | F | Alex is failing the class as of right now. | Detail |

2. **Study Hall Reports.** These study hall reports can, and should, be used to monitor your study hall centers.

- a. *Students Currently Checked In.* Need to quickly find out which students are currently checked into study hall, this report is for you. This nice thing about this report is that you are able to 'Check out' Ashley Grobb (in the example shown below) if you see her walking down the hall instead of in Study Hall.

Students Currently Checked Into Study Hall

| | Student Name | Checked In | Facility | Categories | Elapsed | Required | Remaining | This Week | |
|---|-------------------------------|--------------------|------------|-------------|---------|----------|-------------|-----------|---------------------------|
| 1 | Grobb, Ashley | 06/10/2010 03:17 P | Study Hall | Men's Basel | 3 min | 5 hr | 4 hr 58 min | 2 min | Check Out |
| 2 | Hen, Brooklyn | 06/10/2010 03:17 P | Study Hall | Men's Basel | 3 min | 5 hr | 4 hr 58 min | 2 min | Check Out |

- b. *Students Recently Checked Out.* This report displays a list of all students who have checked out of study hall for today's date. As noted above, we were able to 'Check Out' Ashley from Study Hall when we saw her walking down the hall.

Students Recently Checked Out of Study Hall

| | Student Name | Checked In | Checked Out | Facility | Categories | Elapsed | Required | Remaining | This Week |
|---|-------------------------------|--------------------|--------------------|------------|-------------|---------|----------|-------------|-----------|
| 1 | Grobb, Ashley | 06/10/2010 03:17 P | 06/10/2010 03:24 P | Study Hall | Men's Basel | 8 min | 5 hr | 4 hr 52 min | 8 min |

- c. *Charity Time.* The Charity Time report will display all amounts of Charity Time given to your students within a specific date range. You also have increased flexibility with this report in that you are able to 'Delete' any Charity Time necessary.

Charity Times

| | Student Name | Date | Total Time | Comments | |
|---|-------------------------------------|---------------------|------------|--|------------------------|
| 1 | Grobb, Ashley | 06/10/2010 12:00 AM | 120 | Traveling for Softball | delete |
| 2 | Gunn, Andre | 06/10/2010 12:00 AM | -30 | Skipped 30 minutes of study hall... couldn't avoid our all seeing eyes. :) | delete |
| 3 | Holtzman, Alexander | 06/10/2010 12:00 AM | 45 | Bonus time for sitting in on career goals presentation. | delete |

- d. *Completed Required Study Hours.* Running this report gives you the ability to see exactly which students HAVE already completed their required study hall time for any given week.

Students that Completed Required Study Hours

| | Student Name | Class | Categories | Required Time | Total Time | Remaining Time |
|---|-------------------------------------|--------|----------------|---------------|-------------|----------------|
| 1 | Gunn, Andre | Senior | Men's Baseball | 5 hr | 5 hr | 0 min |
| 2 | Holtzman, Alexander | Senior | Men's Baseball | 5 hr | 5 hr 45 min | 0 min |

- e. *Did Not Complete Required Study Hours.* This report is the converse of the above report, this will show you which students have NOT completed their required weekly study hall hours.

Students that Did Not Complete Required Study Hours

| | Student Name | Class | Categories | Required Time | Total Time | Remaining Time |
|---|--------------------------------|----------|----------------|---------------|------------|----------------|
| 1 | Grobbs, Ashley | Freshman | Men's Baseball | 5 hr | 2 hr 8 min | 2 hr 52 min |
| 2 | Hen, Brooklyn | Freshman | Men's Baseball | 5 hr | 0 min | 5 hr |

- f. *Weekly, Monthly, Semester Time.* Need to get a general idea of where students are in regards to their weekly required study hall hours? This is the report for you. In this report, I wanted to find out where all of my students who are 'Seniors' and play 'Baseball' are in relationship to completing their required study all time.

Students Study Hall Summary Time

| | Student Name | Class | Categories | Required Time | Total Time | Remaining Time |
|---|-------------------------------------|--------|----------------|---------------|-------------|----------------|
| 1 | Boone, Allan | Senior | Men's Baseball | 5 hr | 1 hr 20 min | 3 hr 40 min |
| 2 | Gunn, Andre | Senior | Men's Baseball | 5 hr | 5 hr | 0 min |
| 3 | Holtzman, Alexander | Senior | Men's Baseball | 5 hr | 5 hr 45 min | 0 min |
| 4 | Listen, Anthony | Senior | Men's Baseball | 5 hr | 0 min | 5 hr |
| 5 | Martin, Aaron | Senior | Men's Baseball | 5 hr | 4 hr | 1 hr |
| 6 | Missers, Alexandra | Senior | Men's Baseball | 5 hr | 0 min | 5 hr |
| 7 | Moore, Aaron | Senior | Men's Baseball | 5 hr | 1 hr 30 min | 3 hr 30 min |

- g. *History Log.* Need a detailed history of each study hall entry? This report provides details on every study hall transaction that has taken place within a specific date range.

History Log

| | Student Name | Checked In | Checked Out | Total Time | Location | Auto-Checkout | Charity Time? | Comments | |
|---|--------------------------------|---------------------|---------------------|------------|------------|---------------|---------------|------------------------------------|------------------------|
| 1 | Boone, Allan | 06/10/2010 12:00 AM | | 80 | | false | true | | delete |
| 2 | Grobbs, Ashley | 06/10/2010 03:17 PM | 06/10/2010 03:24 PM | 8 | Study Hall | false | false | | delete |
| 3 | Grobbs, Ashley | 06/10/2010 12:00 AM | | 120 | | false | true | Traveling for Softball | delete |
| 4 | Gunn, Andre | 06/10/2010 12:00 AM | | -30 | | false | true | Skipped 30 minutes of study hall.. | delete |

3. **Tutor Reports.** These reports will help the Tutor Coordinator or GradesFirst Administrator keep a handle of tutor appointments, reports as well as tutor utilization. It is important to point out that users are able to immediately contact any of the students who appear on these tutor reports via the 'Send Message' button. This makes communication seamless and efficient.

- a. *Tutor Appointments*. The Tutor Appointments report gives users the ability to view a summary list of all tutor appointments. Not only can you see your appointments, and whether a tutor report has been filed, but you are also able to contact specific students via this report by using the 'Send Message' button.

| Send Message | | | | | | | Print Report |
|------------------------------|---------------------|-------------------|--------------------------------|---------------------------------|----------------------------------|--|------------------------------|
| <input type="checkbox"/> | Date | Location | Tutor | Student(s) | Course | Topic | Report Filed? |
| <input type="checkbox"/> | 04/16/2010 07:00 PM | Study Hall | Jones, Shirley | Abbott, Vincent | BI307 - Microbiology | Tutoring Appt | No |
| <input type="checkbox"/> | 05/21/2010 04:30 PM | Study Hall center | Hall, Max | Gunn, Andre | PHE301 - Foundations of Coaching | Tutoring session for Foundations of Coaching | No |
| <input type="checkbox"/> | 03/25/2010 04:00 PM | Study Hall | Hall, Max | Bassteam, Cassi | A101 - Art 101 | Art Appreciation | No |
| <input type="checkbox"/> | 06/09/2010 04:00 PM | Study Hall | Carlos, John | Gunn, Andre | PHE180 - Lifetime Wellness | Tutoring session for Lifetime Wellness | Yes |

- b. *Tutor Appointment Details*. Similar to the tutor appointment above, this report is only different in that it gives you more details about the appointments.

| Send Message | | | | | | | | | | | | | Print Report |
|------------------------------|--------------------------------|----------|---------------------------------|------------|---------------------|---------------------|----------|-------------------|---------------|----------|----------------------------------|--|------------------------------|
| <input type="checkbox"/> | Tutor | Tutor ID | Student | Student ID | Start Date | End Date | Duration | Location | Report Filed? | No Show? | Course | Topic | Comment |
| <input type="checkbox"/> | Jones, Shirley | | Albassam, Amar | 4949764 | 04/16/2010 07:00 PM | 04/16/2010 08:00 PM | 1 hr | Study Hall | No | No | BI307 - Microbiology | Tutoring Appt | |
| <input type="checkbox"/> | Jones, Shirley | | Abbott, Vincent | 6408064 | 04/16/2010 07:00 PM | 04/16/2010 08:00 PM | 1 hr | Study Hall | No | No | BI307 - Microbiology | Tutoring Appt | |
| <input type="checkbox"/> | Hall, Max | 1009 | Gunn, Andre | 122222051 | 05/21/2010 04:30 PM | 05/21/2010 05:30 PM | 1 hr | Study Hall center | No | No | PHE301 - Foundations of Coaching | Tutoring session for Foundations of Coaching | |

- c. *Daily Appointment Report*. This report was designed for users who need a list of all tutor appointments scheduled for today.

| Send Message | | | | | | | | | | Print Report |
|------------------------------|---------------------|-----------------------------------|-----------------------------|----------------|----------------------------------|--------------------|---------------|------------------------------|--------------|------------------------------|
| <input type="checkbox"/> | Date | Tutor | Student(s) | Categories | Course | Topic | Student Phone | Student Email | Tutor Phone | Tutor Email |
| <input type="checkbox"/> | 06/11/2010 06:00 PM | McCarrell, Andrew | Gunn, Andre | Men's Baseball | PHE301 - Foundations of Coaching | Tutor for coaching | 2055410000 | andre_gunn35@gradesfirst.com | 205.541.0832 | andy@gradesfirst.com |

- d. *Tutor No-Shows*. Need to find out how many of your Football players have been skipping their tutor sessions, this is your report. Select your date range and other search criteria and click Search. Like all tutor reports shown above, you are also able to send a message to the attendees.

Send Message to Attendees

 [Print Report](#)

| <input type="checkbox"/> | Date | Tutor | Student(s) | Course | Topic | Comment |
|--------------------------|---------------------|---------------------------|--------------------------------|-------------------------------|----------------------|---|
| <input type="checkbox"/> | 03/01/2010 07:00 PM | Hall, Max | Hen, Brooklyn | MUH171 - Music Appreciation | Music App. Session | Brook called to cancel just minutes before the session. |
| <input type="checkbox"/> | 03/02/2010 08:00 PM | Hall, Max | Hen, Brooklyn | HIS203 - Amer Civ Since 1877 | American Civ Session | Brooklyn never took the time to call me to let me know she couldn't come. |
| <input type="checkbox"/> | 03/10/2010 04:00 PM | Hall, Max | Grobbs, Ashley | BIO100 - Introductory Biology | Intro to Biology | Ashley apologized for not showing up. |

- e. **Tutor Stats.** This report will help you keep track of your tutor utilization. In fact, many of our institutions use this report to aid in their payroll for their tutors. Here is a breakdown of each field that appears on this (because they may not be 100% clear).

| Tutor | Student ID | i Student Count | ii Appointment Count | iii Appointment Attendee Count | iv Evaluation Count | v No-Show Count | vi Tutor Time | Print Report |
|-----------------------------------|------------|------------------------|-----------------------------|---------------------------------------|----------------------------|------------------------|----------------------|------------------------------|
| Carlos, John | | 1 | 1 | 1 | 1 | 0 | 1 hr | |
| Hall, Max | | 0 | 1 | 0 | 0 | 0 | 1 hr | |
| Jones, Shirley | | 3 | 3 | 5 | 5 | 1 | 1 hr 30 min | |
| McCarrell, Andrew | | 2 | 2 | 2 | 0 | 0 | 0 min | |

- i. **Student Count.** This field reports how many unique students have met with this tutor.
- ii. **Appointment Count.** This represents how many appointments have been scheduled for this tutor.
- iii. **Appointment Attendee Count.** How many attendees have attended scheduled tutored sessions.
- iv. **Evaluation Count.** This number signifies how many reports have been filed (by the tutor) for each attendee that have been scheduled for a tutor appointment.
- v. **No-Show Count.** Displays how many students have been marked as a No-Show by the tutor.
- vi. **Tutor Time.** Tutor Time will ONLY accrue when the tutor files a tutor report. In other words, if a tutor fails to file a tutor report for a past session, their Total Time will not include that appointment.

The math behind the Tutor Stats report. The scenario is tutor Shirley Jones has just completed a one hour tutoring session with two students. Listed below are examples of what affects tutor stats and how they are tallied.

- a. A Tutor report should be filed for both students individually. This gives you the ability to enter student specific notes for each student as opposed to being limited to just a single report for both students.
- b. **Student Count** is increased by two assuming those students have not participated in a session with that tutor before. The Student Count reflects how many unique students have participated in a tutoring session. In other words, if Jim Johnson (a student) has participated in four tutoring sessions, he would count as a single student count instead of four.
- c. **Appointment Count** is increased by one.

- d. *Appointment Attendee Count* is increased by two, one for each student/participant.
 - e. *Evaluation Count* is increased by two, assuming the tutor created a report for each participant.
 - f. *No-Show Count* wouldn't increase because both students showed for the appointment.
 - g. *Tutor Time* would increase by 60 minutes as that was the length of the appointment.
4. **Summary Reports.** This report will provide the user with both summary and detailed information about both Advisor and Tutor reports (not appointments).
- a. *Advisor and Tutor Summary Report.* Unlike the above Tutor Appointment reports, this report displays information based on reports filed by both the advisors and tutors. The interesting part of this report is that when it exports into Excel, you are presented with a two tab report (the tabs are displayed at the bottom of the excel file, see screenshot below).



The *Summary* (or Quick View) is the default tab when the report is displayed in Excel.

| | A | B | C | D | E | F | G | H | I |
|----|--------------------------------|---------------------|---------------------|--------------|--|------------------------|----------------------|---------------------|-----------------------|
| 1 | GradesFirst University | | | | | | | | |
| 2 | Student Summary Reports | | | | | | | | |
| 3 | 06/01/2010 thru 06/11/2010 | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | Date/Time: | 06/11/2010 10:07 AM | | | | | | | |
| 6 | Printed By: | Andrew McCarrell | | | | | | | |
| 7 | | | | | | | | | |
| 8 | Last Name | First Name | Date | Class | Comments | Will Follow Up? | Tutor Report? | Submitted By | Date Submitted |
| 9 | Grobb | Ashley | 06/09/2010 06:30 PM | Freshman | Was impressed with Ashley's preparation. | No | Yes | Jones, Shirley | 06/11/2010 09:26 AM |
| 10 | Gunn | Andre | 06/09/2010 04:00 PM | Senior | Andre was prepared for our session and very attentive throughout. | No | Yes | Carlos, John | 06/10/2010 04:36 PM |
| 11 | Gunn | Andre | 06/10/2010 07:00 PM | Senior | Andre didn't call to cancel... he needs to start being more responsible. | No | Yes | Jones, Shirley | 06/11/2010 09:01 AM |
| 12 | Gunn | Andre | 06/09/2010 06:30 PM | Senior | | No | Yes | Jones, Shirley | 06/11/2010 09:26 AM |
| 13 | Hen | Brooklyn | 06/10/2010 07:30 PM | Freshman | Brooklyn is always good to tutor. | No | Yes | Jones, Shirley | 06/11/2010 09:00 AM |
| 14 | Hen | Brooklyn | 06/09/2010 06:30 PM | Freshman | Great session with Brook. | No | Yes | Jones, Shirley | 06/11/2010 09:25 AM |
| 15 | Hen | Brooklyn | 06/07/2010 07:00 PM | Freshman | | No | Yes | Jones, Shirley | 06/11/2010 09:41 AM |

One of the very best things about GradesFirst exporting all reports to Excel is that it gives our users **complete** control over the formatting of this report prior to printing.

The *Detailed View* tab appears right next to the Summary (or Quick View) tab at the bottom of the Excel spreadsheet.

| 8 | Last Name | First Name | Date | Class | Follow Up? | Tutor Report? | Assignments Discussed | Objectives | Skills Used | Future Goals | Comments | On-Time? | Prepared? | Student Asked for |
|----|-----------|------------|---------------------|----------|------------|---------------|-------------------------------|--|----------------------------|--------------------------|--|----------|-----------|-------------------|
| 9 | Grobb | Ashley | 06/09/2010 06:30 PM | Freshman | | Yes | 1st five weeks of assignments | | Formulas and stats | Focus on up coming tests | Ashley was prepared for our session and very attentive throughout. | | Yes | Yes |
| 10 | Gunn | Andre | 06/09/2010 04:00 PM | Senior | | No | | Talked with Andre about his career concerns. | | | | | No | |
| 11 | Gunn | Andre | 06/10/2010 07:00 PM | Senior | | Yes | Mid-term paper | | Speech and Reading | | Andre didn't call to cancel... he needs to start doing this | | Yes | Yes |
| 12 | Gunn | Andre | 06/09/2010 06:30 PM | Senior | | Yes | | Discussed several late assignments. | | | | | No | No |
| 13 | Hen | Brooklyn | 06/10/2010 07:30 PM | Freshman | | No | Upcoming Finals | Meet with advisor to discuss class schedule. | Worked on her study skills | None to speak of | Brooklyn is always good to meet with. | | Yes | Yes |
| 14 | Hen | Brooklyn | 06/09/2010 06:30 PM | Freshman | | Yes | | | | | Great session | | | Yes |
| 15 | Hen | Brooklyn | 06/07/2010 07:00 PM | Freshman | | Yes | | Brooklyn really need to focus on up coming test. | | | | | No | Yes |

This *Detailed View* report displays ALL information that is recorded when the advisor or tutor report is followed. As pictured in the screenshot above, there is much more data that can be displayed on this page.

5. **General Reports.** This section is where GradesFirst keeps its miscellaneous reports that aren't tied to a specific topic. Here is a list of those reports.
 - a. **Absences.** If you take attendance in GradesFirst, you'll eventually need to report on those numbers. This report will display a simply summary of that data. Looking at the screenshot below, the report is fairly self-explanatory.

| 9 | Last Name | First Name | Categories | Class | Days | Location | Total | Excused | Unexcused | Total | Excused | Unexcused |
|----|-----------|------------|----------------|--|------------------|----------|-------|---------|-----------|-------|---------|-----------|
| 10 | Ajayi | Olufemi | Soccer | 4550-1 Economics of Strategy | TR 5:00p-7:45p | | 3 | 1 | 2 | 3 | 1 | 2 |
| 11 | Coble | Monique | | AAS 33B-1 As Am US Hist/Pol | MW 9:00a-10:15a | ENG343 | 1 | 0 | 1 | 1 | 0 | 1 |
| 12 | Gragert | Talia | Baseball | BIOL 66-12 Human Physiology | F 12:30p-1:20p | SCI142 | 1 | 0 | 1 | 1 | 0 | 1 |
| 13 | Listen | Anouk | Men's Baseball | ADM201-22248 Introduction to Textiles | MF 9:05a-9:55a | | 1 | 1 | 0 | 4 | 2 | 2 |
| 14 | Listen | Anouk | Men's Baseball | DES225-23705 Interior Materials | MW 11:00a-12:15p | RM 104 | 2 | 1 | 1 | 4 | 2 | 2 |
| 15 | Listen | Anouk | Men's Baseball | DES226-20739 Interior Design Studio II | MW 1:00p-4:00p | | 1 | 0 | 1 | 4 | 2 | 2 |

A unique aspect of this report is that it displays student totals (This Class) for each class section for which the student missed and then summary totals (All Classes) for all class sections the student missed within a specific date range.

- b. **Absence Details.** This report differs from the Absences report (shown above) in that it displays all data was captured during the attendance taking process, including who and when the attendance was recorded.

| Last Name | First Name | Student Id | Categories | Class | Days | Location | Absence Date | Excused? | Comments | Logged By | Logged Date |
|-----------|------------|------------|----------------|---------------------------------------|-----------------|----------|---------------------|----------|--|-------------------|---------------------|
| Ajayi | Olufermi | 359963 | Football | 4550-1 Economics of Strategy | TR 5:00p-7:45p | | 06/08/2010 12:00 AM | No | Olufermi needs to call or email if he is going to miss class. | McCarrell, Andrew | 06/08/2010 11:37 AM |
| Ajayi | Olufermi | 359963 | Football | 4550-1 Economics of Strategy | TR 5:00p-7:45p | | 06/10/2010 12:00 AM | No | | McCarrell, Andrew | 06/09/2010 10:50 AM |
| Coble | Monique | 6344000 | Soccer | AAS 33B-1 As Am US Hist/Pol | MW 9:00a-10:15a | ENG343 | 05/05/2010 12:00 AM | No | Monique apparently skipped class. | McCarrell, Andrew | 06/11/2010 11:05 AM |
| Gragert | Talia | 6009991 | | BIOL 66-12 Human Physiology | F 12:30p-1:20p | SCI142 | 05/14/2010 12:00 AM | No | She didn't contact me before or after class to let me know why she missed. | McCarrell, Andrew | 06/11/2010 11:06 AM |
| Listen | Anouk | 122222082 | Men's Baseball | ADM201-22248 Introduction to Textiles | MF 9:05a-9:55a | | 05/31/2010 12:00 AM | Yes | Anouk had a Doctor's note. | McCarrell, Andrew | 06/11/2010 11:06 AM |
| Suasin | Aland | 6179225 | | BIOL 66-12 Human Physiology | F 12:30p-1:20p | SCI142 | 05/14/2010 12:00 AM | Yes | Aland has strep. | McCarrell, Andrew | 06/11/2010 11:06 AM |
| Yamaguchi | Kristin | 6049732 | Volleyball | AAS 33B-1 As Am US Hist/Pol | MW 9:00a-10:15a | ENG343 | 05/05/2010 12:00 AM | Yes | Kristin emailed me to let me know she was sick. | McCarrell, Andrew | 06/11/2010 11:05 AM |

The main set of differences between the above two reports is the Absence Details report will display comments, logged by and date information.

- c. *Dropped Classes*. Need to view which students have dropped classes? This is a standard list view showing all students who have dropped course within a specific date range.

| Student | Course | Days/Times | Professor | Drop Date |
|----------------------------------|-------------------------------|------------------|--|---------------------|
| Aluqdah, Antoine | ENG-208-1 World Literature II | MTWR 1:30p-2:50p | Siddique, Kaukab | 06/11/2010 06:47 AM |
| Arias, Megan | CHAD 67-1 Dev Human Potentia | MW 12:00p-1:15p | Pirazzi, Laura White, Alison | 06/11/2010 06:47 AM |
| Beauchman, Jalal | KIN 27A-2 Begin Table Tennis | TR 9:30a-10:20a | Cai, Lei | 06/11/2010 06:47 AM |

- d. *Notes*. This report gives you the ability to print notes for a selective group of students.

| Student Name | Author Name | Created At | Note | |
|--------------------------------|-------------------|---------------------|--|------------------------|
| Grobbs, Ashley | McCarrell, Andrew | 06/11/2010 01:05 PM | Had a great meeting with Ashley about her class schedule. | delete |
| Gunn, Andre | McCarrell, Andrew | 06/11/2010 01:05 PM | Andre dropped by to chat about the economy and his concerns. | delete |
| Hen, Brooklyn | McCarrell, Andrew | 06/11/2010 01:10 PM | General note entered for Brooklyn | delete |

- e. *Student Services Visits*. GradesFirst keeps a detailed history log of all of your student services visits. This report is how you will view student services specific data. Just like with the tutor appointment reports, you can email your students from this report screen as well.

| <input type="checkbox"/> | Date | Visitor | Facility | Reason |
|--------------------------|---------------------|----------------------------------|-------------------------|------------------------------------|
| <input type="checkbox"/> | 06/11/2010 01:21 PM | Abbott, Joseph | Student Services Center | Career Counseling |
| <input type="checkbox"/> | 06/11/2010 01:21 PM | Aluqdah, Antoine | Student Services Center | Selecting a Major |
| <input type="checkbox"/> | 06/11/2010 01:21 PM | Fanelli, Matthew | Student Services Center | |
| <input type="checkbox"/> | 06/11/2010 01:22 PM | Springs, Terrell | Student Services Center | Weekly Meeting / Scheduled Meeting |

f. *Students with GradesFirst Facebook.* This is a list of which students have installed the GradesFirst Facebook application. In the example below, Ashley has installed the GradesFirst Facebook application.

| <input type="checkbox"/> | Student | Classification | Category | Cell Phone | Email |
|--------------------------|-------------------------------|----------------|----------------|------------|-------------------------------|
| <input type="checkbox"/> | Grobb, Ashley | Freshman | Men's Baseball | | ashley_grobb1@gradesfirst.com |

g. *Students Without The GradesFirst Facebook Application installed.* This is the report you will run when you want to view which students do not have the Facebook application installed. Not only can you view the student list, but you can also send out invitations as well. Simply select which students should receive the invitation and click the 'Send Facebook Invitation'. Your students will then receive a Facebook invitation via email with instructions on how to install the GradesFirst Facebook application.

| <input type="checkbox"/> | Name | Classification | Category | Cell Phone | Email |
|--------------------------|-----------------------------------|----------------|------------------|------------|----------------------------------|
| <input type="checkbox"/> | Bass, Brittani | Freshman | Men's Baseball | | brittani_bass25@gradesfirst.com |
| <input type="checkbox"/> | Smith, Aaron | Freshman | | | aaron_smith49@gradesfirst.com |
| <input type="checkbox"/> | Smithson, Aaron | Junior | Men's Baseball | | aaron_smithson13@gradesfirst.com |
| <input type="checkbox"/> | Smithson, Anthony | Freshman | Men's Basketball | | anthony_smithson@gradesfirst.com |
| <input type="checkbox"/> | Bassteam, Cassi | Sophomore | Men's Baseball | | cassi_basste@gradesfirst.com |

Facebook Integration

In an effort to help our users stay in constant communication with their students, GradesFirst is utilizing the popular social networking site Facebook. With our new Facebook interface, staying in touch with your students couldn't be easier. Here is what you/your students can expect to see when interfacing GradesFirst with Facebook. Before students can use the GradesFirst interface with Facebook, an invitation must be sent out of GradesFirst and accepted by the student. The invitation may be sent out in two different ways. The first way to send a Facebook invite is directly from a specific student's Home page (see circled portion of screenshot below).

GradesFirst University

Home My Calendar Progress Reports Tutors Reports Search Admin

Hello, Andrew [Quick Search](#) | Term: Spring 2010 | [Online Support](#)

Brooklyn Hen
Roles: Student

Class Information Reporting Calendar

Classes This Term

Send Message to Professor Add Progress Report Drop Class

| Class Name | Professor | Days/Times | Abs (u) | | |
|---|------------------|-----------------|---------|-------------------------------|--------------------------------------|
| ENG095-21156 Developmental Composition | Shawne Alexander | TR 12:30p-1:45p | 0(0) | View Assgmts. | Request a Tutor Appt |
| GEO100-24633 Reg & Nat of the World | David Zurick | TR 8:00a-9:15a | 0(0) | View Assgmts. | Request a Tutor Appt |
| HIS203-20957 Amer Civ Since 1877 | Ronald Huch | MWF 9:05a-9:55a | 0(0) | View Assgmts. | Request a Tutor Appt |
| MUH171-23217 Music Appreciation | Candace James | | 0(0) | View Assgmts. | Request a Tutor Appt |
| PSY200-24603 Introduction to Psychology | Andrea Hale | TR 9:30a-10:45a | 0(0) | View Assgmts. | Request a Tutor Appt |

Assignments This Term

| Class | Due Date | Title | Complete Date | Comment |
|---|----------|-------|---------------|---------|
| There are no class assignments listed for this student. | | | | |

Status: Normal

Not in Study Hall

Options

- [Edit User Settings](#)
- [Send a Message](#)
- [Create New Appointment](#)
- [Advising Report](#)
- [Add a Note](#)
- [Add a Tag](#)
- [Chantry](#)

Contact

E-mail Address: brooklyn_hen15@gradesfirst.com

Facebook Status: Not Installed

[Send Brooklyn an Invitation](#)

Clicking the “Send Brooklyn an Invitation” will send an email to Brooklyn Hen with directions on how to install the GradesFirst Facebook application.

The second way to send out Facebook invitations is via the Students Without GradesFirst Facebook report. Yes, you read that right, to send out invitations en mass, you need to run this report. To run this report, click on the Report Tabs, navigate down to the General Reports section and choose the report named ‘Students Without GradesFirst Facebook.’

General Reports

- [Absences](#)
- [Absence Details](#)
- [Dropped Classes](#)
- [Notes](#)
- [Student Services Visits](#)
- [Students with GradesFirst Facebook](#)
- [Students Without GradesFirst Facebook](#)

This next screen will look very familiar to you as it is the standard report filter page where you can select specific student(s) in which to send the Facebook requests. In the screenshot shown below, I have chosen to send out the Facebook request to the entire Men’s basketball team.

GradesFirst University

Home My Calendar Progress Reports Tutors Reports Search Admin

Hello, Andrew [Quick Search](#) Term: Spring 2010 | [Online Support](#)

Students Without The GradesFirst Facebook Application Installed

Advanced Search [Switch To Simple Search](#)

Student ID First Name Last Name Classification

Cum. GPA less than Earned Hours < than Academic Advisor Has Professor Tag

Category Coach Course Sections

Men's Basket All All All All

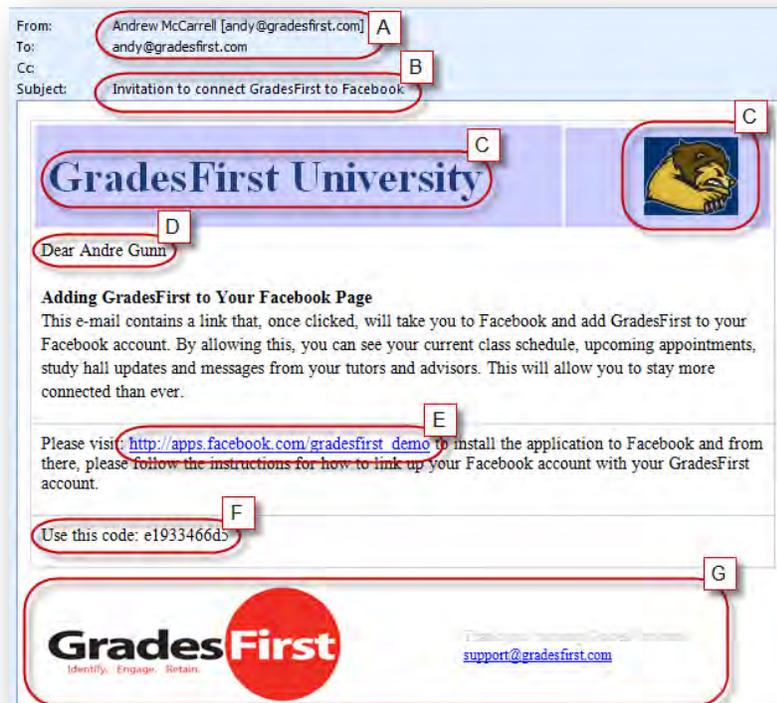
Search Reset My Students Only At-Risk Students Only Include Inactive

[Send Facebook Invitation](#) [Print Report](#)

| Name | Classification | Category | Cell Phone | Email |
|--|----------------|------------------|------------|------------------------------------|
| <input checked="" type="checkbox"/> Smithson, Anthony | Freshman | Men's Basketball | | anthony_smithson@gradesfirst.com |
| <input checked="" type="checkbox"/> Southern, Andrew | Junior | Men's Basketball | | andrew_south@gradesfirst.com |
| <input checked="" type="checkbox"/> Summers, Alexandra | Freshman | Men's Basketball | | alexandra_summers9@gradesfirst.com |
| <input checked="" type="checkbox"/> Terry, Andrew | Senior | Men's Basketball | | andrew_terry58@gradesfirst.com |
| <input checked="" type="checkbox"/> Thomason, Autumn | Junior | Men's Basketball | | autumn_thomason1@gradesfirst.com |
| <input checked="" type="checkbox"/> Pujuls, Andres | Freshman | Men's Basketball | | andres_pujuls3@gradesfirst.com |
| <input checked="" type="checkbox"/> Rise, Andrew | Freshman | Men's Basketball | | andrew_rise@gradesfirst.com |
| <input checked="" type="checkbox"/> Robins, Alexander | Freshman | Men's Basketball | | alexander_robins4@gradesfirst.com |
| <input checked="" type="checkbox"/> Rollins, Charles | Freshman | Men's Basketball | | charles_rollins@gradesfirst.com |
| <input checked="" type="checkbox"/> Simmons, Brian | Freshman | Men's Basketball | | brian_simmons@gradesfirst.com |
| <input checked="" type="checkbox"/> Simon, Brandon | Senior | Men's Basketball | | brandon_simon8@gradesfirst.com |
| <input checked="" type="checkbox"/> Simon, Brentley | Freshman | Men's Basketball | | brentley_simon@gradesfirst.com |
| <input checked="" type="checkbox"/> Smart, Adam | Freshman | Men's Basketball | | adam_smart2@gradesfirst.com |

1. **Category.** This is just one of the filtering options one may use to target a specific group(s) of students in which to send a Facebook request.
2. **Send Facebook Install Request.** Once you have identified AND selected the student(s) (by placing a checkmark by each student's name) for whom you wish to send the Facebook request, simply click the 'Send Facebook Install Request' button and an email will be sent to each selected student.

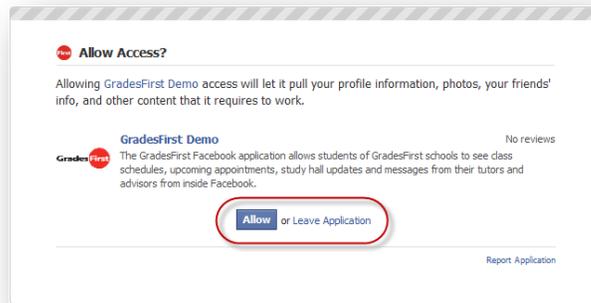
GradesFirst will then email each student individually asking them to click a link (embedded within the email) to 'sync' their GradesFirst account with Facebook. See screenshot below to see a sample of the email.



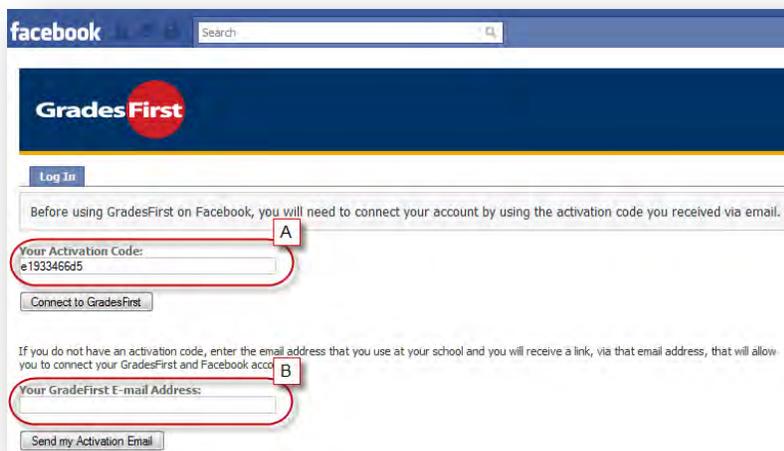
While this screenshot looks fairly busy, it is easier to understand when you “break it down.”

- A. **To and From.** This will show who requested GradesFirst to send the Facebook request (“the From”) and then who the email was intended for (“the To”).
- B. **Subject.** Every email should contain a subject that is easily recognizable to the recipient, this email is no different. We understand students receive many emails per day, so our intent was to make this email stand out with a subject line that clearly identifies the purpose of this email.
- C. **Your Institution’s Name and Logo.** To make this email official, we have included both your institution’s name and logo within the email so students will realize this is an official email from your institution.
- D. **Salutation.** The salutation will be the name of the student who will be receiving the email.
- E. **‘The Link’.** This is the link each student will click to initiate the linking process between GradesFirst and Facebook. When the student clicks the link, they will be taken to the screen entitled “Allow Access”? This screen is shown at the top of the next page.
- F. **User Code.** This is the code the student will want to “Copy & Paste” into GradesFirst/Facebook Log In screen on the next page. They will arrive at this Log In page when they click ‘Allow’ on the “Allow Access?” page.
- G. **GradesFirst Logo.** This is our official logo and support email address should the students have any questions.

When the link is clicked (refer above to outline 'E') in the invitation email, the student will be prompted to either 'Allow' or Leave Application. The student should click 'Allow'.



After clicking 'Allow', the student will be brought to the authentication (or Log In) screen shown below.



From the above Log In screen, the student/user can choose to login with either their User Code (refer above to outline 'F') or their email address that is currently defined in GradesFirst. It is strongly recommended the student copy and paste the user code that is shown in their invitation email.

- A. **Activation Code.** The user should enter the User Code that was displayed in their Facebook request email.
- B. **GradesFirst Email.** The user may alternatively enter their email address that is defined in GradesFirst to receive an email, with a link, that they will use to 'sync' up their GradesFirst and Facebook accounts.

Once the user's GradesFirst and Facebook account have been 'synced' up, their new GradesFirst/Facebook page will look similar to the screenshot shown below.

facebook Search

GradesFirst

Welcome, Andre Gunn

Home (1) Messages from GradesFirst University

Spring 2010 Class Schedule

| CLASS NAME | PROFESSOR | DAYS/TIMES | ABSENCES | |
|---|---------------|-----------------|----------|-----------------|
| AFA202-24820 The African-American Exper | Georgia Acker | M 6:00p-8:55p | 0(0) | Request a Tutor |
| PHE180-22919 Lifetime Wellness | Linda Mrkic | M 11:15a-12:05p | 0(0) | Request a Tutor |
| PHE301-24435 Foundations of Coaching | Randall Crist | TR 12:30p-1:45p | 0(0) | Request a Tutor |
| RST320-20618 Real Estate | Seth Gakpo | TR 2:00p-3:15p | 0(0) | Request a Tutor |

E-mail all my Professors

Upcoming Events

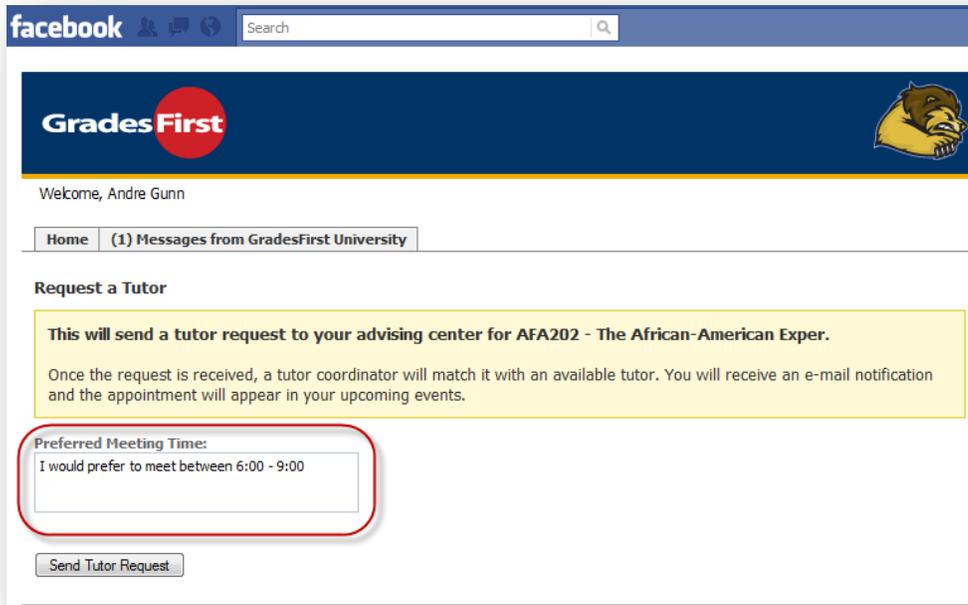
| DATE | NAME | LOCATION | TIME |
|------------|----------|----------|-------------|
| 06/11/2010 | Tutoring | room 103 | 6:00p-7:00p |

Add a New Calendar Item

Study Hall

2hr 0min remaining in study hall requirements for this week.

- A. **Messages.** The messages area of the Facebook home page will display all Facebook specific messages sent from GradesFirst. In GradesFirst, when a user chooses to send a message to a student(s) they have the option to either send an Email, Text message or Facebook message. When the Facebook message is selected, the message is sent directly to the student's Facebook page. The number in parenthesis (shown above) is how many 'new' messages the student has waiting for them. In the example shown above, Alan Golden as one new message.
- B. **Class Schedule.** This is where the student can view their class schedule for the current term.
- C. **Email your Professor.** A really nice option on this page is the ability to send an email directly to your professor. For instance, if you need help on an assignment, you can use this option to contact your professor.
- D. **Request a Tutor.** Need some help on a specific subject, request a tutor. When a student clicks this link, a form will appear asking the student 'Preferred Meeting Time' of the tutoring session (see screenshot on next page). Then, depending on how GradesFirst is setup, an email will be sent to both the Tutor Coordinator and/or the student's Advisor for review.



- E. **Email All Professors.** Not able to attend class today? Use the GradesFirst/Facebook interface to send an email to ALL your professors! This option gives the student a convenient way to contact all his/her professors with a single email.

- F. **Add a New Calendar Item.** Need to block off a specific block of time so that others will know not to schedule a conflicting activity for you? This option is for you. By creating an event via the GradesFirst/Facebook interface, other users who can view your calendar will be able to see the same event. This helps to prevent scheduling conflicts. A good example would be if a student is participating in a study group session and wants to ensure no other event is scheduled for him/her for the same time.