GradesFirst Guide for University of West Georgia Students

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Introduction
GradesFirst is a web-based retention and advising program used in Athletics at the University of West Georgia since 2011 and expanded for the entire student body in 2013. GradesFirst provides a powerful tool for communicating with professors, requesting tutors, and scheduling advising appointments. This guide details many of the ways students at UWG can use GradesFirst.

How to Login to GradesFirst
Students can login to GradesFirst via the myUWG portal.

Login Step 1: Login to myUWG
From anywhere on the University of West Georgia website, click the Log On link at the top right of the page and login to myUWG.
Login Step 2: External Resources Tab

Once login to myUWG is complete, click the External Resources tab and then click the GradesFirst link.

This takes you to your GradesFirst home page, where you can check your email (1), use the calendar (2), request a tutor and communicate with professors (3), schedule advising appointments (4), and view your conversations with faculty and staff. (5).
**Email Indicator (1)**
GradesFirst uses a symbol of an envelope to denote unread email messages. The number in the red circle tells you how many emails you have waiting. Emails sent to you through GradesFirst show up in your West Georgia Gmail as well, so you don’t have to worry about missing them. They remain unread in GradesFirst until you look at them in that system.

**The GradesFirst Calendar (2)**
GradesFirst has a useful Calendar tool that lets you look at what you have scheduled. It starts by inputting all of your classes. Then it adds in advising and tutoring appointments. You can even add your own events, like “work” or “laundry night.” It is possible to look at your calendar for the month, week, or day.
When looking at your calendar for the day, you will see all of your classes and any appointments you have. Mouse over the calendar entry to see more details.

**Requesting a Tutor (3)**

From your **Home** page in GradesFirst, click the **Request Tutor Appt** link by the appropriate class.
In the pop-up window, **type your availability** to meet with a tutor in the text box. It’s always a good idea to list more than one day and time you can meet in case no tutors are available for your first choice. When you’re done entering availability, simply click the **Send** button.
Emailing Professors (3)

GradesFirst make it easy to email your professors. Simply check the boxes beside the classes for the professors you want to email and then click the Send Message to Professor button.

Fill out the pop-up window like any email client. Enter a Subject and Message, and Attach Files as needed. Then click Send Message. GradesFirst emails also go to the professor’s West Georgia email.
Scheduling Advising Appointments in GradesFirst
Finding and getting a meeting with your advisor is easy in GradesFirst. Start by clicking the big Get Advising button. **Please note:** as of Summer 2014, not all advisors are assigned in GradesFirst. Please work with the process for your departmental advisor if you are not assigned to an advisor in GradesFirst.

Appointment Step 1: Select Your Reason
The next screen asks you to select the main Reason for your advising appointment. You and your advisor may need to discuss many things, but pick the reason that fits best and click Next.
Appointment Step 2: Select Location & Advisor
The next step will ask you to select your Location & Advisor. If you are assigned to an advisor in GradesFirst, the Location is selected by default. Just click Next. If you are not assigned an advisor in GradesFirst, you will need to contact the department for your major.

Appointment Step 3: Time Select
Click a blue box for Morning or Afternoon that lists the number of appointments available. If none are available this week, you may need to click the arrow for next week.
Click the time slot that meets your needs and then click the blue Next button.

Appointment Step 4: Confirm
The last step asks you to confirm your appointment details. It will show you the advisor, the reason you selected, the day and time, and the location. You have an opportunity to type in specific notes to the advisor and to request reminders. The Send Me an Email button will email reminders to your UWG email address, and the Send me a Text button will send a text reminder to the cell phone number you have on file. When you are satisfied with all of the details, click the Confirm Appointment button.
GradesFirst Conversations

GradesFirst records all the emails and text messages sent to you from within GradesFirst. Clicking the **My Conversations** link under Options on your Home page will allow you to review every communication sent to you within GradesFirst.