GradesFirst Guide for Location Administrators

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APPOINTMENTS AND WALK-INS .............................................................................................................. 2

Using the GradesFirst Kiosk to Check In Students ............................................................................. 2
Scheduling an Appointment .................................................................................................................. 4
How to Handle Students Not in GradesFirst ..................................................................................... 9
  Check in for an Appointment or as a Walk-in .................................................................................. 9
  Schedule an Appointment ................................................................................................................. 9

UPLOADING DIGITAL FILES ............................................................................................................... 9
**Appointments and Walk-ins**

**Using the GradesFirst Kiosk to Check In Students**

*Note:* GradesFirst does not work optimally in Internet Explorer. Use Firefox or Chrome. For the Kiosk, use Firefox.

1) Login via myUWG.
   - Click External Resources.
   - Click GradesFirst.

2) Click the Kiosk link at the bottom-right of any page in GradesFirst and then click the button for your **Location**.

3) **Select Multiple Purpose Mode.**
4) Once in Kiosk Mode, type in student IDs to check in.

Students with an appointment will have the option to **Check In**. Students without an appointment can be **added to the current waiting list** by selecting **Walk-in Advising**.
5) Once a student checks in, click the I’m done button. Exit the Kiosk button returns the Kiosk to menu that allows you to type in IDs.

Welcome to the UCC Advising Center

Thanks! You have been added to Danny Gourley's list. Please have a seat and wait for the advisor to call on you.

Next Steps...

I'm done. Exit the Kiosk.

Return to Menu

Scheduling an Appointment

Note: GradesFirst does not work optimally in Internet Explorer. Use Firefox or Chrome. Use Chrome for accessing student records, scheduling appointments, and uploading documents.

1) Login via myUWG.
   • Click External Resources.
   • Click GradesFirst.
2) Navigate to the student’s Profile page by typing the name or ID number in the Quick Search box.

3) Click on Schedule Appointment.
4) GradesFirst automatically includes the organizer in the appointment, so you’ll need to click the **Remove** link.

5) On the left side of the screen, choose the **Type** of appointment in the drop-down menu.
6) Select the **Reason(s)** for the visit. Use Ctrl + left-click to select multiple reasons. Then choose the **Location** in the drop-down menu.
7) Add any useful information in the Comments box.

8) Select An Advisor among those available at the location by clicking the radial button (1). Then Select a Date for the appointment on the calendar on the left (2). When the Availabilities populates, you can click the box to select a time (3). By default, GradesFirst will send both email and text Reminders to the student (4).

9) Finally, choose if the appointment repeats and click the Save Appointment button at the bottom.
How to Handle Students Not in GradesFirst

GradesFirst contains only students currently enrolled for the term. We have to get creative when serving students who are not in GradesFirst.

Check in for an Appointment or as a Walk-in

1) Get the student’s name and ID number and write it down.

2) **Use your own ID number in Kiosk for Check in.**

3) Give the written name and ID to the Advisor.

Schedule an Appointment

1) Navigate to your own student Profile Page and click **Schedule an Appointment**.

2) Remove yourself twice from the participants once you select an Advisor. This will make it look like the Advisor is having an advising appointment alone.

3) In the **Comments** box, add the student’s name (get him or her to spell it), ID, and phone number.

4) Add any other useful information in the **Comments** box.

![Comments:](image)

Uploading Digital Files

Notes are useful for recording change of major forms, Academic Success Plans, Transient forms, and other files that normally would require a paper folder and physical storage space.

1) Scan the document to a PDF on the scanner, email it to your UWG email, and download the document to the work computer.
2) Click **Add a Note** in the Options box on the right on a student’s profile page.

![Options menu with Add a Note highlighted](image)

3) Enter the text of the note and click **Save Note**.
   A. Add any desired Note text.
   B. Select a **Note Reason**, such as Major Declaration form.
   C. Attach files as desired.
   D. Select **Viewable by student**.