

# GradesFirst Guide for University of West Georgia Faculty

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## Introduction

GradesFirst is a web-based retention and advising tool used in Athletics at the University of West Georgia since 2011 and expanded for the entire student body in 2013. GradesFirst provides a powerful platform for communicating with students, keeping course attendance, providing roll verification, and issuing alerts for students who might be at-risk. This guide details some ways faculty at UWG can use GradesFirst in two parts, a **Basics** section for quick reference on topics all faculty should know and an **Advanced** section for users who want to learn about other GradesFirst features.

## GradesFirst Basics

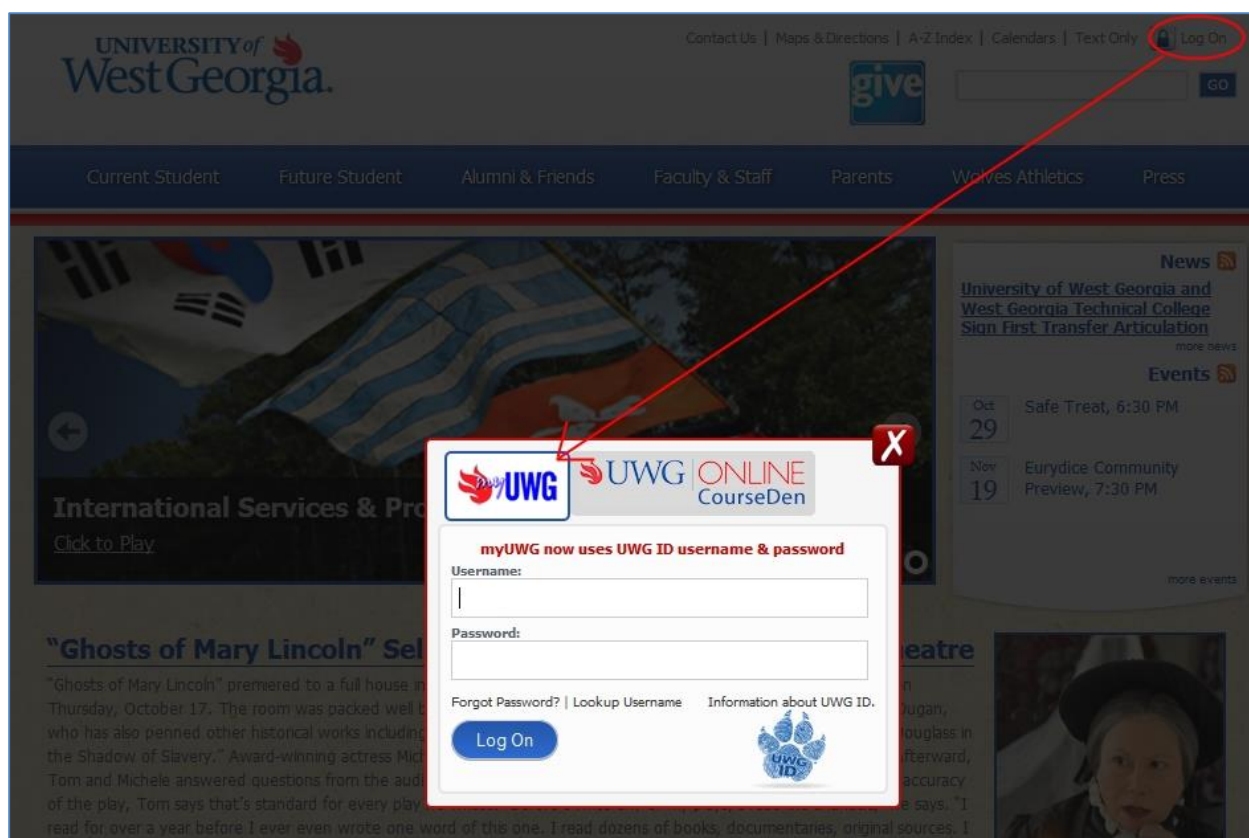
Basic functions of GradesFirst include how to log in, checking email, viewing courses, searching for students, viewing the student profile page, issuing Alerts, and sending messages.

### How to Log in to GradesFirst

Faculty can login to GradesFirst via the myUWG portal using the UWG ID.

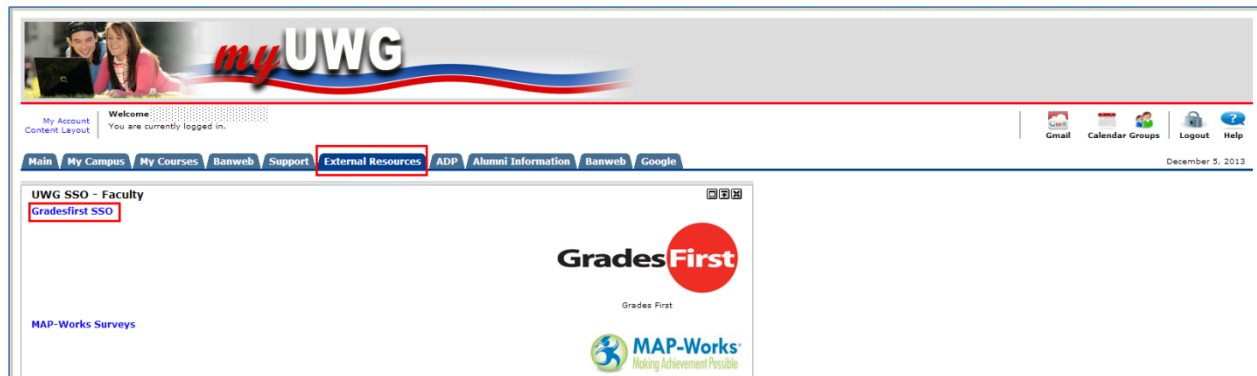
#### Login Step 1: Login to myUWG

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**.

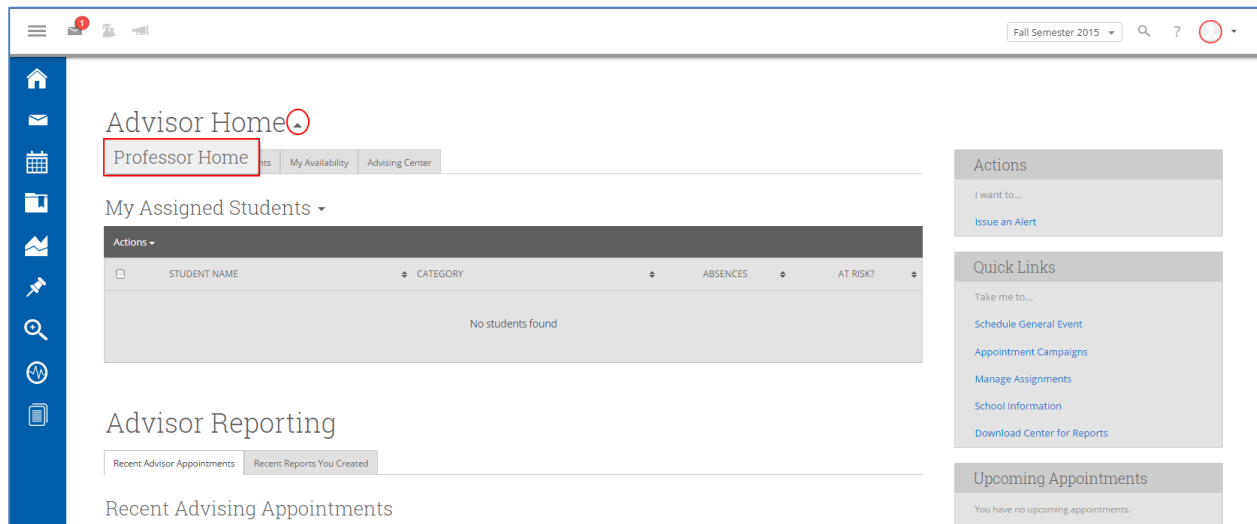


## Login Step 2: External Resources Tab

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. Because many faculty also advise, the default home page in GradesFirst for all faculty is the Advisor Home page. **Click the arrow to the right of Advisor Home and choose Professor Home**.



From Professor Home, you can check your messages (A), navigate to other pages via icons on the left side of the screen (B), view your courses for the semester (C), issue an alert (D), and search for students by name (E).

The screenshot shows the 'Professor Home' dashboard. Annotations include:
 

- A**: A red circle with the number '1' next to an envelope icon in the top header bar, indicating unread messages.
- B**: A vertical blue sidebar on the left containing various navigation icons (Home, Messages, Calendar, etc.).
- C**: A red box around the 'Class Listing' section, which shows a table with columns for Class Name, Time, and Room. It lists '(COMM1154) Intro to Mass Communications' with links for 'Assignments' and 'Progress Reports'.
- D**: A red box around the 'Issue an Alert' button in the 'Actions' panel on the right.
- E**: A red box around the search icon in the top right corner of the header bar.

**Students In My Classes**

STUDENT NAME	CATEGORY	ABSENCES	COURSE(S)	AT RISK?
1		0 (0)	COMM1154	No
2		0 (0)	COMM1154	Yes
3		0 (0)	COMM1154	No
4		0 (0)	COMM1154	Yes
5		0 (0)	COMM1154	No
6		0 (0)	COMM1154	No
7		0 (0)	COMM1154	No
8		0 (0)	COMM1154	No
9		0 (0)	COMM1154	Yes

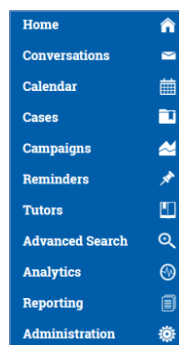
## Email Indicator (A)

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.



## Navigate to Other Pages Via Icons (B)

The pages a user has access to depend on his or her permissions. A sample of the functions is visible in the image below.



## View Your Courses for the Semester (C)

The Courses tab in GradesFirst will allow you to see the courses you currently are teaching as well as a complete list of all students enrolled in your courses. You can send messages to one or multiple students, issue an alert for a student who might be at-risk, and record class attendance.

Class Listing		
CLASS NAME	TIME	ROOM
(COMM1154) Intro to Mass Communications		
		<a href="#">Assignments</a>
		<a href="#">Progress Reports</a>

Students In My Classes						
Actions ▾						
<input type="checkbox"/>	STUDENT NAME	◆ CATEGORY	◆	ABSENCES	◆ COURSE(S)	◆ AT RISK?
<input type="checkbox"/>	1 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	2 [blurred]			0 (0)	COMM1154	Yes
<input type="checkbox"/>	3 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	4 [blurred]			0 (0)	COMM1154	Yes
<input type="checkbox"/>	5 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	6 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	7 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	8 [blurred]			0 (0)	COMM1154	No
<input type="checkbox"/>	9 [blurred]			0 (0)	COMM1154	Yes

## Issue an Alert (D)

You might find during a semester that you wish to issue an alert for a student who is at-risk to be unsuccessful. GradesFirst is the place to make this report. From Professor Home, click **Issue an Alert** from the Actions menu.

Actions
I want to...
<a href="#">Issue an Alert</a>

Alternately, you can check the box next to a student's name from your class rosters. Then you can **click the arrow by Actions** and select **Issue Alert** from the menu.

The screenshot shows the 'Students In My Classes' interface. A table lists students with columns for Student Name, Category, Absences, Course(s), and At Risk? The 'Actions' dropdown menu is open, showing options: Send Message, Issue Alert (highlighted with a red box), Note, and Mass Print.

STUDENT NAME	CATEGORY	ABSENCES	COURSE(S)	AT RISK?
[Redacted]	Good Standing, Junior	0 (0)	COMM1154	No
[Redacted]	Cheerleading, Freshman, Good Standing, Kappa Delta, UWG 1101	0 (0)	COMM1154	Yes
[Redacted]	Chi Phi, Good Standing, Junior	0 (0)	COMM1154	No
[Redacted]	Cheerleading, Freshman, Good Standing, UWG 1101	0 (0)	COMM1154	Yes
[Redacted]	Alpha Xi Delta, Cheerleading, Freshman, Good Standing, UWG 1101	0 (0)	COMM1154	No
[Redacted]	Good Standing, Honors Eligibility, Junior	0 (0)	COMM1154	No

Both methods lead to a dialog box:

The 'ISSUE AN ALERT' dialog box is shown. It contains the following fields and options:

- Student:** A text input field.
- Please select the reason you believe this student needs assistance:** A dropdown menu with the text 'Select at least one'.
- Is this alert associated with a specific class?:** A dropdown menu with the text 'Optional'.
- Additional Comments:** A text area with the placeholder text 'Please enter a comment.'
- Buttons:** 'Submit' and 'Cancel'.

You will need to enter a name if it was not a student chosen from your class list. Then you must select one or more reasons for the alert in the first drop down box. You also will have the option of selecting a specific course if the alert directly pertains to a single course. The student's schedule is pre-populated in the second drop down box. To complete your alert, fill in any additional comments you have, then click **Submit**. The Alert goes to the Center for Academic Success, the University Writing Center, and/or the Counseling Center based on the nature of the selected Alert reason(s).

## Searching for a Student by Name (E)

GradesFirst has the ability to quickly search for students by name by using **Quick Search (E)** at the top of the page in the gray bar.

Professor Home

Class Listing C

CLASS NAME	TIME	ROOM
(COMM1154) Intro to Mass Communications		

Assignments  
Progress Reports

Students In My Classes

STUDENT NAME	CATEGORY	ABSENCES	COURSE(S)	AT RISK?
1		0 (0)	COMM1154	No
2		0 (0)	COMM1154	Yes
3		0 (0)	COMM1154	No
4		0 (0)	COMM1154	Yes
5		0 (0)	COMM1154	No
6		0 (0)	COMM1154	No
7		0 (0)	COMM1154	No
8		0 (0)	COMM1154	No
9		0 (0)	COMM1154	Yes

Actions

I want to...

Issue an Alert D

Quick Links

Take me to...

- Schedule General Event
- Record My Class Attendance
- Manage Assignments
- School Information
- Download Center for Reports

Once you begin typing a student's name, GradesFirst automatically begins searching for students. Once you see the student's name in the list in the drop down box, you can select the student by clicking his or her name.

## Overview of Student Profile Page

Each student profile page will show you the student's current schedule, his or her status (Normal or At-risk), options for you as a faculty member to contact or report about the student, academic information, and personal information.

## Sending Messages

GradesFirst allows you to send messages to students from within the system. When students receive emails sent from you through the GradesFirst system, it will not only show up for them in GradesFirst but it will also be delivered to the UWG Gmail account.

Check the box next to a student's name from your class rosters. You can send messages to multiple students at once by checking the box next to each name. Each student will receive the message as though you only sent it to him/her and will not be able to see the other recipients. Then you can **click the arrow by Actions** and select **Send Message** from the menu.



Students In My Classes

Actions ▾

Send Message

Issue Alert

Note

Mass Print

	STUDENT NAME	CATEGORY	ABSENCES	COURSE(S)	AT RISK?
		Good Standing, Junior	0 (0)	COMM1154	No
		Cheerleading, Freshman, Good Standing, Kappa Delta, UWG 1101	0 (0)	COMM1154	Yes
<input type="checkbox"/> 3		Chi Phi, Good Standing, Junior	0 (0)	COMM1154	No
<input type="checkbox"/> 4		Cheerleading, Freshman, Good Standing, UWG 1101	0 (0)	COMM1154	Yes
<input type="checkbox"/> 5		Alpha Xi Delta, Cheerleading, Freshman, Good Standing, UWG 1101	0 (0)	COMM1154	No
<input checked="" type="checkbox"/> 6		Good Standing, Honors Eligibility, Junior	0 (0)	COMM1154	No
		Freshman, Good Standing, Men's			

You will see two tabs in the **Send a Message** dialog box, **Send Email** and **Send Text**. The tab that has a blue highlight is the action being taken.

### Send an Email Message:

For emails, simply fill in the subject and message boxes, attach any additional documents, and decide if you would like the email to go to anyone else (works like a cc: in regular email). Click **Send Message** to complete your message.

### Send a Text Message

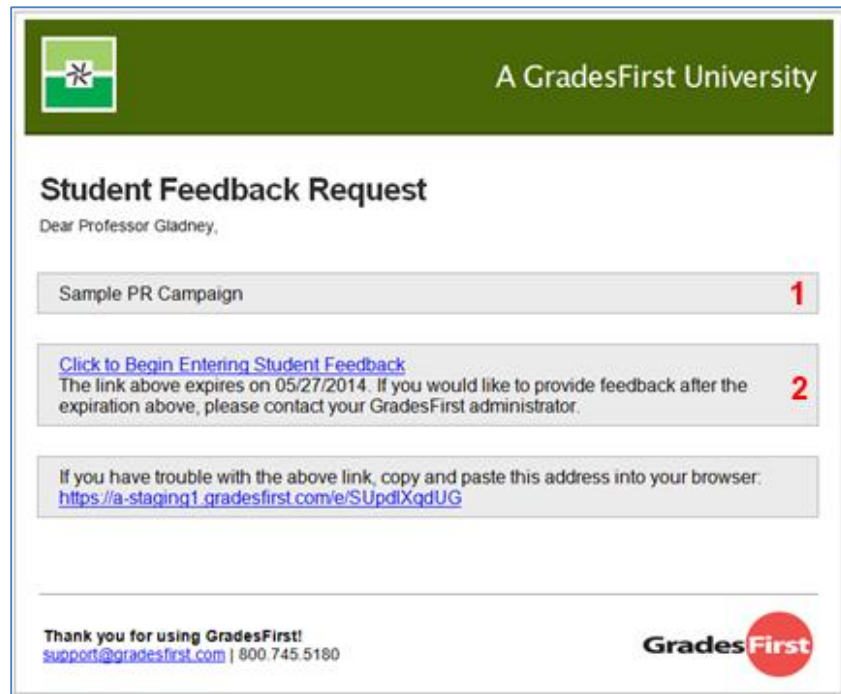
For texts, enter the brief message you wish for the student to receive. The message is limited to 160 characters. Once you have composed your message, click **Send Message**. The text will be sent to the cell number the students have on file in Banner. Make sure to identify yourself in your text message and include your call back number.

## Progress Reports

Progress Reports allow faculty to quickly and easily mark which students are At-Risk to fail a course and then automatically mark the rest as Active. This guide details how to respond to a Progress Report campaign.

### Faculty Progress Report Campaign Step 1: Email Notification

GradesFirst sends an email to solicit feedback for a Progress Report. The email will contain a custom message to the faculty member (1) and a link to enter the report (2). Click the link that says Click to Begin Entering Student Feedback.




## Faculty Progress Report Campaign Step 2: The User Interface and Responding

Once you click the link, your browser will navigate to a page that allows quick response to the Progress Report. You will see a message about the security of the system (1). UWG uses a FERPA agreement with GradesFirst that was approved by the Registrar and ITS. Moreover, only school officials with legitimate educational interest have the ability to initiate a Progress Report. Thus, responding to a Progress Report does not violate a student's FERPA rights. You'll see your name below the security statement (2). All of your courses are listed in one convenient place, with each course listed separately (3).

Check the radial button for any students who are At-Risk to fail your class (4). Each person you select will highlight in red to show risk. Then you can any Alert reasons you want (5), report the number of absences (6), indicate current grade in the course (7), and add comments (8). The more information you provide the better.

Finally, you have the option to **Submit only marked students (9)** so that you can return to finish the report later or to **Submit unmarked students as not At Risk (10)**, which allows you to use your time only to report on students at-risk.

**STUDENT FEEDBACK**

**Your information is secure.**  
GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.  
Thank you for using GradesFirst!

1

**Professor Gladney:** 2  
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

COJO4230-1 Tp:Inter Journ & Global Media 3

	Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1	Battle, Bryan	4 <input checked="" type="radio"/> Yes <input type="radio"/> No	Failed to do assigned work. X 5	6 6	D- 7	Bryan hardly comes to class, but when he does, he never brings his homework. 8
2	Kelly, Scott	<input checked="" type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
3	Perry, Nathan	<input checked="" type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
4	Steen, Tony	<input checked="" type="radio"/> Yes <input type="radio"/> No	Misses Tutor Appointments. X	2	C-	Tony needs to show up for his tutoring appointments if he hopes to pass my class.
5	Vogler, Parker	<input checked="" type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

Submit only marked students (but I'm not done) 9

This button will submit students you have marked into GradesFirst as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done) 10

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

## Advanced Features of GradesFirst

In addition to the functions outlined in **GradesFirst Basics**, faculty might receive requests to verify rosters via an Enrollment Census Campaign or to report student progress via a Progress Report Campaign. Other permissions include the ability to record class attendance, view student conversations recording in GradesFirst, use the Calendar with two-way Google integration, and access multiple reports and use Analytics. This portion of the guide seeks to inform you of the utility of these functions. It is neither complete in its instructions for how to use the features nor exhaustive in its listing of the capabilities of GradesFirst.

## Viewing Conversations in GradesFirst

When you send and receive messages (email or text) using GradesFirst, your conversations are saved in the system. Access them via the **Conversations icon** (the envelope) in the blue vertical menu on the left side of the screen to help track your communications with a student.

Home	Courses	Calendar	Conversations	Campaigns	Cases	Reports	Analytics	Search
All Conversations ▾								
<input type="checkbox"/> Mark Selected as Read		<input type="checkbox"/> Mark All Read		<input checked="" type="checkbox"/> View Unread Only		Search by Users <input type="text"/>		
ALL	READ	DATE SENT	RECIPIENT	TOPIC	SENDER	TYPE	DETAILS	
<input type="checkbox"/>		02/07/2014 09:28 AM	Joe, Mike	Academic Progress Request - Advanced Academy	Theresa, Mike	E-mail	Details	
<input type="checkbox"/>		08/24/2013 12:06 AM	Joe, Mike	Syllabus	Mike, Theresa	E-mail	Details	

To view the content of a communication, click on the **Details** link.

Conversation > Syllabus

Theresa, Mike (theresa@my.westga.edu)

08/24/2013

To: Theresa, Mike

Reply

Subject: Syllabus

Hi,

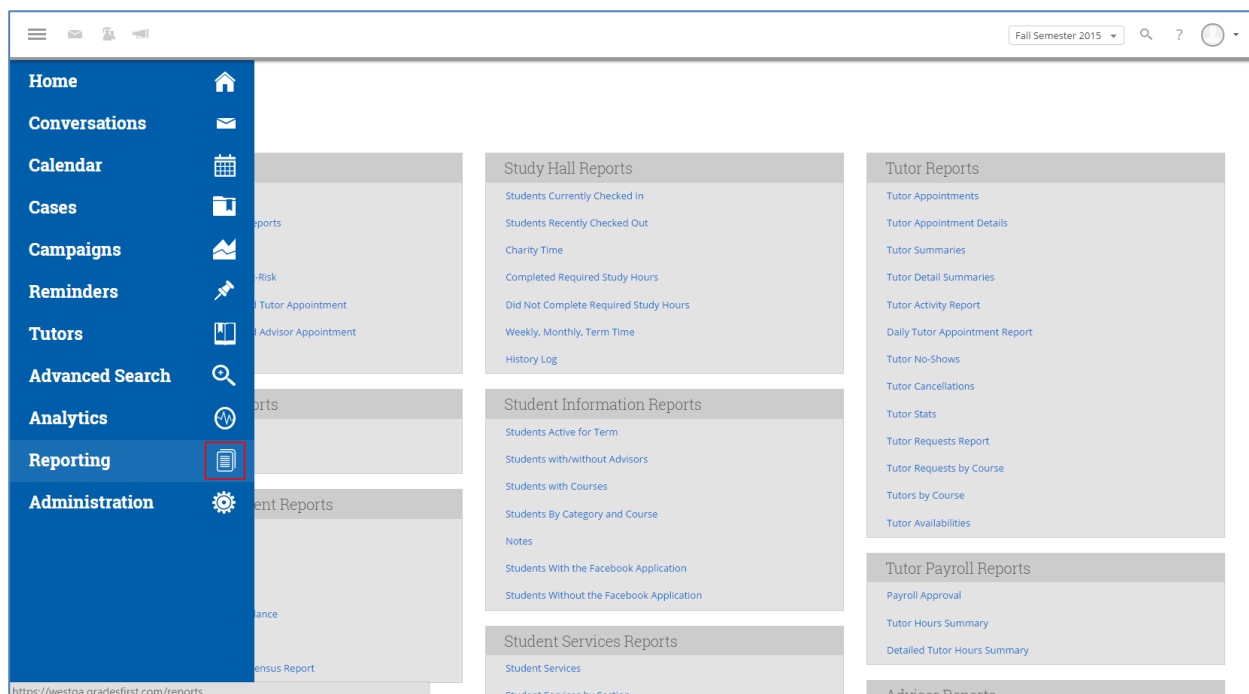
Will there be a syllabus available via CourseDen prior to class? As of now, CourseDen does not have the courses listed.

Sent by Theresa, Mike on Saturday, August 24, 2013 at 12:06 am via E-mail.

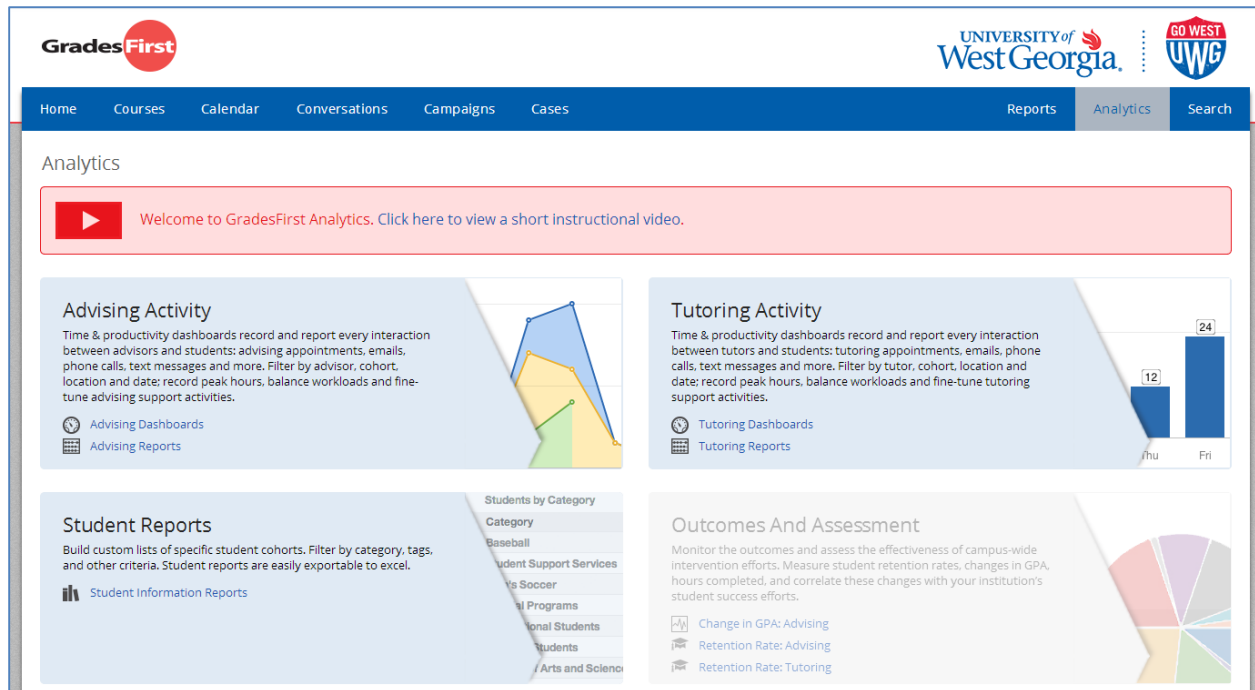
## Reports and GradesFirst Analytics

GradesFirst has robust reporting features that enable you to see if a student attended tutoring, has seen an advisor, and/or participated in academic coaching. **Note:** Medical and mental counseling visits and notes do not appear in GradesFirst because of HIPAA.

Reports do not alter data—only collect and display it. Therefore, it is safe to play around with Reports without concern for altering data. For assistance using Reports, contact Danny Gourley, campus administrator for GradesFirst, at [dgourley@westga.edu](mailto:dgourley@westga.edu).



Like Reports, Analytics provide a way to review student activity in advising, tutoring, career counseling, and academic coaching services. Analytics also provides graphs as visual aides to understand usage patterns. For assistance using Analytics, contact Danny Gourley, campus administrator for GradesFirst, at [dgourley@westga.edu](mailto:dgourley@westga.edu).



## Roll Verification

Roll verification in GradesFirst takes place via the Enrollment Census Campaign. This feature allows faculty to quickly and easily mark which students have never attended and then automatically mark the rest as Active. This guide details how to respond to an Enrollment Census campaign. **Note: UWG currently completes roll verification via Banweb.**

### Faculty Enrollment Census Campaign Step 1: Email Notification

GradesFirst sends an email to solicit feedback for an Enrollment Census. The email will contain a custom message to the faculty member (1) and a link to enter the report (2). Click the link that says Click to Begin Entering Student Feedback.

## Faculty Enrollment Census Campaign Step 2: The User Interface and Responding

Once you click the link, your browser will navigate to a page that allows quick response to the Enrollment Census. You will see your name at the top (1) to ensure you know you are in the system correctly and a message about the security of the system (2). UWG uses a FERPA agreement with GradesFirst that was approved by the Registrar and ITS. You'll see your name again below the security statement (3). All of your courses are listed in one convenient place, with each course listed separately (4 and 5).

Check the radial button for any students who have **Never Attended** your class (6). Each person you select will highlight in pink to show non-attendance.

The screenshot shows the user interface for the Faculty Enrollment Census Campaign Step 2. At the top, there is a navigation bar with links for Home, Calendar, Conversations, Reports, and Search. A user greeting "Hello, [Name]" is displayed. Below the navigation bar, a green box contains a security message: "Your information is secure. GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you for using GradesFirst!" (2). Below this, the professor's name is displayed (3). The main content area shows a list of courses. The first course, "THEA-1111-1 Performance And Production" (4), is expanded, showing a table of students. The table has columns for Student name, Active, Last day, Never attended (6), and Comments. The "Never attended" column contains radial buttons for each student. The second course, "THEA-2111-1 Performance And Production" (5), is also listed below.

Student name	Active	Last day	Never attended	Comments
1. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
2. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
3. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
4. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
5. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
6. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
7. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
8. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	
9. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	

Next, scroll to the bottom of the page and check the box to **Mark remaining as active**. Note that checking the box does NOT highlight the other students in green to show their active status; however, the results do report accurately. Click the **Submit** button to submit your response.

The screenshot shows the bottom of the user interface. It includes a table for the course "THEA-3111-1 Performance And Production" with columns for Student name, Active, Last day, Never attended, and Comments. Below the table, there is a checkbox labeled "Mark remaining as active" (1) and a "Submit" button. A legend at the bottom right shows "Active" in green and "Inactive" in red.

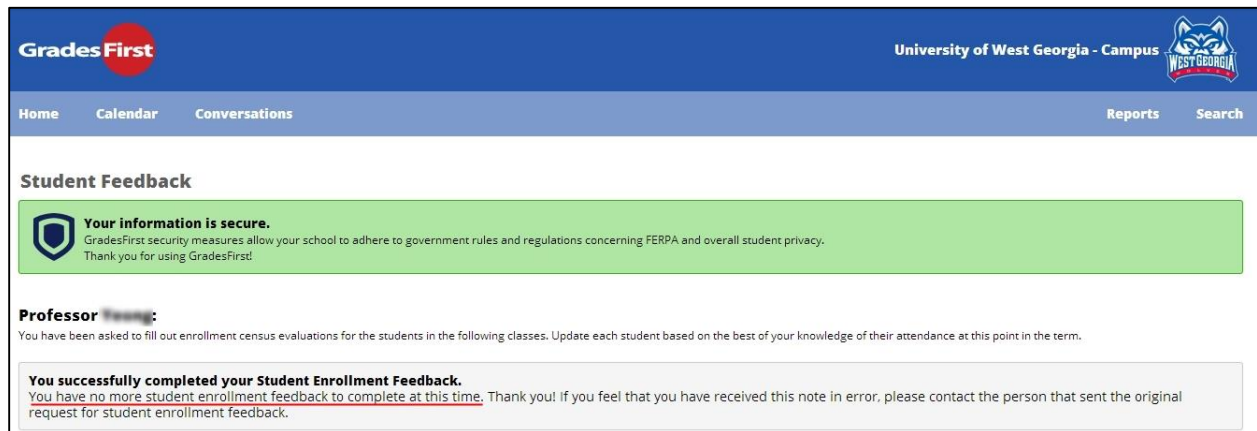
Student name	Active	Last day	Never attended	Comments
1. [Student Name]	<input type="radio"/>	[Date]	<input type="radio"/>	

☐ Mark remaining as active

Submit

Legend: Active Inactive

Finally, the page confirms that you have completed your response. Close the browser to exit securely.



The screenshot shows the GradesFirst web interface. At the top, there is a blue header with the "GradesFirst" logo on the left and "University of West Georgia - Campus" with a logo on the right. Below the header is a navigation bar with links for "Home", "Calendar", "Conversations", "Reports", and "Search". The main content area is titled "Student Feedback". It features a green box with a shield icon and the text: "Your information is secure. GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you for using GradesFirst!". Below this is a section for "Professor [Name]:" with a message: "You have been asked to fill out enrollment census evaluations for the students in the following classes. Update each student based on the best of your knowledge of their attendance at this point in the term." At the bottom, a light gray box contains the message: "You successfully completed your Student Enrollment Feedback. You have no more student enrollment feedback to complete at this time. Thank you! If you feel that you have received this note in error, please contact the person that sent the original request for student enrollment feedback."

## Record Class Attendance

GradesFirst gives you the ability to track your class attendance and observe attendance patterns for each student. From your **Professor Home**, click **Record My Class Attendance** in the Actions menu.



The screenshot shows a "Quick Links" menu. The menu is a vertical list of links on a light gray background. The links are: "Take me to...", "Schedule General Event", "Record My Class Attendance" (which is highlighted with a red rectangular box), "Record All Class Attendance", "Manage Assignments", "School Information", and "Download Center for Reports".



The next screen will populate your class schedule on the left side of the screen. Select a course to record attendance (1). Then select the date of the class meeting you wish to record (2).

Course Attendance

Choose a Course **1**

Please choose a course to the left.

Choose a Date **2**

December 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today

Course Attendance

Choose a Course **1.** Once you select a course.

Choose a Date **2.** And picked a date the class has met.

WEDNESDAY, DEC. 04, 2013

☒ Mark All Present

**3. Your class roll will populate.**

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student Name	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report

☐ Mark Remaining Present

Your students for the selected course should now be showing in the center of the window. Mark students who were absent or tardy by clicking the appropriate radio button next to their name. You can also indicate if their absences or tardiness was excused. Once you have completed marking all the absent and tardy students, click the box next to **Mark Remaining Present** to select all other students as present.

Course Attendance

WEDNESDAY, NOV. 06, 2013

☒ Mark All Present
 ☐ Clear
 ☐ Toggle Pattern / Comment

Choose a Course

To Excel | Census

Choose a Date

November 2013

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Student 1	1 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 2	1 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 3	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 4	1 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	■■■■■	Add Progress Report
Student 5	2 (2)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 6	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 7	0 (0)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 8	2 (1)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 9	1 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report
Student 10	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	■■■■■	Add Progress Report

☐ Mark Remaining Present

15 Present 1 Absent 1 Tardy

Save Attendance

Click **Save Attendance** to complete the record.

## Calendar

GradesFirst has a calendar tool that will pre-populate all of your courses and show appointments. It has two-way integration with Google Calendar as well. If you want to use GradesFirst to conduct advising appointments, contact Danny Gourley, campus administrator for GradesFirst, at [dgourley@westga.edu](mailto:dgourley@westga.edu).

My Calendar

Calendar View List of Calendar Items Subscriptions

LEGEND
 ☒ ADVISING
 ☒ ASSIGNMENT
 ☒ TUTORING
 ☒ GENERAL
 ☒ COURSE
 ☒ FREE BUSY
 ☒ CANCELLED

Add Calendar Event Print Calendar

Jul 6 — 12 2014

today < day week month >

	SUN 7/6	MON 7/7	TUE 7/8	WED 7/9	THU 7/10	FRI 7/11	SAT 7/12
all-day							
2pm							
3pm		3:00 - 5:15 BIOL1010-1 Fundamentals of Biology	3:00 - 5:15 BIOL1010-1 Fundamentals of Biology	3:00 - 5:15 BIOL1010-1 Fundamentals of Biology	3:00 - 5:15 BIOL1010-1 Fundamentals of Biology	3:00 - 5:15 BIOL1010-1 Fundamentals of Biology	
4pm							
5pm							