GradesFirst Guide for University of West Georgia Students

Prepared by

Danny Gourley | Associate Director, Advising Center | dgourley@westga.edu

Jason Soucy | Coordinator of Tutoring & Learning, EXCEL Center | jsoucy@westga.edu

Updated November 2013
# Table of Contents

Introduction .................................................................................................................................................. 3

How to Login to GradesFirst .......................................................................................................................... 3
  Login Step 1: Login to myUWG .................................................................................................................. 3
  Login Step 2: External Resources Tab ...................................................................................................... 4

Email Indicator (1) ......................................................................................................................................... 5

The GradesFirst Calendar (2) ....................................................................................................................... 5

Requesting a Tutor (3) .................................................................................................................................. 6

Emailing Professors (3) ................................................................................................................................... 8

Scheduling Advising Appointments in GradesFirst ........................................................................................ 9
  Appointment Step 1: Select Your Advisor (1) ........................................................................................ 10
  Appointment Step 2: Select a Date (2) .................................................................................................. 10
  Appointment Step 3: Pick a Time (3) ..................................................................................................... 11
  Appointment Step 4: Set Reminders (4) .................................................................................................. 11
  Appointment Step 5: Set Reminders (5) ................................................................................................. 11

GradesFirst Conversations .............................................................................................................................. 12
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 (4), and view your conversations with advisors and professors (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

**Wednesday, Oct 30, 2013**

![Calendar image]

**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.

Simply 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 Fall 2013, 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.

The next screen has everything you need to schedule an advising appointment.

![Schedule an Advising Appointment](image-url)
Appointment Step 1: Select Your Advisor (1)

Once you **click the radial button next to your advisor's name**, his or her calendar will load.

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>AVAILABLE TIMES</th>
</tr>
</thead>
</table>
| Gourley, Danny| MW 8:30a-12:00p (UCC Advising Center)  
T 8:30a-12:00p (UCC Advising Center)  
T 1:00p-4:30p (UCC Advising Center)  
R 12:00p-4:00p (UCC Advising Center)  
F 8:30a-11:00p (UCC Advising Center) |

**What Time?**

[Save Appointment]  [Cancel]

Appointment Step 2: Select a Date (2)

Use the calendar in the bottom-left of the screen to **pick the day** you want your appointment.

![Select a Date: November 2013 Calendar](calendar-image)
**Appointment Step 3: Pick a Time (3)**

Click the **radial button** for the day and time you want your appointment.

![Time Slots](image)

**Appointment Step 4: Set Reminders (4)**

By default, UWG configures GradesFirst to send you an email immediately when you create an appointment. UWG also sends a text message reminder one hour before the appointment. Click the boxes if you wish to disable these reminders.

![Reminders](image)

**Appointment Step 5: Set Reminders (5)**

When everything about the advising appointment is set the way you like it, click the **Save 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.