

GradesFirst Guide for University of West Georgia Students



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Introduction

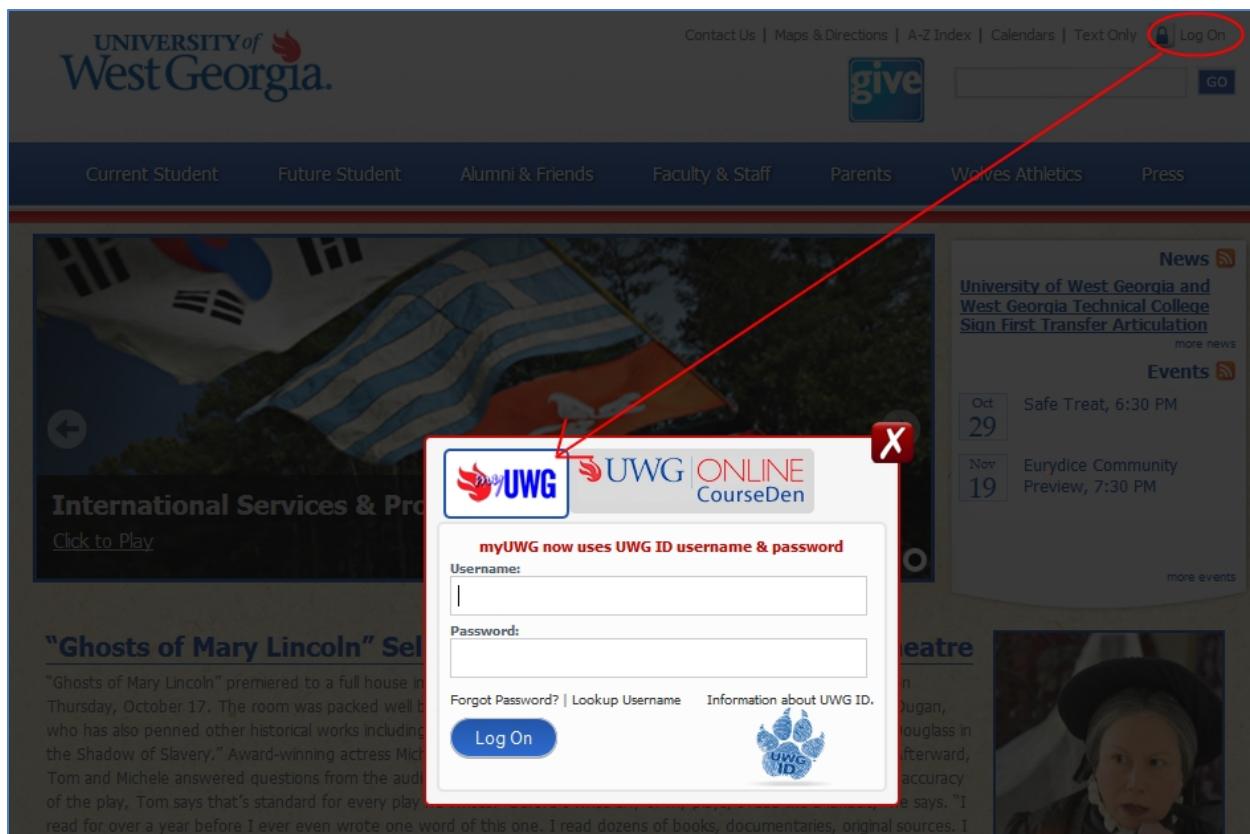
GradesFirst is a web-based retention and advising program used in Athletics at the University of West Georgia since 2011 and expanded for the entire student body in 2013. GradesFirst provides a powerful tool for communicating with professors, requesting tutors, and scheduling advising appointments. This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

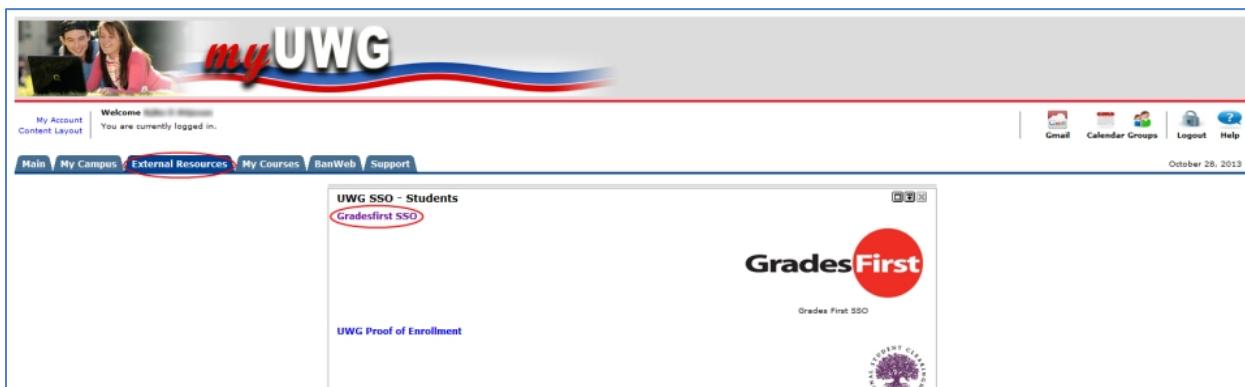
Login Step 1: Login to myUWG

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 (4), and view your conversations with advisors and professors (5).

A screenshot of the GradesFirst home page. At the top, there's a dark header with a message bubble icon (1) containing "Hello," and a search bar. Below the header, the "GradesFirst" logo is on the left, and the "UNIVERSITY of West Georgia" logo is on the right. The main menu has tabs for "Home" (selected), "Calendar" (2, circled in red), and "Conversations". A "Search" bar is on the far right. The main content area shows "CLASSES THIS TERM" with a table (3, circled in red) listing four classes: GEOL2503-N01 Introduction to Oceanography, HIST2112-91 US History II (since 1865)-HN, PHIL2010-5 Introduction to Philosophy, and PSYC1101-6 Intro to General Psychology. Each row in the table has a "Send Message to Professor" button. To the right, there's a "Get Advising" button (4, circled in red) and a sidebar with "Options" (5, circled in red) including "My Conversations" and "School Information". A "Upcoming Appointments" section says "You have no upcoming appointments."

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.

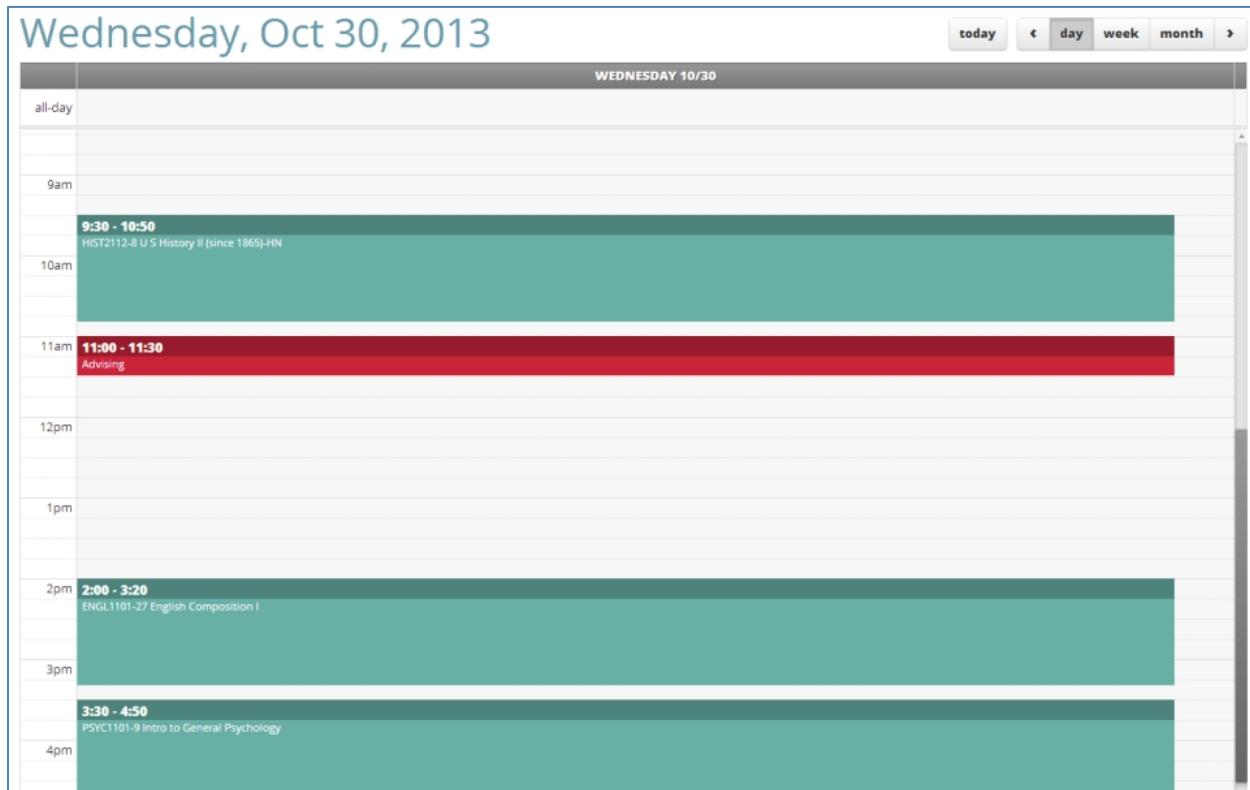


The GradesFirst Calendar (2)

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.

The screenshot shows the GradesFirst calendar interface for November 2013. The top navigation bar includes 'Home', 'Calendar' (which is selected), 'Conversations', and a 'Search' field. Below this is a 'My Calendar' section with tabs for 'Calendar View', 'List of Calendar Items', and 'Subscriptions'. A legend at the top of the calendar grid includes checkboxes for 'ADVISING', 'ASSIGNMENT', 'TUTORING', 'GENERAL', 'COURSE', 'FREE BUSY', and 'CANCELLED'. At the bottom right of the calendar grid, there are navigation buttons: 'today', '< day', 'day', 'week', 'month' (which is highlighted with a red oval), and '>'. The calendar grid itself shows days from 27 to 30 of November, followed by days 1 through 16 of December. Each day cell contains a list of scheduled events, such as classes, advising sessions, and tutoring appointments, with times and descriptions.

When looking at your calendar for the day, you will see all of your classes and any appointments you have. Mouse over

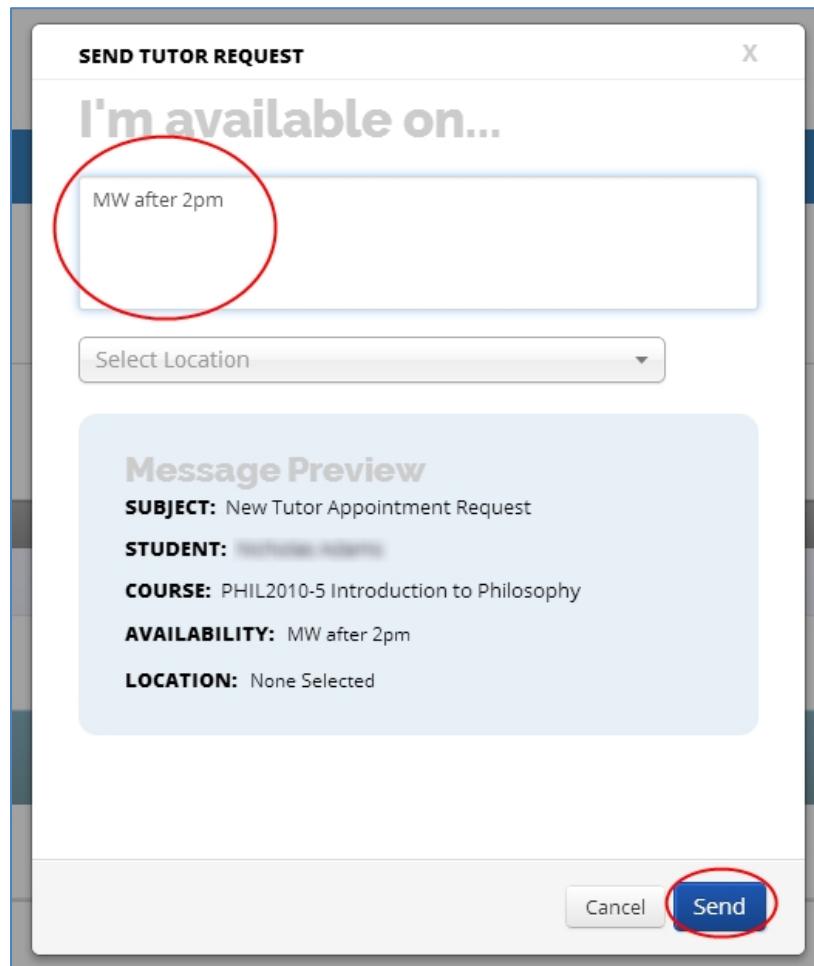


Requesting a Tutor (3)

From your **Home** page in GradesFirst, click the **Request Tutor Appt** link by the appropriate class.

| CLASSES THIS TERM | | | | | | |
|--------------------------|--|-----------------|--|--------|-------|-------------------------------------|
| | CLASS NAME | PROFESSOR | DAYS/TIMES | MID | FINAL | TAKE ACTION |
| <input type="checkbox"/> | GEOL2503-N01 Introduction to Oceanography | David Bush | | ATTEND | | Request Tutor Appt. |
| <input type="checkbox"/> | HIST2112-91 U S History II (since 1865)-HN | Linda VerHoef | TR 5:30p-6:50p NEWNAN CENTER BUILDING 1000 1123 | ATTEND | | Request Tutor Appt. |
| <input type="checkbox"/> | PHIL2010-5 Introduction to Philosophy | Gary Senecal | TR 8:00a-9:20a TLC - TECHNOLOGY LEARN CTR 1203 | ATTEND | | Request Tutor Appt. |
| <input type="checkbox"/> | PSYC1101-6 Intro to General Psychology | Michael Frazier | TR 9:30a-10:50a Anth - Anthropology Building 7 | ATTEND | | Request Tutor Appt. |

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.



Cancel

Send

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.

| CLASSES THIS TERM | | | | | | |
|-------------------------------------|---|-----------------|--|--------|-------|-------------------------------------|
| | CLASS NAME | PROFESSOR | DAYS/TIMES | MID | FINAL | TAKE ACTION |
| <input type="checkbox"/> | GEOL2503-N01 Introduction to Oceanography | David Bush | | ATTEND | | Request Tutor Appt. |
| <input checked="" type="checkbox"/> | HIST2112-91 US History II (since 1865)-HN | Linda VerHoef | TR 5:30p-6:50p NEWNAN CENTER BUILDING 1000 1123 | ATTEND | | Request Tutor Appt. |
| <input checked="" type="checkbox"/> | PHIL2010-5 Introduction to Philosophy | Gary Senecal | TR 8:00a-9:20a TLC -TECHNOLOGY LEARN CTR 1203 | ATTEND | | Request Tutor Appt. |
| <input checked="" type="checkbox"/> | PSYC1101-6 Intro to General Psychology | Michael Frazier | TR 9:30a-10:50a Anth - Anthropology Building 7 | ATTEND | | Request Tutor Appt. |

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.

Send a Message

Send E-mail Message

To: Michael Frazier, Gary Senecal, Linda VerHoef

Subject:
Out of town this Thursday

Message:

Dear Professors,

Unfortunately, I must be out of town this Thursday and miss all of my classes due to a family emergency. I will keep up with my assignments in CourseDen and do my reading over the weekend. Also, I will come see you in your office hours next week to be sure I don't need to do anything else for you to get caught up.

Thanks for understanding.

Attachments:

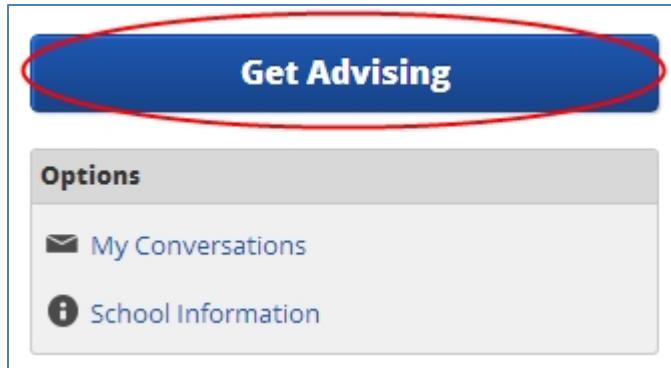
Attach File **Choose File** No file chosen

Send Additional E-mail Notifications To:

Send Message Cancel

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.

Reason(s):?

- Advising
- Academic Success Plan
- Advised before W deadline
- Career Counseling

Comments:

Location:?
Check your [Appointment Notification] email for a location for this appointment.

Select a Date: 2

November 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 |

Reminders 4

Send an email reminder?

Send a text reminder?

Select An Advisor 1

| | ADVISOR | AVAILABLE TIMES |
|----------------------------------|----------------|--|
| <input checked="" type="radio"/> | Gourley, Danny | MW 8:30a-12:00p (UCC Advising Center) MW 1:00p-4:30p (UCC Advising Center) T 8:30a-12:00p (UCC Advising Center) T 1:00p-4:30p (UCC Advising Center) R 12:30p-4:00p (UCC Advising Center) R 5:00p-7:30p (UCC Advising Center) F 8:30a-3:00p (UCC Advising Center) |

What Time? 3

| TIME SLOT | 11/24 (SUN) | 11/25 (MON) | 11/26 (TUE) | 11/27 (WED) | 11/28 (THU) | 11/29 (FRI) | 11/30 (SAT) |
|---------------|-------------|----------------------------------|----------------------------------|-------------|----------------------------------|-------------|----------------------------------|
| 6:00a-6:30a | | | | | | | |
| 6:30a-7:00a | | | | | | | |
| 7:00a-7:30a | | | | | | | |
| 7:30a-8:00a | | | Conflicts | Conflicts | Conflicts | Conflicts | Conflicts |
| 8:00a-8:30a | | | | Conflicts | | Conflicts | |
| 8:30a-9:00a | | | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 9:00a-9:30a | | | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 9:30a-10:00a | | <input checked="" type="radio"/> | | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 10:00a-10:30a | | <input checked="" type="radio"/> | | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 10:30a-11:00a | | <input checked="" type="radio"/> | | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 11:00a-11:30a | | <input checked="" type="radio"/> | | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |
| 11:30a-12:00p | | <input checked="" type="radio"/> | | Conflicts | <input checked="" type="radio"/> | Conflicts | <input checked="" type="radio"/> |

Save Appointment Cancel

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.

Select An Advisor

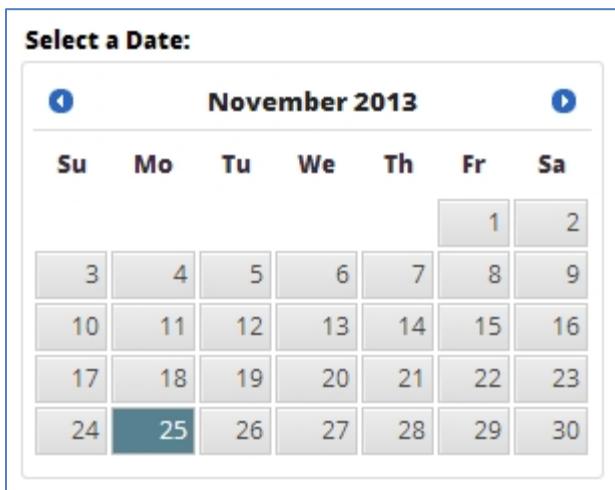
| | ADVISOR | AVAILABLE TIMES |
|----------------------------------|----------------|--|
| <input checked="" type="radio"/> | Gourley, Danny | MW 8:30a-12:00p (UCC Advising Center) MW 1:00p-4:30p (UCC Advising Center) T 8:30a-12:00p (UCC Advising Center) T 1:00p-4:30p (UCC Advising Center) R 12:30p-4:00p (UCC Advising Center) R 5:00p-7:30p (UCC Advising Center) F 8:30a-3:00p (UCC Advising Center) |

What Time?

LOADING

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.



Appointment Step 3: Pick a Time (3)

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

| TIME SLOT | 11/24 (SUN) | 11/25 (MON) | 11/26 (TUE) | 11/27 (WED) | 11/28 (THU) | 11/29 (FRI) | 11/30 (SAT) |
|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 6:30a-7:00a | | | | | | | |
| 7:00a-7:30a | | | | | | | |
| 7:30a-8:00a | | Conflicts | Conflicts | Conflicts | Conflicts | Conflicts | Conflicts |
| 8:00a-8:30a | | | Conflicts | | Conflicts | | |
| 8:30a-9:00a | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 9:00a-9:30a | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 9:30a-10:00a | ○ | | Conflicts | ○ | Conflicts | ○ | |
| 10:00a-10:30a | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 10:30a-11:00a | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 11:00a-11:30a | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 11:30a-12:00p | | ○ | Conflicts | ○ | Conflicts | ○ | |
| 12:00p-12:30p | | Conflicts | Conflicts | Conflicts | Conflicts | Conflicts | Conflicts |

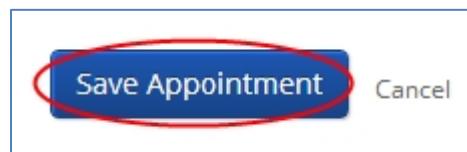
Appointment Step 4: Set Reminders (4)

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 | |
| <input checked="" type="checkbox"/> | Send an email reminder? |
| <input checked="" type="checkbox"/> | Send a text reminder? |

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.

The screenshot shows the 'Conversations' tab selected in the top navigation bar. Below the header, there's a section titled 'My Conversations' with buttons for 'Mark Selected as Read' and 'Mark All Read'. To the right are filters for 'View Unread Only' and 'Search by Users'. A table lists five messages:

| READ | DATE SENT | RECIPIENT | TOPIC | SENDER | TYPE | Details |
|--------------------------|---------------------|------------|---|----------------|--------|---------|
| <input type="checkbox"/> | 10/25/2013 10:34 AM | [REDACTED] | Don't forget UWG On-Time Registration | Gourley, Danny | E-mail | Details |
| <input type="checkbox"/> | 10/24/2013 02:41 PM | [REDACTED] | Success Seminar 10/29: Improving Writing Skills | Soucy, Jason | E-mail | Details |
| <input type="checkbox"/> | 09/20/2013 01:47 PM | [REDACTED] | WARNING – Off Track for UWG Graduation | Gourley, Danny | E-mail | Details |
| <input type="checkbox"/> | 08/29/2013 02:17 PM | [REDACTED] | This Tuesday! An Event with President Marrero! | Soucy, Jason | E-mail | Details |
| <input type="checkbox"/> | 08/26/2013 05:42 PM | [REDACTED] | GradesFirst @ UWG | Gourley, Danny | E-mail | Details |