

# GradesFirst Guide for University of West Georgia Students

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**GradesFirst**

Prepared by

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## Introduction

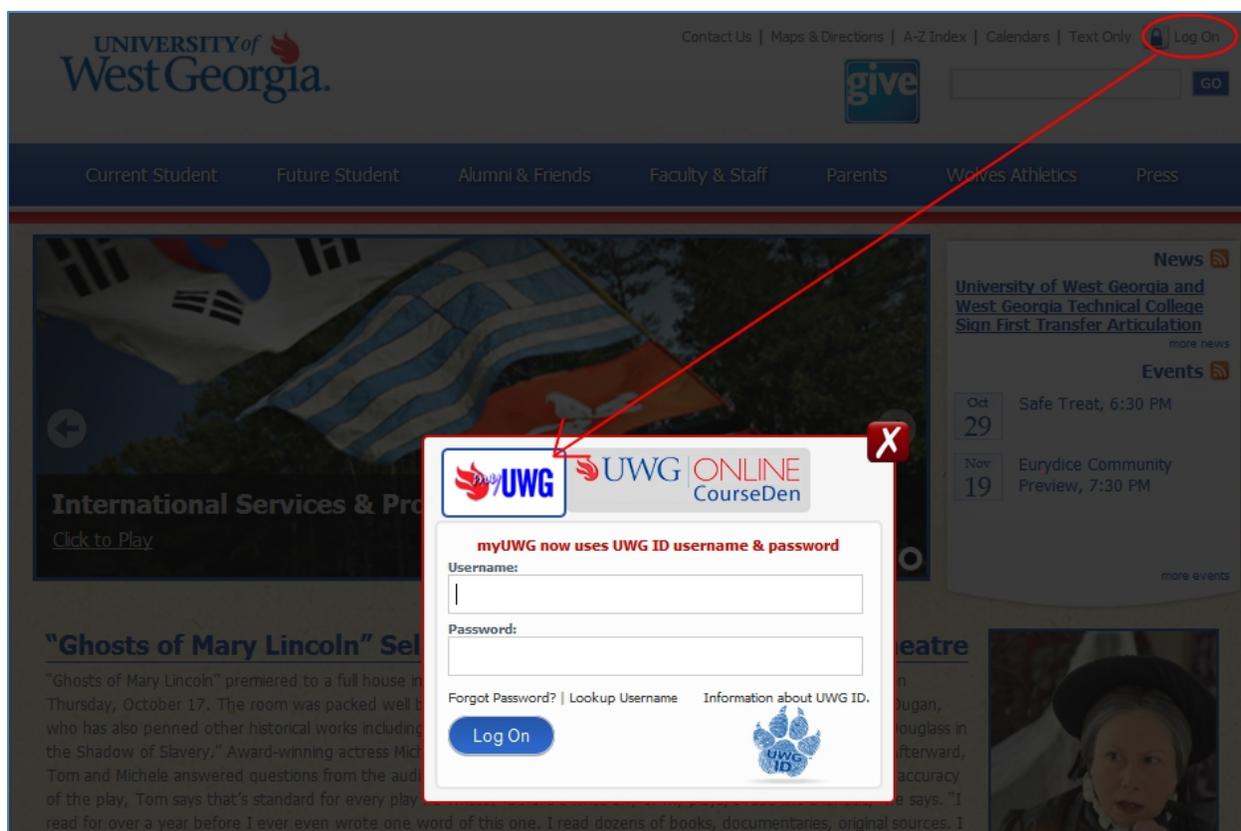
GradesFirst is a web-based retention and advising program used in Athletics at the University of West Georgia since 2011 and expanded for the entire student body in 2013. GradesFirst provides a powerful tool for communicating with professors, requesting tutors, and scheduling advising appointments. This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



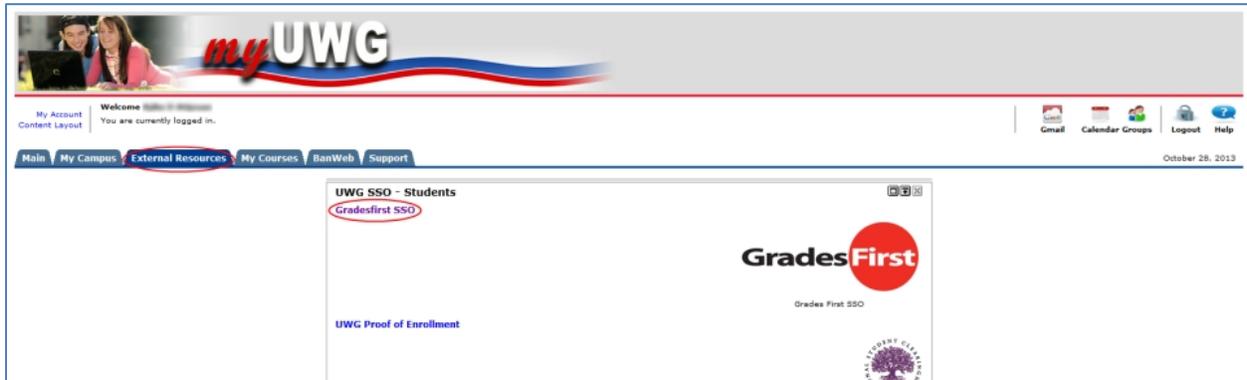
The screenshot displays the University of West Georgia website. At the top right, the "Log On" link is circled in red. A modal window is open in the center, titled "myUWG ONLINE CourseDen". The modal contains the following text and fields:

- myUWG now uses UWG ID username & password
- Username:
- Password:
- Forgot Password? | Lookup Username | Information about UWG ID.
- Log On button
- UWG ID logo

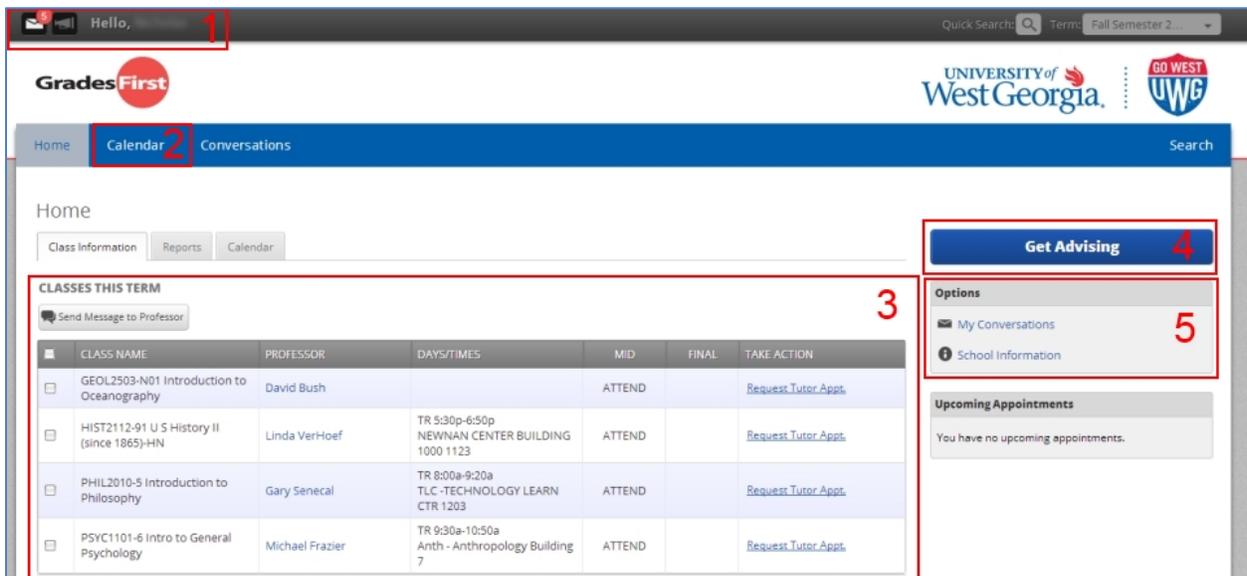
The background of the website shows a navigation menu with links for Current Student, Future Student, Alumni & Friends, Faculty & Staff, Parents, Wolves Athletics, and Press. There are also sections for News and Events.

## 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).



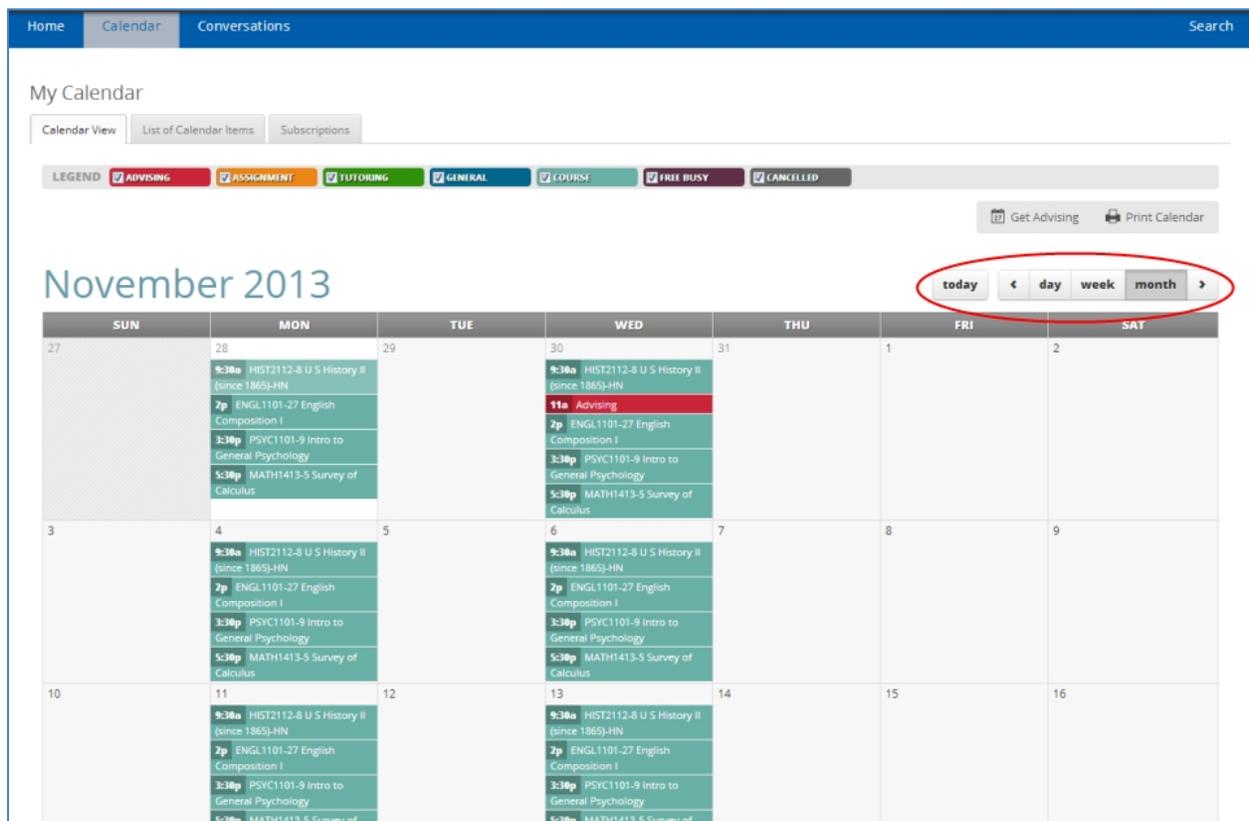
## Email Indicator (1)

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.



Home | Calendar | Conversations | Search

My Calendar

Calendar View | List of Calendar Items | Subscriptions

LEGEND: **ADVISING** | ASSIGNMENT | TUTORING | GENERAL | COURSE | FREE BUSY | CANCELLED

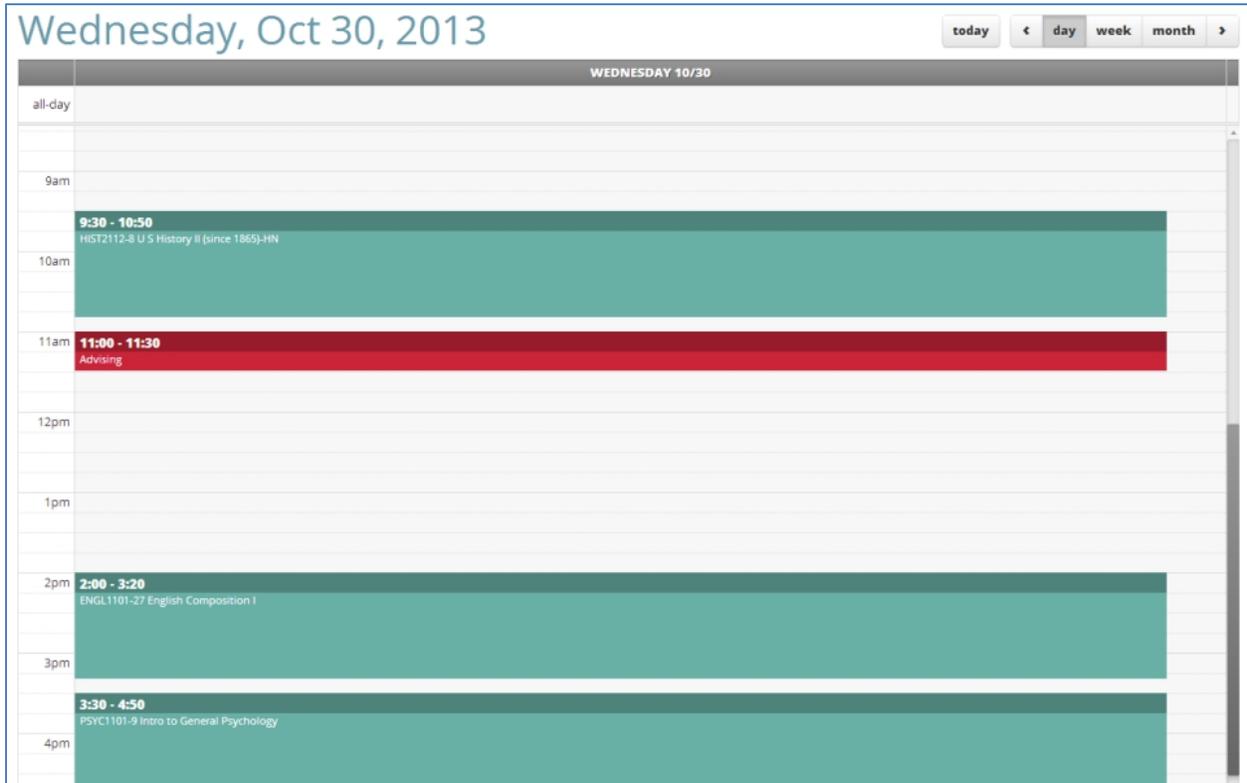
Get Advising | Print Calendar

### November 2013

today < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 9:30a HIST2112-8 U S History II (since 1865)-HN 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of Calculus	29	30 9:30a HIST2112-8 U S History II (since 1865)-HN 11a Advising 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of Calculus	31	1	2
3	4 9:30a HIST2112-8 U S History II (since 1865)-HN 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of Calculus	5	6 9:30a HIST2112-8 U S History II (since 1865)-HN 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of Calculus	7	8	9
10	11 9:30a HIST2112-8 U S History II (since 1865)-HN 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of	12	13 9:30a HIST2112-8 U S History II (since 1865)-HN 2p ENGL1101-27 English Composition I 3:30p PSYC1101-9 Intro to General Psychology 5:30p MATH1413-5 Survey of	14	15	16

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**

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

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.

**SEND TUTOR REQUEST** X

I'm available on...

MW after 2pm

Select Location

**Message Preview**

**SUBJECT:** New Tutor Appointment Request

**STUDENT:** [REDACTED]

**COURSE:** PHIL2010-5 Introduction to Philosophy

**AVAILABILITY:** MW after 2pm

**LOCATION:** None Selected

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		<a href="#">Request Tutor Appt.</a>
<input checked="" type="checkbox"/>	HIST2112-91 U S History II (since 1865)-HN	Linda VerHoef	TR 5:30p-6:50p NEWMAN CENTER BUILDING 1000 1123	ATTEND		<a href="#">Request Tutor Appt.</a>
<input checked="" type="checkbox"/>	PHIL2010-5 Introduction to Philosophy	Gary Senecal	TR 8:00a-9:20a TLC - TECHNOLOGY LEARN CTR 1203	ATTEND		<a href="#">Request Tutor Appt.</a>
<input checked="" type="checkbox"/>	PSYC1101-6 Intro to General Psychology	Michael Frazier	TR 9:30a-10:50a Anth - Anthropology Building 7	ATTEND		<a href="#">Request Tutor Appt.</a>

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:**

**Message:**

**Attachments:**  
  No file chosen

**Send Additional E-mail Notifications To:**

## 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

**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
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		○	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	○	

**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?

## 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

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

### Appointment Step 3: Pick a Time (3)

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

What Time?

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	
8:00a-8:30a			Conflicts		Conflicts		
8:30a-9:00a		<input type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input type="radio"/>	
9:00a-9:30a		<input type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input 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 type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input type="radio"/>	
10:30a-11:00a		<input type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input type="radio"/>	
11:00a-11:30a		<input type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input type="radio"/>	
11:30a-12:00p		<input type="radio"/>	Conflicts	<input type="radio"/>	Conflicts	<input type="radio"/>	
12:00p-12:30p		Conflicts	Conflicts	Conflicts	Conflicts	Conflicts	

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

By default, UWG configures GradesFirst to send you and 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

Send an email reminder?

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.

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