

GradesFirst – Student Guide

Logging in to GradesFirst

1. Go to <https://wcu.gradesfirst.com>
2. Use your Catamount email address and password to log in

Course Tutoring Appointments

To schedule a tutor appointment for a specific course:

1. Navigate to your **Student Home** screen.
2. Click the **Schedule Tutor Appt** link next to the relevant course.

CLASSES THIS TERM



ALL	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	CHEM-139-20 General Chemistry I	Channa De Silva	MTWRF 10:15a-12:15p Cullowhee - Stillwell - 149			Schedule Tutor Appt.
<input type="checkbox"/>	CHEM-139-25 General Chemistry I	James Cook	MWF 1:30p-4:45p Cullowhee - Stillwell - 405			Schedule Tutor Appt.

3. The location for tutoring should automatically be selected. To choose a different date, click the calendar icon in the top left corner of the scheduling grid. Select a time by clicking an **Open** block.

***Note: If no locations are available, this means we do not have a tutor for that specific subject. Please talk to your professor about reaching out to the WaLC to hire a tutor.*

Schedule a Tutoring Appointment

You have chosen to create an appointment for **CHEM-139-20 General Chemistry I**

Locations will only appear below if tutors are available.

What location do you prefer?
Writing and Learning Commons, B... ▾

	07:30 AM	08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM
Nicholas Goldy		open	open	open	open	

- **Open** - Available time when you may schedule an appointment with the corresponding tutor. Appointment durations are set to 30 minutes; you may schedule two back-to-back blocks if you would like an hour long appointment.
- **Drop-In** - The tutor is available for students to drop in during this time.
- **Course** - You have a course during this time.
- **Advising** - You have an advising appointment during this time.
- **Tutoring** - You have a tutoring appointment during this time.
- **Blank** - The tutor is not available during this time.

4. In the **Create Appointment** dialog, leave a comment to let the tutor know what you would like to discuss. Select if you would like an email or text reminder. Then choose **Submit**.

09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM
open	open			

CREATE APPOINTMENT: [X]

Location: Writing and Learning Commons, Belk 207

Course: CHEM-139-1 General Chemistry I

Time: 09:00 AM - 09:30 AM

Comments: + Add Comment

Reminder:

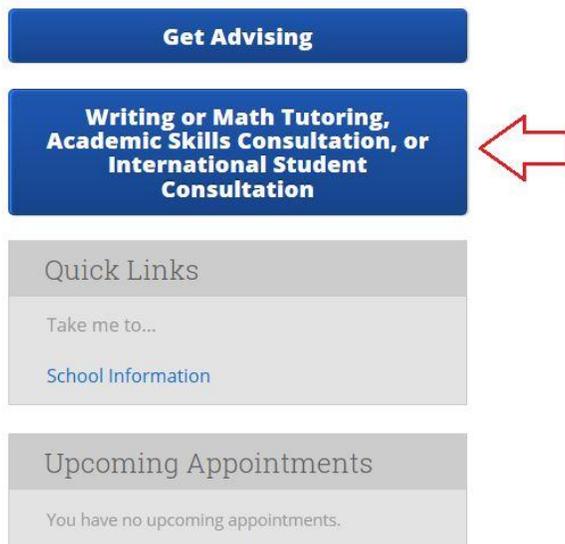
Send Me an Email Send Me a Text

Submit Close

Writing Tutoring / Math Tutoring / Academic Skills Consultations (ASC) / International Student Consultations (ISC)

To schedule an appointment for writing, ASC, or ISC, or to find drop-in times for math:

1. Navigate to your **Student Home** screen.
2. On the right hand side of your screen, click the **Writing or Math Tutoring, Academic Skills Consultation, or International Student Consultation** button.



3. Choose a Student Service (once selected, the location should load automatically).

Schedule a Tutoring Appointment

Choose a Student Service: -- please select one --
Academic Skills Consultation
Int Student Consultation
Math Tutoring
Writing Tutoring

What location do you prefer?: -- please select one --

4. Choose a Student Service (once selected, the location should load automatically). To choose a different date, click the calendar icon in the top left corner of the scheduling grid. Select a time by clicking an **Open** block.

Schedule a Tutoring Appointment

Choose a Student Service: Writing Tutoring
What location do you prefer?: Writing and Learning Commons, B...

	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM
Hannah Adams	open	open	open	open	open
Nicholas Goldy					open
James Tucker	open	open	open	open	open

- **Open** - Available time when you may schedule an appointment with the corresponding tutor.
- **Drop-In** - The tutor is available for students to drop in during this time.
- **Course** - You have a course during this time.
- **Advising** - You have an advising appointment during this time.
- **Tutoring** - You have a tutoring appointment during this time.
- **Blank** - The tutor is not available during this time.

5. In the **Create Appointment** dialog, leave a comment to let the tutor know what you would like to discuss. Select if you would like an email or text reminder. Then choose **Submit**.

CREATE APPOINTMENT:

Location: Writing and Learning Commons, Belk 207 or Writing and Learning Commons, Belk 207

Student Service: Writing Tutoring

Time: 11:00 AM - 11:30 AM

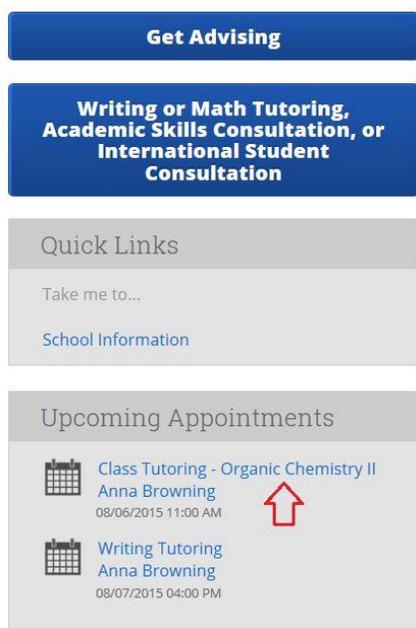
Comments: + Add Comment

Reminder: Send Me an Email Send Me a Text

Submit

Cancel an appointment:

1. From your home screen, select the appointment under **Upcoming Appointments**.



2. Click **Cancel My Attendance**.



3. Under **Reason**, select **Student Cancelled**. Then click **Mark as Cancelled**.

