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.

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.

- **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**.

**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

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

- **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.
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**.