

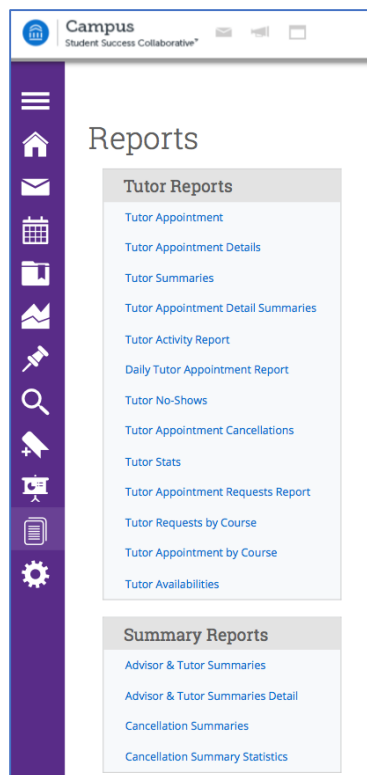
GradesFirst Instructions for Faculty

How to Look Up Tutoring Visits for Individual Students

1. In the search bar, type in the student's name or 920#, then click on their name
2. You can also click on an individual student's name in your class roster or advisee list
3. Click on **Reports/Notes** in the tab menu
4. Scroll down to **Tutor Reports**
5. Click on "Details" to the right of each visit to read tutors' summary notes

How to Find Tutoring Reports for a Class

1. On the left-hand menu, click on Reporting
2. Under Tutor Reports, click on Tutor Appointment Details



3. Change the date range
4. Under Course Data, choose your course and section (you can only search one section at a time)
5. At the very bottom of the screen, check the boxes for "Include Inactive" and "Ignore Enrollment Status"

Tutor Appointment Details Report

Keywords (First Name, Last Name, E-mail, Student ID) [] Enrollment Status? [No Preference] Enrollment Term [Any Term]

Begin Date [08/21/2017] End Date [11/15/2017]

Tutor Team: [All] Tutor for Appointment: [All] Filter by Tutor Appointments Location: [All] Filter by Tutor Appointments Reason: [All]

Student Information [First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List]

Area of Study [College/School, Degree, Concentration, Major]

Performance Data [GPA, Hours, Credits]

Fall 2017 Data [Classification, Term GPA]

Course Data [Course, Section, Status]

Course? [CIS-251 Managing Ente... x] Add More Courses

Section? [01 x]

Status [Registered]

Assigned To [Advisor, Tutor, Coach]

Search My Students Only At-Risk Students Only Include Inactive Ignore Enrollment Status

6. Click Search
7. Under Actions, click on Export to Excel

Tutor Appointment Details Report

Standard User Type: [Include Inactive Users x] Ignore Enrollment Status [x]

Course: Registered in CIS-251 Managing Enterprise Info Sys (01) x

Search Modify Search

Actions

- Send a Message
- Add Note
- View Appointment Details
- Show/Hide Columns
- Export to Excel

TUTOR EXTERNAL	STUDENT NAME	CATEGORIES	STUDENT EXTERNAL	APPOINTMENT CREATED BY
920349362	Kirkpatrick, Cassie	Continuing, Fixed Tuition AY 1617	920448865	Hobbs, Kayla

8. Click on the link to the Download Center to access your report (you can also access the Download Center from your Home page under Quick Links)
9. Please note that these reports include:
 - a. ALL tutoring visits made by students in the selected class, regardless of the reason for the visit. For example, if you generate the Tutoring Details Report for

students enrolled in CIS 251-01 and Sara Smith is a student in that class, the report will show ALL of Sara's tutoring visits for the selected time period. If Sara also visited the WaLC for writing tutoring for her ENGL 101-01 class, that visit will show on the report.

- b. Cancelled appointments (listed in the **Reported duration** column)
- c. No Shows (marked in the **Is no show** column)
- d. Reported session durations under the **Reported duration** column. Note: The **Scheduled duration** column shows the amount of time allocated for the appointment (either 30 or 60 minutes). The actual appointment duration is reported by the tutor in the **Reported duration** column, but this will not appear until the tutor has completed the report. The deadline for tutors to submit their reports is 10:00 pm each Friday.
- e. Tutors' notes under the **Summary** column

10. Suggestions for stripping unwanted data from the report:

- a. Delete rows 1-8 (title of the report, date/time it was generated, etc.)
- b. Delete the following columns:
 - i. Student ID (keep the "Student external" column to include 920s)
 - ii. Tutor External
 - iii. Categories
 - iv. Appointment created by
 - v. Appointment created at
 - vi. Begin date time
 - vii. End date time
 - viii. Scheduled duration
 - ix. Appointment type
 - x. Date Submitted
 - xi. Unused slots
 - xii. Appointment reasons
 - xiii. Appointment comments
 - xiv. Appointment cancelled by
 - xv. Cancellation reason
 - xvi. Cancellation comment
- c. Format the data into a table, with the headings as Table Headers
- d. In the **Reported duration** column, strip out the "Cancelled" option (using the drop-down arrow in the header)
- e. In the **Is report filed** column, strip out the "No" option
- f. In the **Is no show** column, strip out the "yes" option
- g. Use the **Reported reasons** and/or **Reported course** columns to strip out data you do not need (for example, if you are generating a report of course tutoring visits, strip out all reasons except "Tutoring"). In the **Reported course** column, select only the class for which this report is being generated.

11. A note about **writing tutoring** visits: Students are not required to select a course when scheduling writing tutoring appointments, so courses are sometimes not reported in the **Reported course** column for writing tutoring visits.

12. For assistance with tutor reports, please call the WaLC at 828-227-2274.