Professor

Basic Guide to

Getting Started

GradesFirst

Program Administrator
Office of Student Support Services
Lincoln Hall, Room 101
gradesfirst@lincoln.edu
Ext. 7290~7229
Professor
Basic Guide to Getting Started
Table of Contents

- Home Page at a Glance 3
  - Professor/Advising Home Page at a Glance 3
  - Professor Home Page at a Glance 3

- Professor/Advisor Home Page Summary 4-5

- Search Tab 6
  - Search and Simple Search 6
  - Send a Message 7
  - Quick Search 8
  - Advanced Search 8-9

- My Courses Tab 10
  - Record My Class Attendance 10-12
  - Create and Post a Class Assignment 13-14
  - Update a Class Assignment 14-15
  - Create a Progress Report 16-17
  - View Progress Report Details 18
  - Edit/Delete a Progress Report 18

- My Calendar Tab 19
  - List of Calendar Items 19
  - Create a New Event/Appointment 20-21
  - View Details of Appointment 22
  - Edit/Delete Appointment 22

- Reports Tab 23
  - Reports Summary 23
  - Student Progress Report 24
  - Student Progress Report Flagged At-Risk or Critical 24
  - Absence Report 25
  - Absence Detail Report 25
ADVISING/PROFESSOR HOME PAGE AT A GLANCE

Note: The Home Page of a Professor who serves a dual role as an Academic Advisor will be displayed as an Academic Advising Home Page with a My Courses tab to access classes and students.

PROFESSOR HOME PAGE AT A GLANCE

Note: The Home Page of a Professor who does not serve as an Academic Advisor is displayed with a Professor Home Page as pictured.
HOME PAGE SUMMARY

HOME PAGE TAB:
- My Assigned Students (academic advisees assigned to you are displayed on Home Page)
- Upcoming Appointments Tab (includes upcoming advising appointments and advisor reporting)
- My Availability Tab (includes times available for advising and advisor reporting)
- Filter by Tags (group students to display by filters set)
- Send Message Tab (send an e-mail message to one or multiple students in your advising cohort)
- New Appointment Tab (schedule an appointment with one or multiple students in your advising cohort)
- Advising Report Tab (complete an advising report for a student in your advising cohort)
- Note Tab (post a note for a student in your advising cohort)

ADVISOR REPORTING:
- Recent Advisor Appointments (displays advising appointments you have had)
- Recent Reports You Created (displays recent advisor reports you created)
- Add Advising Report Tab (complete and post an advising report after appointment with advisee)
- Mark No Show Tab (indicate when an academic advisee does not show for their appointment)
My Courses
- **Class Listing** (includes all classes that you are teaching for the term indicated).
- **Students in Your Classes** (an alphabetical listing of every student enrolled in all of your classes for the term indicated).
- **Send a Message** (used to send a message to an individual or multiple students in your class).
- **Assignments** (used to post assignments for the selected class).
- **Progress Report** (used to view or create a progress report for a student or **report a student at-risk** in the selected class).
- **Record My Class Attendance** (used to track attendance or record class absences).

My Calendar
- **Calendar View** (displays a birdseye view of all classes and scheduled appointments).
- **List of Calendar Items** (list of calendar items today, this week, and next week).
- **New Calendar Item** (create an event or schedule an appointment).

Reports
- **Progress Reports & Assignments**
  - Students Progress Reports
  - Students Flagged At-Risk or Critical
  - Student Assignments
- **Summary Reports**
  - Advisor and Tutor Summary Reports
- **General Reports**
  - Absences and Absence Details
  - Dropped Classes
  - Notes

Search
- Used to perform a simple or advanced search of all users.
There are several ways to search for individuals in the LU Community.

First, you must select the appropriate category on the left: Students, Tutors, Advisors, etc.

Search for your assigned students:
Select Students on the left and click My Students Only and click Search. Students in your cohort will be displayed.

An individual student:
Select Students on the left and type the students first or last name in the box titled Enter Keywords. The student will be displayed.

Notes:
- Follow the search procedures above to search for Tutors, Professors, other Advisors, etc.
- Professors can search for more than one category of student by clicking either of the three boxes (My Students Only, At Risk Students Only, and Inactive Students). You should never have a need to search for an inactive student.

Send a Message Tab or Create Appointment Tab
- You can also send the student a message or create an appointment for the student from this screen. When you search for other Users (professors, administrators, advisors, etc.) you can only send a message to them from this screen.
1. Place a check in the box beside the student’s name you would like to send a message to.

2. If sending a message to all students, place a check in the box beside Name and a check will populate for all students.

3. Click Send a Message.

4. The recipients (TO) of the message will automatically populate along with your name (FROM).

5. Type the subject and the message in the appropriate box.

6. Under Send Additional E-Mail Notifications To: insert the e-mail address of others that you would like to cc the message to.

7. Click Send Message.
**HOME PAGE**

Quick Search

Quick Search provides a faster way to search for an individual.

1. Click Quick Search from your Home Page and the Enter a Name box will appear.

2. Type an individual’s name in the drop down box. Individuals with same name will populate.

3. Choose the individual person you are searching for and their Home Page will populate.

*Note: Professors and Academic Advisors cannot perform a Quick Search.*

**HOME PAGE**

SEARCH TAB

Switch to Advanced Search Tab

Advanced Search is a more detailed search that allows you to tailor your search to several categories (i.e., search by classification, academic advisor and/or search for your students who are freshman on the basketball team).

1. **Drop Down Boxes**
   Click the drop down box and select each category that you would like to narrow your search to.

2. **All.** Leave the drop down box set at ALL if you do not want to search for a specific category in the particular box.

3. **Click Search** after all parameters have been set.
EXAMPLES TO ADVANCED SEARCHES

| Steps to search for all Athletes that are freshman |  
| Under Classification, select Freshman |  
| Under Category select All |  
| Click Search |  
|  
| Steps to search for your students who are At-Risk Only |  
| DO NOT CLICK MY STUDENTS ONLY |  
| Click At-Risk Students Only |  
| Click Search |  
|  
| Steps to search for your student (or any student if authorized) whose gpa is less than 2.0. |  
| Enter 2.0 in the Cum GPA Less Than box |  
| Click My Students Only or Click Students |  
| Click Search |

Notes:

- Advanced Search can only be performed for students in your cohort unless you are authorized to search for all students.

- Advanced Searches are only used for Students (i.e. can not perform an Advanced Search for professors, tutors, etc.).
HOME PAGE
MY COURSES
Record My Class Attendance

Record My Class Attendance is used to record students’ absences.

Click Record My Class Attendance and the Attendance Tracking screen will populate.

RECORD MY CLASS ATTENDANCE
Attendance Tracking Screen

1. Click in the Choose a Date box and the calendar will populate.
2. Choose/Click the date you would like to record attendance.
3. Click Get Classes for this Date and all classes you teach on the particular date will populate.
4. Choose/Click Record Absences of the class you would like to record and the students in the particular course will populate.

   **Note:** If every student was present and/or no students were absent, **Click None Absent** and attendance will be recorded for this particular class.

5. Check the **Absent** box beside every student who was absent from the class.

6. Check the **Excused** box if the absence was excused for the individual student.

7. List appropriate comments in the **Comments** box.

8. Scroll to the bottom of the screen, and click **Attendance Has Been Fully Checked**.

9. Click **Save**.
10. Attendance Saved will appear next to a course on a particular date after the attendance has been recorded.

Notes:

- Absences should be recorded daily from the first day of class to the last day of drop/add for each term. This information will provide the data needed for the Registrar to run an Absence Report.
- The Attendance Tracking is used to record absences only. It is not used as a class roster to record whether a student was present in class.
- You can make changes/revisions to attendance previously saved, by returning to the Attendance Tracking Screen for the particular class and date.
- If a student has consecutive unexcused absences, run a Dropped Courses Report to ensure that the student is still enrolled in the course.
Create and Post A Class Assignment:
Assignments can be created for an individual student or for all students in a particular class.

Click Assignments for the class you would like to post an assignment. The Class will populate and the students in the class will be listed.

Note: If you have posted an assignment previously it will be displayed under Class Assignments for ... (see below)

Post Assignment for All Students:
Click the box next to Student Name and all students listed will be selected.

Post Assignment for an Individual student:
Click the box next to the student’s name you would like to select.
Click Create A New Assignment:

**Title:** Enter the assignment title.

**Description:** Enter the description of the assignment.

**Due Date:** Either enter the date assignment is due or click on the calendar button to display the calendar to select the due date.

Click **Save New Assignment.**

---

At the top of the Assignment Screen the current class assignments created are displayed.

To Update the Status of an Assignment Created:

1. Click on Update Status for the particular assignment created.

2. All of the students who was given the assignment will be populated.
MY COURSES
ASSIGNMENTS
Current Assignments for ...(continued)

3. Click the box next to the student’s name that you would like to update.

4. Complete the information required in the Update Assignment Status Box.

5. Click Update Status.

Notes:

- The student and other users will be able to view this information on the Student Profile Page under Assignments This Term.
- Assignments with due dates attached should be updated so as to indicate whether the assignment was completed, on time, still due, etc.
Progress Reports are used to document a student’s class performance or report a student at-risk for failing the course.

1. Click Progress Report next to the class the student is enrolled in.

2. Click the box next to the student’s name that you would like to complete a report for.

3. Click Create a New Progress Report.
MY COURSES
CLASS LISTING
Progress Reports (continued)

Complete the information required in the Add a New Evaluation or Progress Report screen.

Click Submit Report.

Notes:

- This is where you indicate whether or not the student is at risk to fail the class.
- If the student’s class performance improves and he/she is no longer at risk to fail the course, you must edit the progress report and remove the at-risk status.
- When reporting a student at-risk you must indicate the reason in the Comments section of the report.
- The student and other users will be able to view this information on the Student Profile Page under Progress Reports.
- Once a student is flagged at-risk, the Office of Student Support Services and the student’s advisor will automatically receive an e-mail through GradesFirst.
You can view all progress reports submitted at the top of the Progress Reports screen.

Details: Click details of a particular report to view the report details.

Edit A Report: Click Edit This Report and make the appropriate changes and Submit the Report. The revisions will be made. (Please allow time for the report and system to update).

Remember: If the student’s class performance improves and he/she is no longer at risk to fail the course, you must edit the progress report and remove the at-risk status. If not, the student will always remain as at-risk when the Office of Student Support Services runs a progress report or students at-risk report.

Delete a Report: Click Delete This Report and a prompt appears asking are you sure you want to delete the report. Click Yes and the report will be deleted. (Please allow time for the report and system to update).
HOME PAGE
My Calendar Tab

The My Calendar Screen is used to view and create appointments for the month, week, and/or day.

The appointments on your calendar are color-coded and correspond to the colors in the calendar legend on the right (i.e., a general appointment is blue; an advising appointment is burgundy).

You can display your calendar by the month, week, or day by clicking on the appropriate gray box to the right.

List of Calendar Items displays appointments or classes for Today, This Week, and Next Week.

Note: You can edit an appointment from this screen by clicking on the Edit button beside the appointment. (Follow the same procedures as Create New Appointment or Event.)
Click on **New Calendar Item** to Create a new appointment or event.

*Note: Professors should schedule general event appointments only.*

**Type:** Select General Event under Type.

**Topic:** Be specific because the topic will be displayed as the e-mail subject.

**Location:** Always include your building and room number.

**Select a Date:** Click the date you would like to schedule the appointment.

**Add an Attendee:** Type the name of the person you are requesting to attend the appointment (names will populate and you can select the appropriate person).

**Add multiple attendees:** Follow same procedure as Add an Attendee above.
My Calendar
Create An Event/Appointment (continued)

Time Increment:
Select the time increment for the appointment.

Time:
Select the time you would like to schedule the event/appointment.

Note: If there are conflicts with the event or appointment you are trying to schedule between either the date, time, or chosen attendee, the conflicts will be displayed on the calendar.

Recurrence:
Click the drop down box to indicate how often you would like this appointment to occur.

Click Save Appointment.

Notes:

● In order for conflicts to be displayed you must enter the date, attendee and then the time.
● The conflicts displayed could be conflicts with the student’s schedule or your schedule.
● Click on the Conflict and the individual who schedule conflicts with the time will be displayed.
● Send an E-mail Reminder is automatically checked by default and a reminder will be automatically sent to the attendee/s.
● Warning: Please do not check send a text reminder. This function should only be used by system administrators.
My Calendar Screen
Calendar View

View Details of a Scheduled Appointment: Scroll cursor over appointment and details of that appointment will be displayed.

Edit or Delete an Appointment: Double click on a scheduled appointment and follow the prompts.

Note: Once an appointment is made it will appear on the student’s calendar on their Student Profile Page.
Progress Reports & Assignments
- **Student Progress Reports**  
  Run and view progress reports submitted on behalf of students in your classes.

- **Students Flagged At-Risk or Critical**  
  Run and view progress report of students who you have flagged at-risk for failing the course.

Summary Reports
- **Advisor and Tutor Summary Report**  
  Run and view advisor reports submitted on behalf of your academic advisees.

General Reports
- **Absences**  
  Check total absences for a particular student and run/view a general report of all class absences.

- **Absence Details**  
  Run and view a more detailed general report of class absences reported.

- **Dropped Courses Report**  
  Run and view a dropped courses report to see all students who have dropped classes. Perform an advanced search of a dropped courses report to see students who have dropped your specific course.

- **Notes**  
  Run and view a report of notes you have posted on behalf of students or notes on behalf of your academic advisees.
Reports/Reporting
Student Progress Report

Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search.

To Perform an Advanced Search for Student Progress Reports, see instructions for Advanced Search on page 9.

Note: You can print the report or send a message to a student from this screen.

Reports/Reporting
Students Progress Report Flagged At-Risk or Critical

Review report of students who have been flagged at-risk for failing a course.

Follow the search procedures for Student Progress Reports.

Note: Click on Detail for additional information regarding the report of the student’s at-risk status in the particular class.

Note: You can print the report or send a message to a student from this screen.
Reports/General Reports
Absences

Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search. **Do Not Click My Students Only.** If students in your cohort have any absences reported it will populate.

**Note:** You can view all absences for an individual student by entering their name under Enter Keywords and Clicking Search.

Absence Detail Report

Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search. **Do Not Click My Students Only.**

**Note:** The Absence Detail report, once printed, provides detailed information regarding the specific absence.