**GradesFirst Guide for Faculty**

**Steps to View Your Students’ Tutoring Reports**
1. Click on “GradesFirst” under the “Faculty and Staff” tab at CCC.edu
2. Login with your CCC username and password.
3. Click on "Reports" on the upper right.
4. Select "Tutor Summaries."
5. Select the range of dates for which you’d like to see the tutoring reports.
6. Click "Search." DO NOT select "My Students Only."
7. Click "Export to Excel." This will convert the information into a sortable Excel sheet, showing tutoring reports for your students’ classes. Scroll the spreadsheet to the right to view students’ tutoring reports.

**Steps for Students to Make Appointments**
1. Student clicks on “GradesFirst” under the “Student Tools” tab at CCC.edu.
2. Student logs in with his or her CCC username and password.
3. Student clicks on “Get Tutoring” and scrolls down and clicks on the appropriate service inside the “Student Services” box.
4. Student selects the appropriate “MX-Tutoring” location.
5. On the chart showing tutor availability, the student clicks on “Open” next to the desired tutor’s name and session time.
6. Student clicks on “Submit” in the “Create Appointment” box that appears.

**Steps for Students to View Upcoming Appointments**
1. Once logged into GradesFirst, student clicks on the “Home” tab.
2. A list of the student’s upcoming appointments appears in a box labeled “Upcoming Appointments” on the right.

**Steps for Students to Cancel Appointments**
1. Once logged into GradesFirst, student clicks on “Home” tab and locates the “Upcoming Appointments” box on the right.
2. Student clicks on the appointment he or she wants to cancel.
3. Student clicks on “Cancel My Attendance.”
4. Student chooses a reason for the cancelation from the dropdown menu.
5. Student clicks on “Mark as Cancelled.”

*Note:* Appointments must be cancelled 24 hours in advance to not be counted as a “No Show”