GradesFirst

View Profile and Notes/Reports for Enrolled Students
View a Student’s Profile

1. Click “Record My Attendance”
2. Select Course
3. Select Date/Day

1. Double Click on the Student’s Name to Access the Profile.
1.1. Or Right Click on the Student’s Name to Open the Profile in a New Tab/Window.
2. Click the “Reports/Notes” Tab
1. To View “Notes” Submitted by Advisors, Call Center Representatives, Faculty, or Student Services Staff, Click “Edit.”

This is an example of a note submitted by a Call Center Representative. All outreach conducted by the Call Center includes the basic information: Phone Advisor Name, Campaign Name, Call Status, Status, and Comments. As a reminder, the Call Center conducts outreach for the Attendance Campaigns and you are now able to see if they were able to make contact with the student.
Access Progress, Advisor, and Tutor Reports

### Progress Reports

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASS</th>
<th>PROFESSOR</th>
<th>COMMENT</th>
<th>AT RISK</th>
<th>ALERT REASONS</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2015</td>
<td>ART-103 Art Appreciation</td>
<td>Robert Sebanc</td>
<td>Inconsistent Attendance is Affecting Academic Progress</td>
<td>Yes</td>
<td>Detail</td>
<td></td>
</tr>
<tr>
<td>11/19/2015</td>
<td>ART-103 Art Appreciation</td>
<td>Robert Sebanc</td>
<td>Inconsistent Attendance is Affecting Academic Progress</td>
<td>Yes</td>
<td>Detail</td>
<td></td>
</tr>
<tr>
<td>10/12/2015</td>
<td>ART-103 Art Appreciation</td>
<td>Robert Sebanc</td>
<td></td>
<td>No</td>
<td>Detail</td>
<td></td>
</tr>
</tbody>
</table>

### Advisor Reports

<table>
<thead>
<tr>
<th>DATE</th>
<th>REPORT FILED ON</th>
<th>COURSE</th>
<th>FOLLOW-UP</th>
<th>SUMMARY</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2015 11:00 AM</td>
<td>11/13/2015</td>
<td>BUSINES-220 Criminal Law for the Paralegal</td>
<td>11/13/2015</td>
<td>Spoke to student via phone ...</td>
<td>Details</td>
</tr>
<tr>
<td>10/12/2015 12:00 PM</td>
<td>10/12/2015</td>
<td>BUSINES-148 Civil Litigation</td>
<td>10/12/2015</td>
<td>Student came in to share th...</td>
<td>Details</td>
</tr>
</tbody>
</table>

### Tutor Reports

<table>
<thead>
<tr>
<th>DATE</th>
<th>REPORT FILED ON</th>
<th>COURSE</th>
<th>FOLLOW-UP</th>
<th>SUMMARY</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2015 02:41 AM</td>
<td>11/30/2015</td>
<td>BUSINES-220 Criminal Law for the Paralegal</td>
<td></td>
<td>Phyllis brought a written s...</td>
<td>Details</td>
</tr>
<tr>
<td>09/14/2015 11:00 AM</td>
<td>09/15/2015</td>
<td>BUSINES-148 Civil Litigation</td>
<td></td>
<td>Phyllis came to the tutorin...</td>
<td>Details</td>
</tr>
</tbody>
</table>

1. To View "Reports" Submitted by Advisors, Faculty, or Tutors, Click “Detail(s).”

1.1. Or Hover Over the Record to View the Report’s Summary.
### Example of Advisor and Tutor Report

**Advisor Name**

**Student Name**

**Tutor Name**

**Student Name**

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**ADVISING REPORT**

<table>
<thead>
<tr>
<th>Appointment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointment:</strong> 10/12/2015 12:00p-1:00p - Acad</td>
</tr>
<tr>
<td><strong>Reason:</strong> Academic Advising</td>
</tr>
<tr>
<td><strong>Course:</strong></td>
</tr>
<tr>
<td><strong>Date of visit:</strong> 10/12/2015</td>
</tr>
<tr>
<td><strong>Location:</strong> WR Advising Services, Gateway</td>
</tr>
</tbody>
</table>

**Attendee**

- **Advisor Name**
- **This person attended**

**Attendee**

- **Student Name**
- **This person attended**

**Appointment Summary And Reminders**

**Summary**
Student came in to share that she is doing well in 3 out of 4 courses. I provided student with an additional resources flyer and advised student to utilize them and follow-up with me once midterm grades post.

**Suggested time:** 01:05 PM

**Suggested date:** 10/12/2015

This will be saved on the report as a suggestion. No appointment will be created.

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**TUTORING REPORT**

<table>
<thead>
<tr>
<th>Tutoring Report Details For Valeria Daniel</th>
</tr>
</thead>
</table>

**Appointment Details**

- **Appointment:** 05/02/2015 12:30p-1:30p - Acad |

**Reason:**

- **Math Services**

**Course:** MATH-207

**Date of visit:** 05/02/2015

**Location:** MX Tutoring - Biology and CHE

**Attendee**
- **Tutor Name**
- **This person attended**

**Attendee**
- **Student Name**
- **This person attended**

**Report Details For Valeria Daniel**

<table>
<thead>
<tr>
<th>Assignments Discussed</th>
<th>Objectives of the Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finite Sum</td>
<td>Reviewing questions on finite sum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study Skills Used</th>
<th>Goals for Next Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Sum Calculations</td>
<td></td>
</tr>
<tr>
<td>Lower Sum Calculations</td>
<td></td>
</tr>
</tbody>
</table>

**Student arrived on time and was ready to begin our session.**
- **Yes**
- **No**
- **N/A**

**Student was prepared (attended class, read lesson, had notes, etc)?**
- **Yes**
- **No**
- **N/A**

**Student asked for explanation of material not understood?**
- **Yes**
- **No**
- **N/A**

**Student responded positively to instruction (as you suggested)?**
- **Yes**
- **No**
- **N/A**

**Student was aware of future assignments?**
- **Yes**
- **No**
- **N/A**