Create an Event Tab

Under the Create an Event Tab you can schedule an appointment with your Academic Advisor or a Peer Tutor. Once you schedule the appointment or create the event, it will be placed on your calendar. To create an event, follow the steps below in the order listed:

1) Click on the Create an Event Tab.

2) Select whether you are creating an advising appointment or tutoring appointment.

3) Enter the information for Topic and Location. Under Topic, be sure to list the specific reason for the appointment.

4) Click on Date of Appointment. A calendar will populate with the available days and hours shaded of the individual you are scheduling the appointment with. Once you choose the appropriate date the Select a Meeting Time box will populate to the right and you must choose a time that does not conflict with other appointments (conflicts are noted in red).

5) If you would like to receive an e-mail reminder and a text message reminder 1 hour before the scheduled meeting, leave both boxes checked.

6) Click the Submit button.

My Messages Tab

Click on the My Messages tab to view the e-mail messages that you have received and/or sent through the GradesFirst system. You may have e-mail messages that have been received in your GradesFirst account so make sure to check your messages in GradesFirst daily.

How To Search or Send a Message

Students can easily search for Professors, Academic Advisors, Peer Tutors, Administrators, and other groups or individuals in GradesFirst. **Students cannot search for other students.** Click the Search tab and follow the steps outlined in Step I to search for all individuals of a particular group or Step II to search for a single individual person:

Step I: On the left hand side, click on a particular group. Then click Search. All individuals in the particular group will populate in alphabetical order.

Step II: On the left hand side, click on a particular group. Type the first or last name of the individual you are searching for under Enter Keywords. Click Search.

Send an E-mail or Message: Place a check beside the name of one or more individuals you would like to send an e-mail or message to. Click the Send A Message tab . The e-mail box will populate. Enter the appropriate information in the box and Click Send Message.

*Please Note: In order to perform your search properly, you must **first** click on the particular group that you are searching for on the left hand side under Search Grades First For:*

BENEFITS OF GRADESFIRST

- Progress Reports from Professors early in the semester.

- Notice of your class absences marked and reported by your Professors.

- Posting of class assignments given by your Professors.

- Display of class schedule, dropped courses, mid-term grades, and final grades.

- Personal calendar that displays your appointments.

- Request and schedule personal appointments with Peer Tutors at the Learning Resource Center.

- Receive e-mail and text message reminders of all appointments.

- Send a message or an e-mail to one or a group of individuals.

LINCOLN UNIVERSITY

GradesFirst

BASIC GUIDE

For

STUDENTS

Received GradesFirst Invitation

Check your Lincoln e-mail account to see if you received your GradesFirst invitation. Follow the steps below:

1) Click on the link in the e-mail to access the GradesFirst website.

2) While on the GradesFirst Home Page click on the "Update My Password" setting on the bottom right side of the screen to set a personal password of your choice.

Did Not Receive GradesFirst Invitation

If you have not received the GradesFirst invitation in your Lincoln e-mail account, follow the step below:

1) Send an e-mail request from your Lincoln e-mail account to gradesfirst@lincoln.edu. Be sure to include your last name, first name, and student ID#.

2) Check your Lincoln e-mail the following day for your GradesFirst invitation which will include your log-in instructions and temporary password.

Home Page

Current Classes: On your Home Page you will see the classes you are enrolled in for the current term along with the Professor, days and times, and location of the class.

Mid-term and Final Grades: Once your mid-term and final grades have been posted they will be displayed here.

Absences: The number of absences reported by your professors for each specific class is displayed here.

Dropped Courses: If you have dropped any classes they will be displayed below your current class schedule.

Assignments This Term: Any assignments posted by your professors will be displayed here.

Request a Tutor Appointment

To request a personal peer tutor appointment at the Learning Resource Center: 1) Click the Request a Tutor Appt tab beside the specific course; 2) Enter the preferred date and time that you would like an appointment; 3) Click the submit button.

Your request will be forwarded to the Learning Resource Center and you should be receiving a response to your request letting you know the date and time of your appointment along with the peer tutor that you have been assigned to.

Reports Tab

Click on the Reports Tab to view the following:

Progress Reports: submitted by your professors to provide an early alert of your progress or academic performance in their class.

Advisor Reports: submitted by your academic advisor as a follow-up to your advising meeting.

Tutor Reports: submitted by peer tutors as a follow-up to your tutoring session.

Notes About Student: submitted by your professors, academic advisor, peer tutors, or Office of Student Support Services staff.

Please Note: The Office of Student Support Services staff, academic advisors, athletic coaches, and other administrators have access to the information contained within your GradesFirst account.

Calendar Tab

Click on the Calendar Tab to view your upcoming, scheduled appointments. You can view your calendar by month, week, or day by clicking on the appropriate tab.

Scroll over an appointment on your calendar and details regarding the appointment will be displayed.

Appointments on your calendar are displayed in various colors depending on the type of appointment: Blue (general meeting); Green (tutoring appointment); and Burgundy (advisor appointment).