

LINCOLN UNIVERSITY



Professor Basic Guide to Getting Started

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Professor
Basic Guide to Getting Started
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ADVISING/PROFESSOR HOME PAGE AT A GLANCE

The screenshot shows the GradesFirst interface in a Windows Internet Explorer browser. The page is titled "GradesFirst - Identify. Engage. Retain." and "Lincoln University". The user is logged in as Robert. The "Home" tab is selected, and the "Advising Home" section is active. The "My Assigned Students" tab is selected, showing a list of students with columns for Student Name, Category, Absences, and At Risk?.

Student Name	Category	Absences	At Risk?
1 Alvarez, Gabriela		0 (0)	No
2 Amalak, Daniel		0 (0)	No
3 Anderson, Michael	Athletes, IPEDS-Football	0 (0)	No
4 Anderson, Stephanie	Athletes, IPEDS - W Soccer, IPEDS- W In/Out/Track/CC	1 (1)	No
5 Austin, Kearston	Athletes, IPEDS - Cheerleading	0 (0)	No
6 Babb, Shareef		0 (0)	No
7 Banks, Calani		1 (1)	No

Options: Appointment Campaigns, School Information. Upcoming Appointments: You have no upcoming appointments.

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

The screenshot shows the GradesFirst interface in a Mozilla Firefox browser. The page is titled "GradesFirst - Identify. Engage. Retain." and "Lincoln University". The user is logged in as Daryl. The "Home" tab is selected, and the "Home" section is active. The "Class Listing" table shows a list of classes with columns for Class, Time, Room, Assignments, and Prog Reports.

Class	Time	Room	Assignments	Prog Reports
(HIS-205) His of Black People in U.S. I	TR 12:30p-1:50p	UNIV 206	Assignments	Prog Reports
(HIS-307) History of Africa to 1885	TR 11:00a-12:20p	UNIV 206	Assignments	Prog Reports
(HIS-212) Black People in the 20th Century	R 4:00p-6:30p	UNIV 206	Assignments	Prog Reports
(BLS-101) Introduction to Black Studies	M/W/F 11:00a-11:5	UNIV 101	Assignments	Prog Reports

Options: Record My Class Attendance, School Information. Students in Your Classes: Send a Message table with columns for Student Name, E-mail Address, Phone, and At Risk?.

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

PROFESSOR/ADVISOR HOME PAGE SUMMARY

GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer

https://app.gradesfirst.com/home

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify. Engage. Retain.

Lincoln University

Home My Courses My Calendar Reports Search

Hello, Robert

Term: Fall 2010 | [Online Support](#)

Advising Home

My Assigned Students Upcoming Appointments My Availability

Filter By Tags

Send Message New Appointment Advising Report Note

	Student Name	Category	Absences	At Risk?
<input type="checkbox"/>	1 Alvarez, Gabriela		0 (0)	No
<input type="checkbox"/>	2 Amalak, Daniel		0 (0)	No
<input type="checkbox"/>	3 Anderson, Michael	Athletes, IPEDS-Football	0 (0)	No
<input type="checkbox"/>	4 Anderson, Stephanie	Athletes, IPEDS - W Soccer, IPEDS - W In/Out/Track/CC	1 (1)	No
<input type="checkbox"/>	5 Austin, Kearston	Athletes, IPEDS - Cheerleading	0 (0)	No
<input type="checkbox"/>	6 Babb, Shareef		0 (0)	No
<input type="checkbox"/>	7 Banks, Calani		1 (1)	No

Options

- [Appointment Campaigns](#)
- [School Information](#)

Upcoming Appointments

You have no upcoming appointments.

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)

GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer

https://app.gradesfirst.com/home

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify. Engage. Retain.

Lincoln University

Home My Courses My Calendar Reports Search

Hello, Robert

Term: Fall 2010 | [Online Support](#)

Advising Home

My Assigned Students Upcoming Appointments My Availability

Filter By Tags

Send Message New Appointment Advising Report Note

	Student Name	Category	Absences	At Risk?
<input type="checkbox"/>	10 Bentley-Townsend, Fendi		3 (3)	No
<input type="checkbox"/>	11 Bethea, Shalisa	Athletes, IPEDS - Bowl	0 (0)	No
<input type="checkbox"/>	12 Birdsall, Melanie		0 (0)	No
<input type="checkbox"/>	13 Burke, Langston		4 (4)	No
<input type="checkbox"/>	14 Burke, Roy		3 (3)	No
<input type="checkbox"/>	15 Burrell, Ashton		3 (3)	No

Advisor Reporting

Recent Advisor Appointments Recent Reports You Created

Recent Advising Appointments

Add Advising Report Mark No-Show

Date	Topic	Attendee	Duration	Report Filed?
You have not had any recent advising appointments for Fall 2010.				

GradesFirst [support@gradesfirst.com](#) | [Log Out](#)

User Settings: [Update my Password](#)

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).

PROFESSOR/ADVISOR HOME PAGE SUMMARY (continued)

The screenshot shows the GradesFirst web application interface. The browser window title is 'GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer'. The address bar shows 'https://app.gradesfirst.com/home'. The page has a navigation bar with 'Home', 'My Courses', and 'My Calendar' tabs. The 'My Courses' tab is selected. The page content includes a 'Hello, Robert' greeting, a 'Term: Fall 2010' indicator, and a 'My Assigned Students' tab. The 'My Assigned Students' tab shows a table of students with columns for Student Name, Category, Absences, and At Risk?.

Student Name	Category	Absences	At Risk?
1 Alvarez, Gabriela		0 (0)	No
2 Amalak, Daniel		0 (0)	No
3 Anderson, Michael	Athletes, IPEDS-Football	0 (0)	No
4 Anderson, Stephanie	Athletes, IPEDS - W Soccer, IPEDS- W In/Out/Track/CC	1 (1)	No
5 Austin, Kearston	Athletes, IPEDS - Cheerleading	0 (0)	No
6 Babb, Shareef		0 (0)	No
7 Banke, Calani		1 (1)	No

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

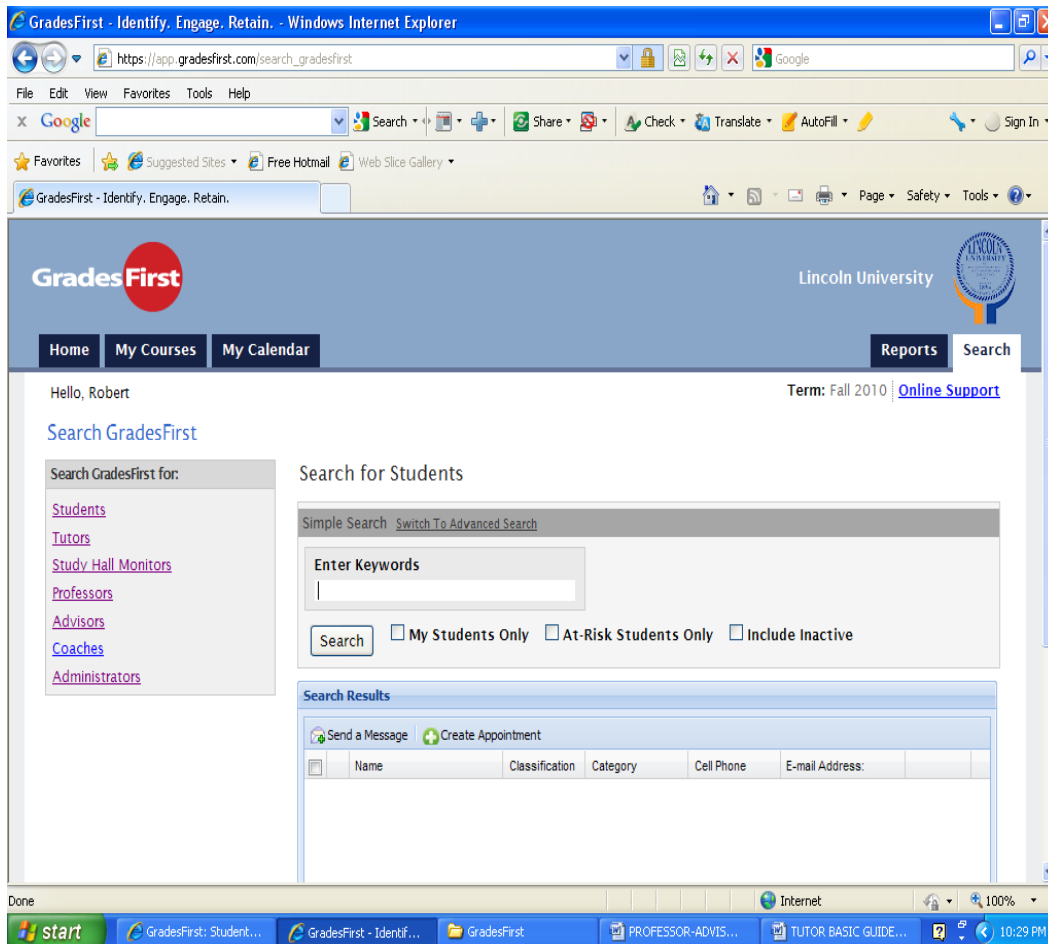
Search

- Used to perform a simple or advanced search of all users.

HOME PAGE

Search Tab

Search and Simple Search



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.**

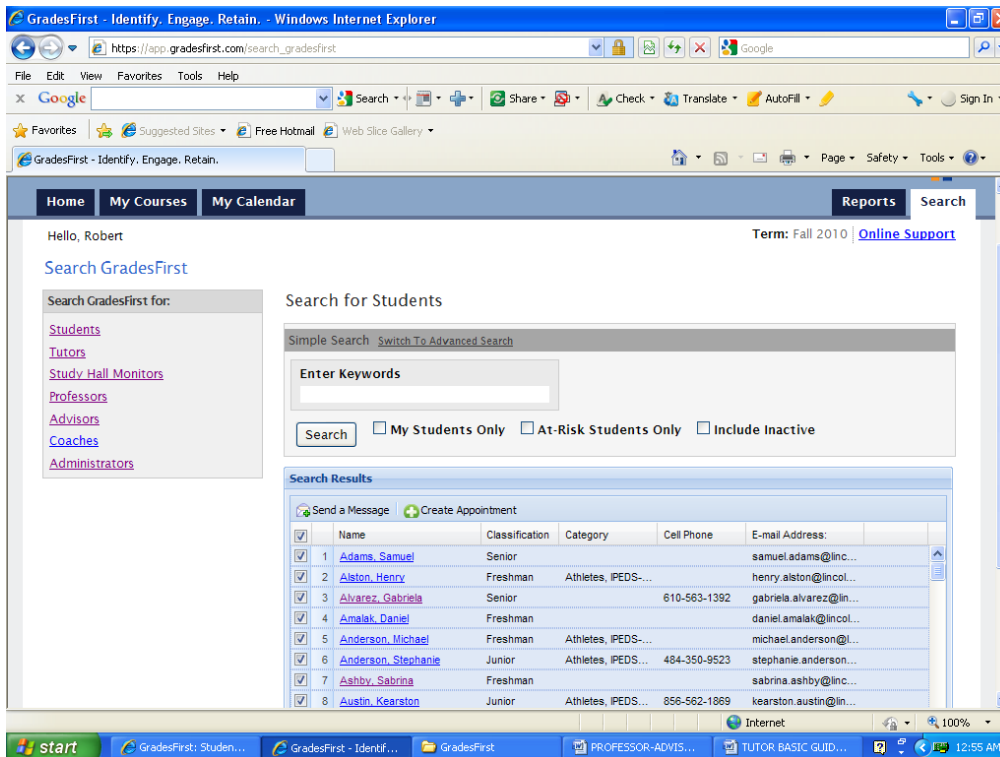
Send a Message Tab or Create Appointment Tab

- 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.

HOME PAGE

Search Tab

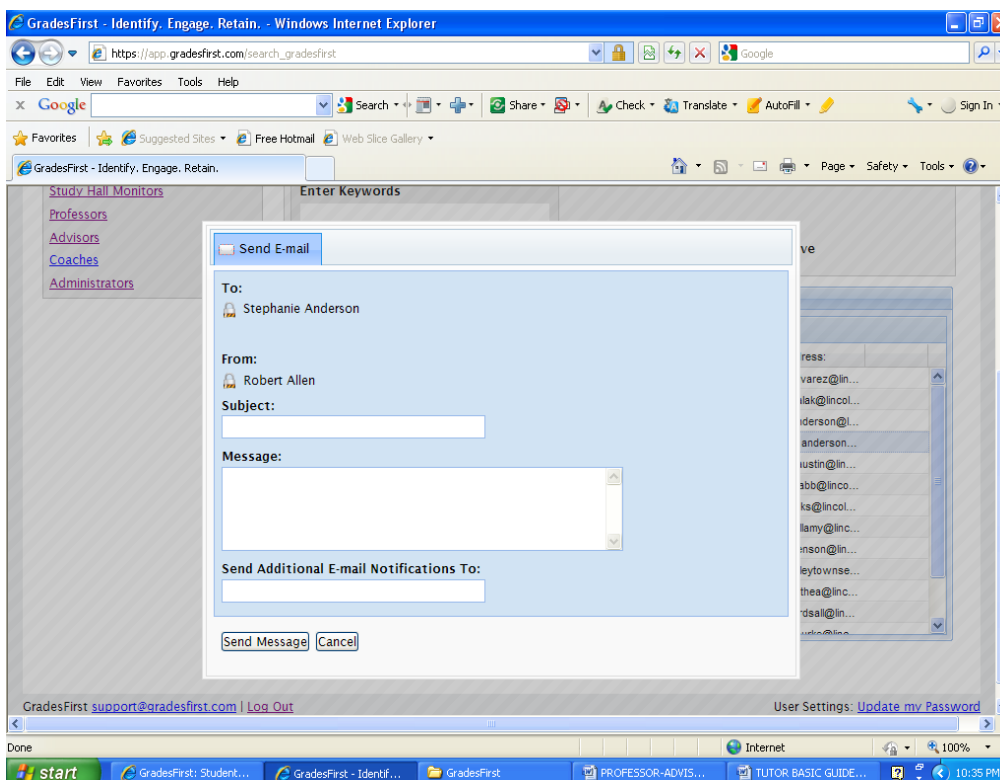
Send a Message Tab



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.



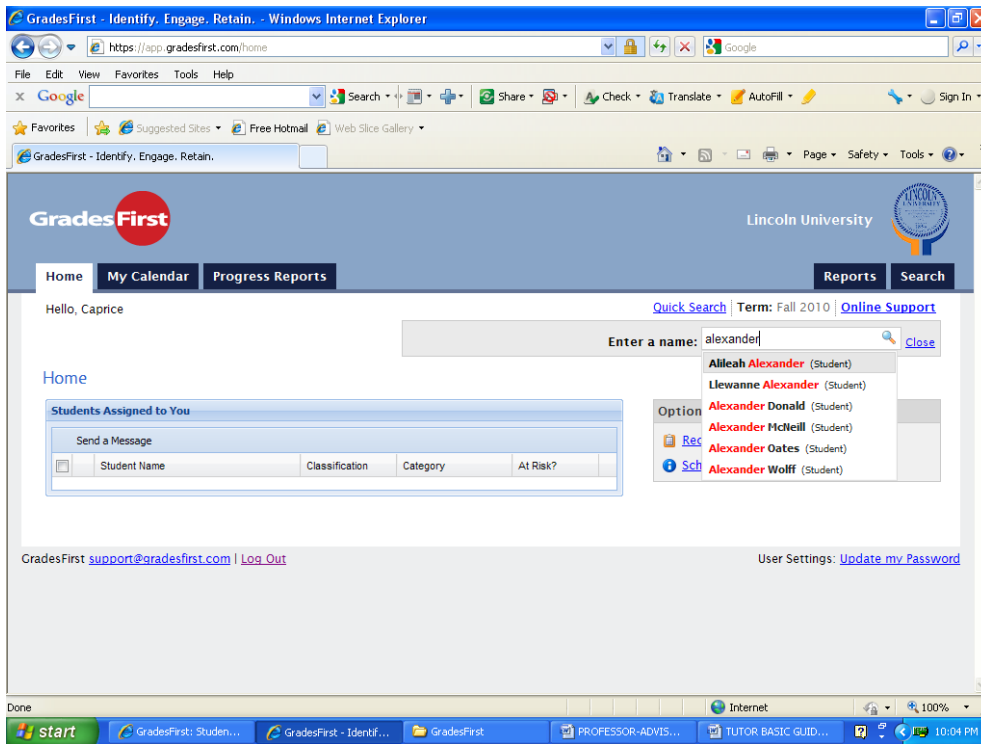
4. The recipients (TO) of the message will automatically populate along with your name (FROM).

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

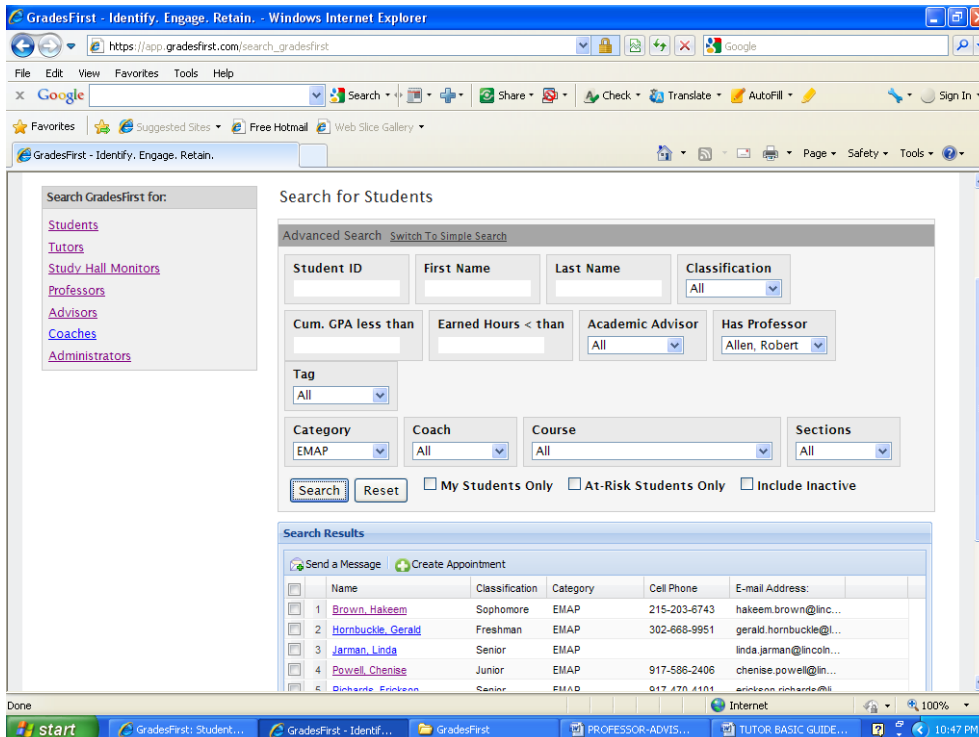


Quick Search provides a faster way to search for an individual.

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.

HOME PAGE
SEARCH TAB
Switch to Advanced Search (continued)

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

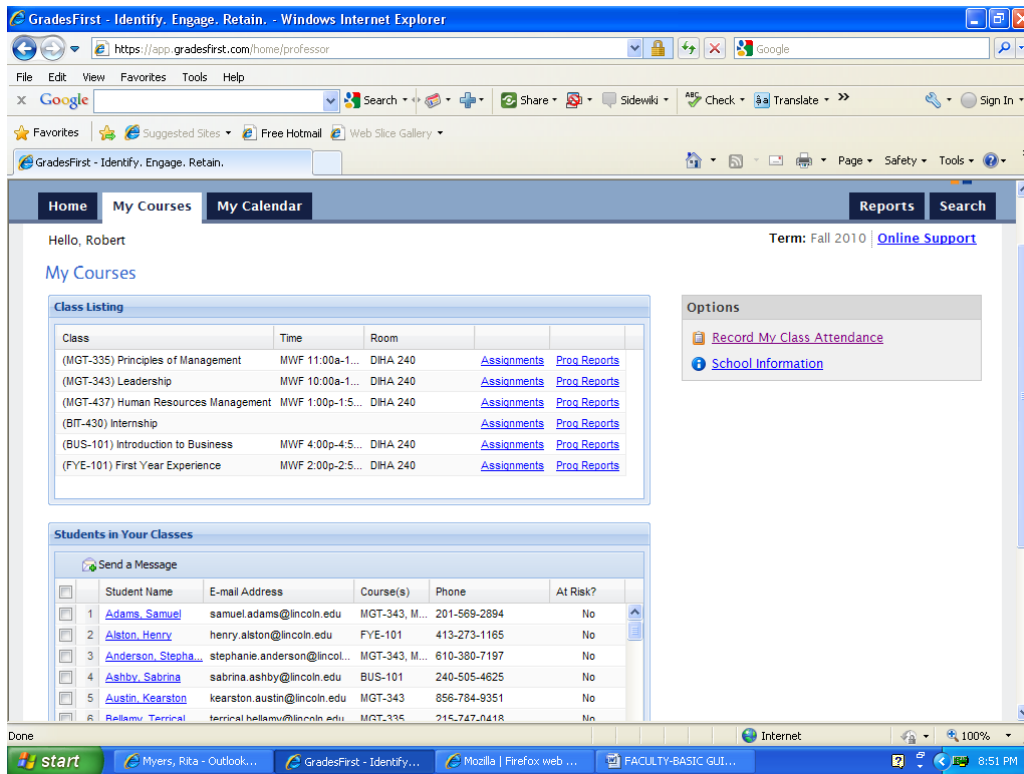
Steps to search for your student (or any student if authorized) whose gpa is less than 2.0.

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.).*

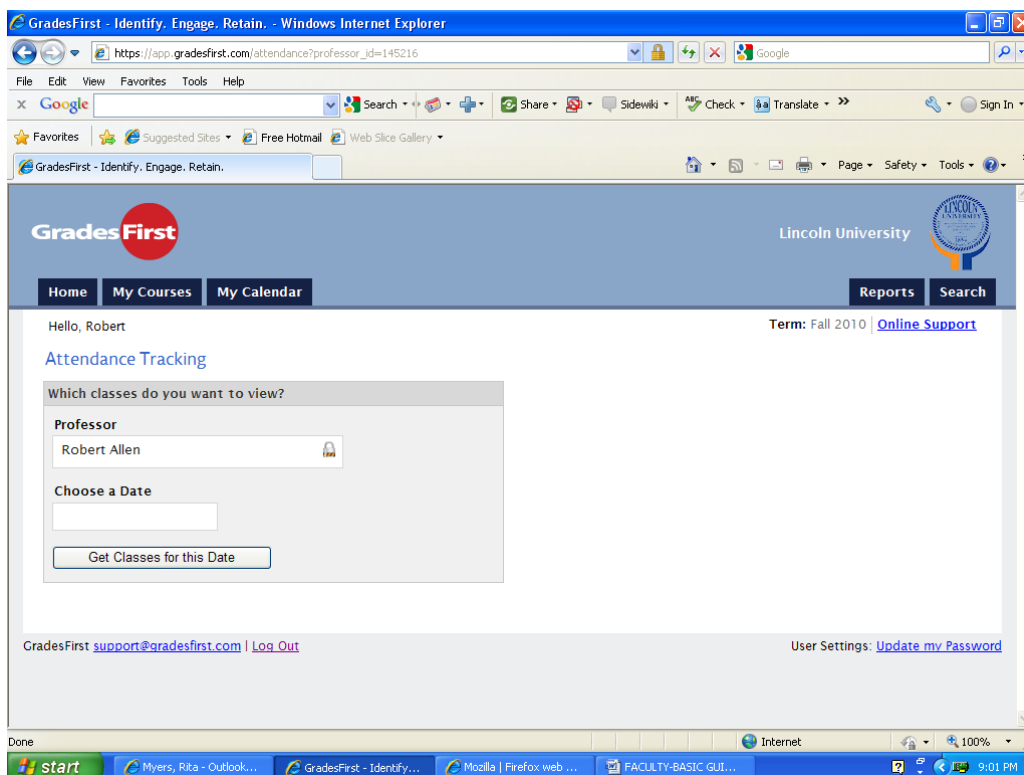
HOME PAGE MY COURSES Record My Class Attendance



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.

RECORD MY CLASS ATTENDANCE

Attendance Tracking (continued)

GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer

https://app.gradesfirst.com/attendance?professor_id=145216

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify. Engage. Retain.

Attendance Tracking

Which classes do you want to view?

Professor: Robert Allen

Choose a Date: 10/27/2010

Get Classes for this Date

Matching Classes

Date	Meeting Time	Course and Section	Professor	Record Absences	None Absent
10/27/2010	4:00p-4:50p	BUS-101-1 Introduction to Business	Robert Allen	Record Absences	None Absent
10/27/2010	2:00p-2:50p	FYE-101-1 First Year Experience	Robert Allen	Record Absences	None Absent
10/27/2010	11:00a-11:50a	MGT-335-1 Principles of Management	Robert Allen	Record Absences	None Absent
10/27/2010	10:00a-10:50a	MGT-343-1 Leadership	Robert Allen	Record Absences	None Absent
10/27/2010	1:00p-1:50p	MGT-437-1 Human Resources Management	Robert Allen	Record Absences	None Absent

GradesFirst support@gradesfirst.com | [Log Out](#)

User Settings: [Update my Password](#)

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.

GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer

https://app.gradesfirst.com/attendance?professor_id=145216

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify. Engage. Retain.

Home My Courses My Calendar Reports Search

Hello, Robert Term: Fall 2010 [Online Support](#)

Attendance Tracking

Which classes do you want to view?

Professor: Robert Allen

Choose a Date: 10/27/2010

Get Classes for this Date

Matching Classes

Date	Meeting Time	Course and Section	Professor	Record Absences	None Absent
10/27/2010	4:00p-4:50p	BUS-101-1 Introduction to Business	Robert Allen	Record Absences	None Absent
10/27/2010	2:00p-2:50p	FYE-101-1 First Year Experience	Robert Allen	Record Absences	None Absent
10/27/2010	11:00a-11:50a	MGT-335-1 Principles of Management	Robert Allen	Record Absences	None Absent
10/27/2010	10:00a-10:50a	MGT-343-1 Leadership	Robert Allen	Record Absences	None Absent
10/27/2010	1:00p-1:50p	MGT-437-1 Human Resources Management	Robert Allen	Record Absences	None Absent

Record Absences

Student	Absent?	Excused?	Comments
Ashby, Sabrina	<input type="checkbox"/>	<input type="checkbox"/>	
Brown, Amber	<input type="checkbox"/>	<input type="checkbox"/>	
Brown, Hakeem	<input type="checkbox"/>	<input type="checkbox"/>	
Canty, Robert	<input type="checkbox"/>	<input type="checkbox"/>	
Dow, India	<input type="checkbox"/>	<input type="checkbox"/>	
Johnson, Daqueata	<input type="checkbox"/>	<input type="checkbox"/>	
Jones, Terron	<input type="checkbox"/>	<input type="checkbox"/>	
Roberson, Barry	<input type="checkbox"/>	<input type="checkbox"/>	
Robinson, Barry	<input type="checkbox"/>	<input type="checkbox"/>	

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**.

RECORD MY CLASS ATTENDANCE

Attendance Tracking (continued)

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

GradesFirst - Identify, Engage, Retain. - Windows Internet Explorer

https://app.gradesfirst.com/attendance?professor_id=145216

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify, Engage, Retain.

Which classes do you want to view?

Professor: Robert Allen

Choose a Date: 10/11/2010

Get Classes for this Date

Matching Classes

Date	Meeting Time	Course and Section	Professor		
10/11/2010	4:00p-4:50p	BUS-101-1 Introduction to Business	Robert Allen	Record Absences	Attendance Saved
10/11/2010	2:00p-2:50p	FYE-101-1 First Year Experience	Robert Allen	Record Absences	None Absent
10/11/2010	11:00a-11:50a	MGT-335-1 Principles of Management	Robert Allen	Record Absences	None Absent
10/11/2010	10:00a-10:50a	MGT-343-1 Leadership	Robert Allen	Record Absences	None Absent
10/11/2010	1:00p-1:50p	MGT-437-1 Human Resources Management	Robert Allen	Record Absences	None Absent

GradesFirst support@gradesfirst.com | [Log Out](#) User Settings: [Update my Password](#)

Done

start | Myers, Rita - Outlook... | GradesFirst - Identify... | Mozilla | Firefox web ... | FACULTY-BASIC GUT... | 9:31 PM

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.**

MY COURSES CLASS LISTING Assignments

The screenshot shows the 'My Courses' page in the GradesFirst system. The 'Class Listing' table is as follows:

Class	Time	Room	Assignments	Prog Reports
(MGT-335) Principles of Management	MWF 11:00a-1...	DIHA 240	Assignments	Prog Reports
(MGT-343) Leadership	MWF 10:00a-1...	DIHA 240	Assignments	Prog Reports
(MGT-437) Human Resources Management	MWF 1:00p-1.5...	DIHA 240	Assignments	Prog Reports
(BIT-430) Internship			Assignments	Prog Reports
(BUS-101) Introduction to Business	MWF 4:00p-4.5...	DIHA 240	Assignments	Prog Reports
(FYE-101) First Year Experience	MWF 2:00p-2.5...	DIHA 240	Assignments	Prog Reports

The 'Students in Your Classes' table is as follows:

Student Name	E-mail Address	Course(s)	Phone	At Risk?
1 Adams, Samuel	samuel.adams@lincoln.edu	MGT-343, M...	201-569-2894	No
2 Alston, Henry	henry.alston@lincoln.edu	FYE-101	413-273-1165	No
3 Anderson, Stephanie	stephanie.anderson@lincoln.edu	MGT-343, M...	610-380-7197	No
4 Ashby, Sabrina	sabrina.ashby@lincoln.edu	BUS-101	240-505-4625	No
5 Austin, Kearston	kearston.austin@lincoln.edu	MGT-343	856-784-9351	No
6 Bellamy, Terrical	terrical.bellamy@lincoln.edu	MGT-335	215-747-0418	No

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)

The screenshot shows the 'Class Assignments' page for MGT-335 Principles of Management. The 'Current Assignments for MGT-335 Principles of Management' table is empty. The 'Students in MGT-335 Principles of Management' table is as follows:

Student Name	Phone Number	Email Address
Bellamy, Terrical	215-747-0418	terrical.bellamy@lincoln.edu
Beverly, Brittany	410-433-4552	brittany.beverly@lincoln.edu
Burke, Langston	302-322-3753	langston.burke@lincoln.edu
Chambers, Shaquane	610-466-7259	shaquane.chambers@lincoln.edu
Dadson, Nanakofi	302-738-1406	nanakofi.dadson@lincoln.edu
Donak, Alexander	215-508-8763	alexander.donak@lincoln.edu

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.

MY COURSES CLASS LISTING Assignments (continued)

Add a New Assignment

Title:

Description:

Due Date:

[Save New Assignment](#)

Class Assignments For HIS-205 His of Black People in U.S. I

Title	Description
Final Project	Complete part 3 of your final project.
Term Paper	The Economic State of the Economy.

Students in HIS-205 His of Black People in U.S. I

Student Name	Phone Number	Email Address
Angela Evans	215-686-6824	angela.evans@lincoln.edu
Caroline Hicks	302-690-0096	chicks@lincoln.edu
Namie Amalemba	215-549-6457	namie.amalemba@lincoln.edu

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.

MY COURSES ASSIGNMENTS Current Assignments for ...(Course)

Class Assignments For FIN-360 (Principles Of Real Estate)

Title	Description	Due Date	Update Status
Final Project	Complete part 3 of your final project.	08/31/2010	Update Status
Term Paper	The Economic State of the Economy.	09/25/2010	Update Status

Class Information

Name: FIN-360 – Principles of Real Estate

Class Days: MTWR 1:00p-2:20p

Hours: 3.0

Professor(s): Robert Allen

Students in FIN-360 Principles of Real Estate

Student Name	Phone Number	Email Address
Bayne, Kenneth	302-766-1568	kbayne@lincoln.edu
Hemmans, Brittney	718-881-0480	brittney.hemmans@lincoln.edu
Williams, Renee	215-473-4270	renee.williams@lincoln.edu

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)

The screenshot shows the GradesFirst web application in a Windows Internet Explorer browser. The page title is "GradesFirst - Identify. Engage. Retain." and the URL is "https://demo.gradesfirst.com/sections/85400-1/assignments/3224-final_project". The page displays the "Update Status: Final Project (Section: 1)" interface. On the left, there is a form titled "Update Assignment Status" with fields for Title, Description, Due Date, and Delete Assignment. Below this is a table titled "Students with Assignment: Final Project" showing a list of students and their assignment status. On the right, there is a sidebar titled "Update Assignment Status" with checkboxes for "Completed" and "On-Time", a "Completion Date" field, and a "Comments" text area. The bottom of the page shows the Windows taskbar with the Start button and several open applications.

Student Name	Completed	On Time	Comments	Last Update
Rushana Black	Yes	Yes	Excellent Job!	08/14/2010
Jasmine Carson	No	No		07/30/2010
Jessica Cofield	Yes	Yes	Excellent Job!	08/14/2010
Ivri Daniels	No	No		07/30/2010
Dania McCarthy	No	No		07/30/2010
Kenneth Bayne	No	No		07/30/2010

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.

My COURSES CLASS LISTING Progress Reports

The screenshot shows the 'My Courses' page in the GradesFirst system. The 'Class Listing' table is as follows:

Class	Time	Room	Assignments	Prog Reports
(MGT-335) Principles of Management	MWF 11:00a-1...	DIHA 240	Assignments	Prog Reports
(MGT-343) Leadership	MWF 10:00a-1...	DIHA 240	Assignments	Prog Reports
(MGT-437) Human Resources Management	MWF 1:00p-1.5...	DIHA 240	Assignments	Prog Reports
(BIT-430) Internship			Assignments	Prog Reports
(BUS-101) Introduction to Business	MWF 4:00p-4.5...	DIHA 240	Assignments	Prog Reports
(FYE-101) First Year Experience	MWF 2:00p-2.5...	DIHA 240	Assignments	Prog Reports

Below the class listing is the 'Students in Your Classes' section, which includes a table of students enrolled in the selected course.

Student Name	E-mail Address	Course(s)	Phone	At Risk?
1 Adams, Samuel	samuel.adams@lincoln.edu	MGT-343, M...	201-569-2894	No
2 Alston, Henry	henry.alston@lincoln.edu	FYE-101	413-273-1165	No
3 Anderson, Stephanie	stephanie.anderson@lincoln.edu	MGT-343, M...	610-380-7197	No
4 Ashby, Sabrina	sabrina.ashby@lincoln.edu	BUS-101	240-505-4625	No
5 Austin, Kearston	kearston.austin@lincoln.edu	MGT-343	856-784-9351	No
6 Bellamy, Terrinal	terrinal.bellamy@lincoln.edu	MGT-335	215-747-0418	No

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.

The screenshot shows the 'Progress Reports' page for the course 'MGT-335 Principles of Management'. It includes a table for student progress and a 'Class Information' sidebar.

Student Name	At Risk?	Absences	Expected	Comments
[Empty table body for progress reporting]				

Class Information

- Name:** MGT-335 - Principles of Management
- Class Days:** MWF 11:00a-11:50a
- Hours:** 3.0
- Professor(s):** Robert Allen

Create New Progress Reports

Use the checkboxes to select students from your classes and then click the "Create a New Progress Report" button to begin adding a new progress report.

Students in MGT-335 Principles of Management

Student Name	Phone Number	Email Address
Bellamy, Terrinal	215-747-0418	terrinal.bellamy@lincoln.edu
Beverly, Brittany	410-433-4552	brittany.beverly@lincoln.edu
Burke, Langston	302-322-3753	langston.burke@lincoln.edu
Chambers, Shaquane	610-466-7259	shaquane.chambers@lincoln.edu
Dadson, Nanakofi	302-738-1406	nanakofi.dadson@lincoln.edu
Donald, Alexander	213-590-8763	alexander.donald@lincoln.edu

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)

The screenshot shows a Windows Internet Explorer browser window displaying the GradesFirst application. The address bar shows the URL: https://app.gradesfirst.com/sections/194054+1/evaluate_students. The page title is "GradesFirst - Identify. Engage. Retain.". The main content area shows a "Progress Reports For BUS-101" section. A modal dialog box titled "Add a New Evaluation" is open, with a sub-header "Add a New Progress Report". The dialog contains the following fields and options:

- Is this student at risk to fail this class?** with radio buttons for "Yes" and "No" (the "No" option is selected).
- Number of Absences** with a text input field.
- Anticipated Grade** with a dropdown menu.
- Comments** with a large text area.
- Submit Report** and **Cancel** buttons at the bottom.

In the background, the main page shows a "Hello, Robert" greeting, a "Progress Reports For BUS-101" section, and a "Create New Progress Reports" instruction: "Use the checkboxes to select students from your classes and then click the 'Create a New Progress Report' button to begin adding a new progress report." Below this, there is a table titled "Students in BUS-101 Introduction to Business".

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.

MY COURSES/CLASS LISTING PROGRESS REPORTS Details

GradesFirst - Identify, Engage, Retain. - Windows Internet Explorer

https://app.gradesfirst.com/sections/194054-1/evaluate_students

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify, Engage, Retain.

Home My Courses My Calendar Reports Search

Hello, Robert Term: Fall 2010 | [Online Support](#)

Progress Reports For BUS-101 (Introduction To Business)

Progress Reports for BUS-101 Introduction to Business

Student Name	At Risk?	Absences	Expected	Comments	
Wolff, Alexander	No			Myers testing system.	Details

Create New Progress Reports

Use the checkboxes to select students from your classes and then click the "Create a New Progress Report" button to begin adding a new progress report.

Students in BUS-101 Introduction to Business

[Create a New Progress Report](#)

Student Name	Phone Number	Email Address
<input type="checkbox"/> Ashby, Sabrina	240-505-4625	sabrina.ashby@lincoln.edu
<input type="checkbox"/> Brown, Amber	215-389-1060	amber.brown@lincoln.edu

Done

start Myers, Rita - Outlook... GradesFirst - Identify... Mozilla | Firefox web... FACULTY-BASIC GUI... 10:21 PM

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).

GradesFirst - Identify, Engage, Retain. - Windows Internet Explorer

https://app.gradesfirst.com/sections/194054-1/evaluate_students

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify, Engage, Retain.

Home My Courses My Calendar Reports Search

Hello, Robert Term: Fall 2010 | [Online Support](#)

Progress Reports For BUS-101 (Introduction To Business)

Progress Reports for BUS-101 Introduction to Business

Student Name	At Risk?	Absences	Expected	Comments	
Wolff, Alexander	No			Myers testing system.	Details

Create New Progress Reports

Use the checkboxes to select students from your classes and then click the "Create a New Progress Report" button to begin adding a new progress report.

Students in BUS-101 Introduction to Business

[Create a New Progress Report](#)

Student Name	Phone Number	Email Address
<input type="checkbox"/> Ashby, Sabrina	240-505-4625	sabrina.ashby@lincoln.edu
<input type="checkbox"/> Brown, Amber	215-389-1060	amber.brown@lincoln.edu

Progress Report Details

[Edit this Report](#) [Delete this Report](#)

Class: BUS-101-1 Introduction to Business

Is this student at risk to fail this class?

☐ Yes

☒ No

Number of Absences:

Anticipated Grade:

Comments: Myers testing system.

Additional Information

Date Created: 10/25/2010 10:20 PM

Created By:

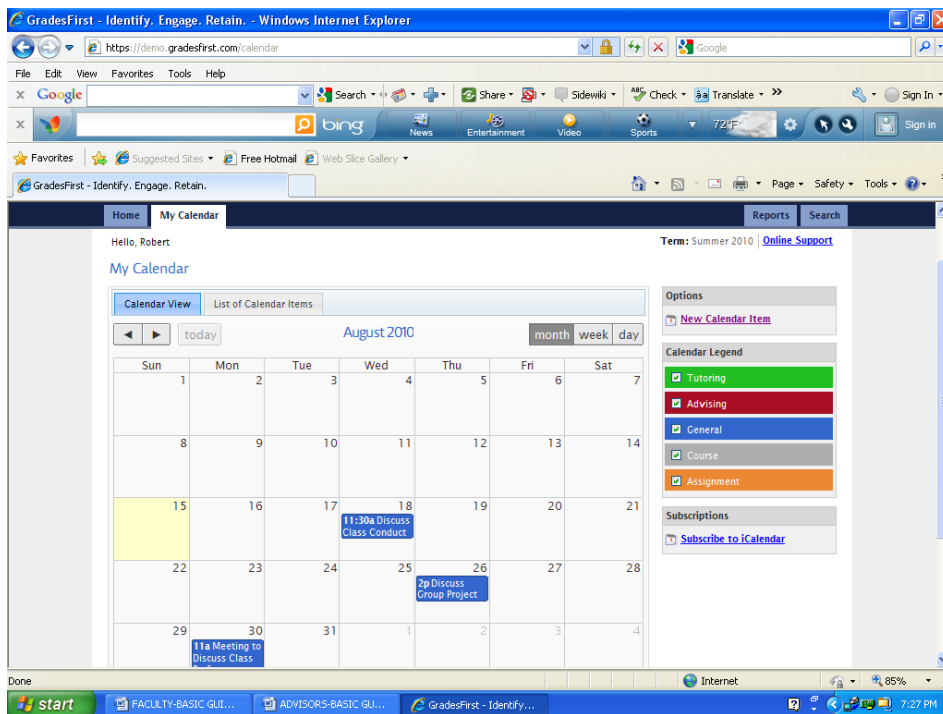
Done

start Myers, Rita - Outlook... GradesFirst - Identify... Mozilla | Firefox web... FACULTY-BASIC GUI... 10:30 PM

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).

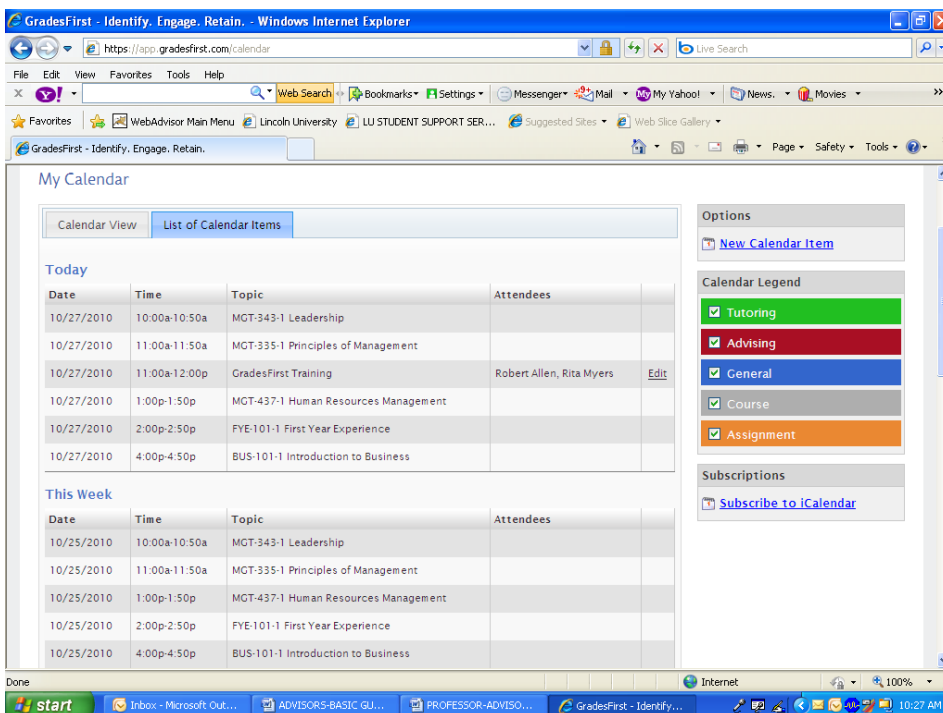
HOME PAGE My Calendar Tab



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.

My Calendar Page

New Calendar Item Tab

Create an Event or Appointment

GradesFirst - Identify. Engage. Retain. - Windows Internet Explorer

https://demo.gradesfirst.com/appointments/new

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify. Engage. Retain.

Home My Calendar Reports Search

Hello, Robert Term: Summer 2010 [Online Support](#)

My Calendar >> Create an Event

Create An Event

Type: General Event

Topic:

Location:

Select a Date:

August 2010

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Reminders

People Attending (1)

Add an Attendee:

Allen, Robert (Professor)

Select Time for the Appointment

Time increment: 30 min

Time Slot	08/08 (Sun)	08/09 (Mon)	08/10 (Tue)	08/11 (Wed)	08/12 (Thu)	08/13 (Fri)	08/14 (Sat)
6:00a-6:30a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:30a-7:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00a-7:30a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:30a-8:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00a-8:30a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30a-9:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00a-9:30a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Done

start FACULTY-BASIC GUI... ADVISORS-BASIC GUI... GradesFirst - Identify...

Internet 85% 7:34 PM

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)

The screenshot shows the 'Create An Event/Appointment' form in the GradesFirst application. The form is displayed in a Windows Internet Explorer browser window. The main content area is titled 'Select Time for the Appointment' and features a calendar view for July 2010. The calendar shows a grid of time slots (from 9:00a to 3:00p) for each day of the week (07/18 to 07/24). The 'Time increment' is set to 30 min. The calendar highlights conflicts for several time slots, particularly on 07/19, 07/20, 07/21, and 07/22. The 'Reminders' section on the left has 'Send an email reminder' checked and 'Send a text reminder' unchecked.

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.

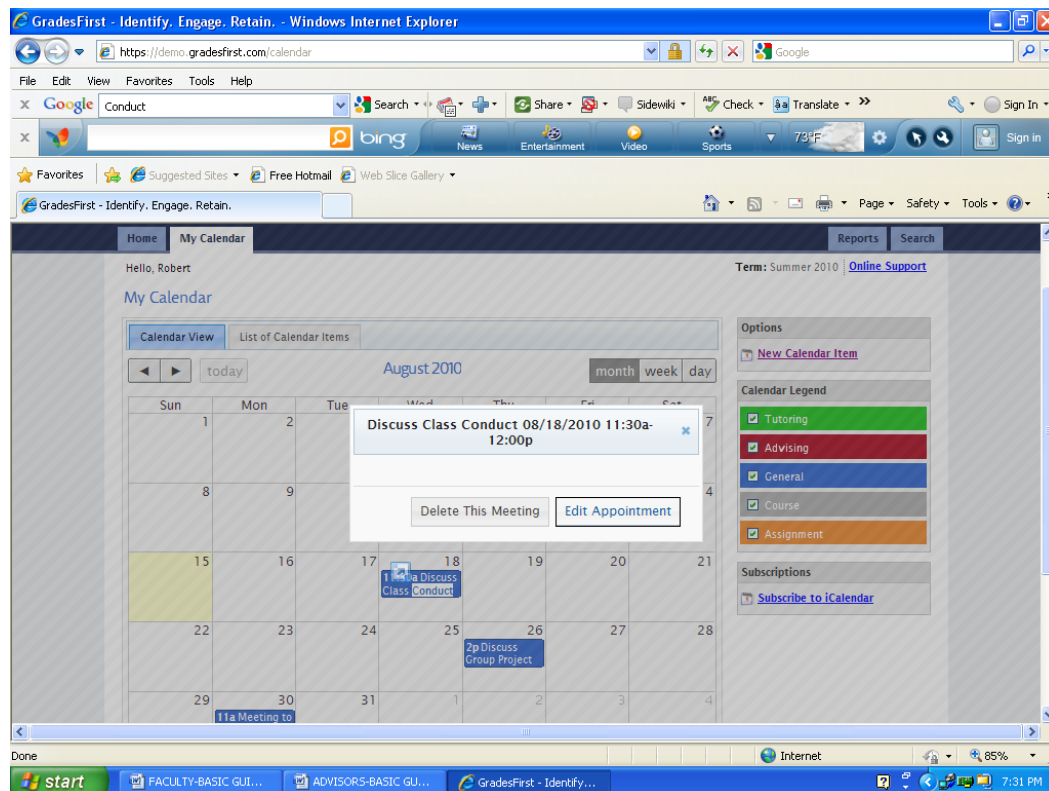
Recurrence: Click the drop down box to indicate how often you would like this appointment to occur.

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.

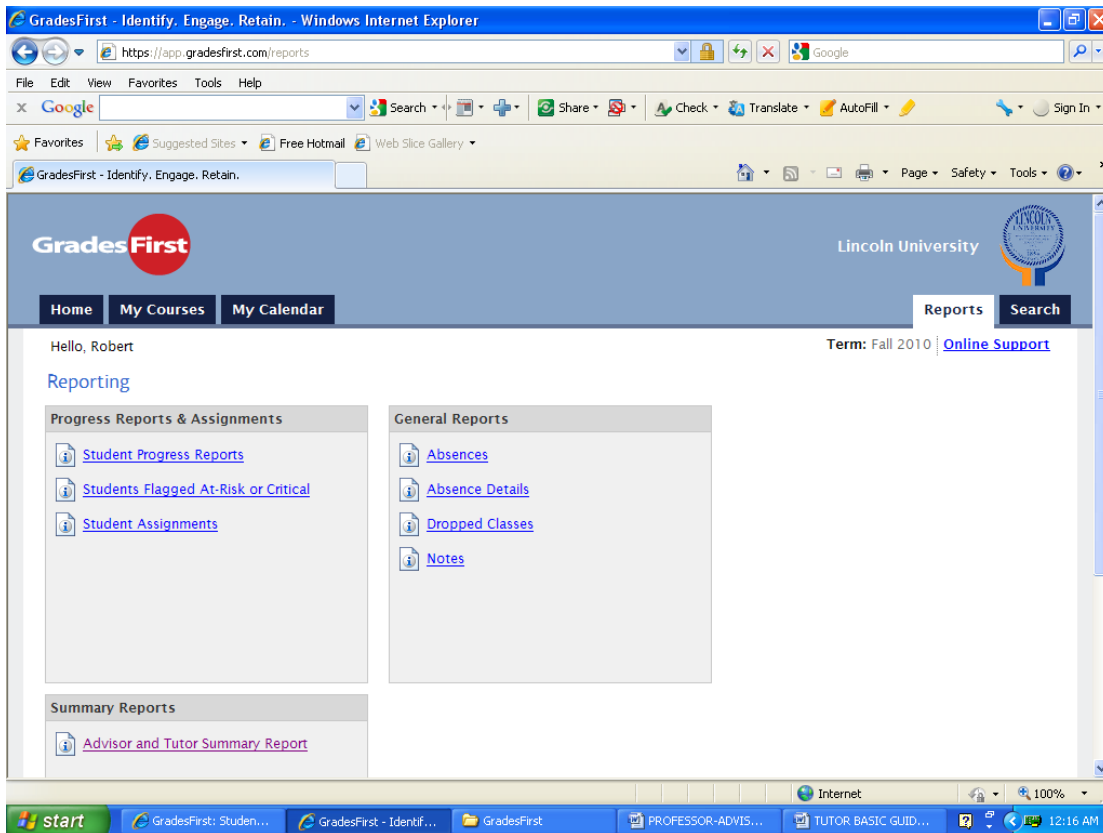
Note: Once an appointment is made it will appear on the student's calendar on their Student Profile Page.

HOME PAGE

Reports Tab

Reports Summary

Reporting Page shows all reports that can be viewed by the individual User Groups.



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

GradesFirst - Identify, Engage, Retain. - Windows Internet Explorer

https://app.gradesfirst.com/reports/progress_report#

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify, Engage, Retain.

Home My Courses My Calendar Reports Search

Hello, Robert Term: Fall 2010 | [Online Support](#)

Student Progress Reports

Simple Search [Switch To Advanced Search](#)

Enter Keywords

Begin Date 08/25/2010 End Date 09/30/2010

Search ☐ My Students Only ☐ At-Risk Students Only ☐ Include Inactive

Print Report

Progress Reports

Send a Message

	Student Name	Course	Complete?	At Risk?	Absences	Anticipate...	Comments
<input checked="" type="checkbox"/>	1 Ward, Naim	BIO-161-6 H...	No	Yes	2	F	Student has not attended class Detail
<input type="checkbox"/>	2 Donald, Alexander	BIO-161-9 H...	No	Yes	2	F	Student has not attended class Detail
<input type="checkbox"/>	3 Payne, Floyd	HPR-101-12...	No	No	1		Floyd provided documentation of his absences, completed hom... Detail
<input type="checkbox"/>	4 Steward, Dejanae	HPR-101-12...	No	Yes	3	F	Dejanae has missed 3 classes (9/7, 9/9 and 9/14) and is in dan... Detail
<input type="checkbox"/>	5 Sams, Khali	HPR-101-10...	No	No	2		Student comes to class late. I've spoken to him about this. Detail
<input type="checkbox"/>	6 Waalee, Lafeesah	HPR-101-10...	No	No	0		Detail
<input type="checkbox"/>	7 Sams, Khali	HPR-101-10...	No	Yes	2		Consistently late Detail

Done

start GradesFirst: Studen... GradesFirst - Identif... GradesFirst PROFESSOR-ADVIS... TUTOR BASIC GUID... 12:38 AM

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

GradesFirst - Identify, Engage, Retain. - Windows Internet Explorer

https://app.gradesfirst.com/reports/at_risk_progress_report

File Edit View Favorites Tools Help

Google Search

GradesFirst - Identify, Engage, Retain.

Home My Courses My Calendar Reports Search

Hello, Robert Term: Fall 2010 | [Online Support](#)

Student Progress Reports Flagged At-Risk And/Or Critical

Simple Search [Switch To Advanced Search](#)

Enter Keywords

Begin Date 08/25/2010 End Date 09/30/2010

Search ☐ My Students Only ☐ At-Risk Students Only ☐ Include Inactive

Print Report

Progress Reports Flagged At-Risk and/or Critical

Send a Message

	Student Name	Course	Complete?	At Risk?	Absences	Anticipate...	Comments
<input type="checkbox"/>	1 Ward, Naim	BIO-161-6 H...	No	Yes	2	F	Student has not attended class Detail
<input type="checkbox"/>	2 Donald, Alexander	BIO-161-9 H...	No	Yes	2	F	Student has not attended class Detail
<input type="checkbox"/>	3 Steward, Dejanae	HPR-101-12...	No	Yes	3	F	Dejanae has missed 3 classes (9/7, 9/9 and 9/14) and is in dan... Detail
<input type="checkbox"/>	4 Sams, Khali	HPR-101-10...	No	Yes	2		Consistently late Detail
<input type="checkbox"/>	5 James, Shannon	MUS-200-1 L...	No	Yes	3	F	Shannon has missed the last three classes (September 14, 16, ... Detail
<input type="checkbox"/>	6 Mitchell, Claiborne	EDU-098-6 ...	No	Yes		F	Claiborne is not attending class. Detail

Done

start GradesFirst: Studen... GradesFirst - Identif... GradesFirst PROFESSOR-ADVIS... TUTOR BASIC GUID... 12:41 AM

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

Simple Search [Switch To Advanced Search](#)

Enter Keywords

Begin Date End Date

☐ My Students Only ☐ At-Risk Students Only ☐ Include Inactive

[Print Report](#)

Student	Categories	Total Absences	Total Excused	Course	Days/Times	Location	Class Absences	Class
1 Bayne...	IPEDS - Bowl	1	1	FIN-360 - 1 Principles of Re...	MTWRF 1:00p-2:20p	DIHA 318	1	1
2 Black...	IPEDS - Bowl	1	0	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	1	0
3 Carso...	IPEDS - Bowl	2	0	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	2	0
4 Cofield...	IPEDS - Bowl	1	0	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	1	0
5 Daniel...	IPEDS - W In/Out/Track/CC, L...	2	0	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	2	0
6 Gould...	IPEDS - Bowl	2	0	MSA-796 - 21 Seminar in P...	M 5:30p-6:30p	GRAD 455	1	0
7 Gould...	IPEDS - Bowl	2	0	MSA-796 - 21 Professional ...	M 6:40p-7:40p	GRAD 455	1	0
8 Hamm...	IPEDS - Bowl	1	0	FIN-360 - 1 Principles of Re...	MTWRF 1:00p-2:20p	DIHA 318	1	0
9 William...	IPEDS - Bowl	2	0	FIN-360 - 1 Principles of Re...	MTWRF 1:00p-2:20p	DIHA 318	2	0

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

Simple Search [Switch To Advanced Search](#)

Enter Keywords

Begin Date End Date

☐ My Students Only ☐ At-Risk Students Only ☐ Include Inactive

[Print Report](#)

Student	Student Id	Categories	Course	Days/Times	Location	Absence Date	Excused?
1 Bayne...	0042567	IPEDS - Bowl	FIN-360 - 1 Principles of Re...	MTWRF 1:00p-2:20p	DIHA 318	05/27/2010 12:00...	Yes
2 Black...	0037785	IPEDS - Bowl	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	06/07/2010 12:00...	No
3 Carso...	0040210	IPEDS - Bowl	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	07/22/2010 12:00...	No
4 Carso...	0040210	IPEDS - Bowl	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	07/01/2010 12:00...	No
5 Cofield...	0040257	IPEDS - Bowl	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	07/26/2010 12:00...	No
6 Daniel...	0040332	IPEDS - W In/Out/Track/CC, L...	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	07/22/2010 12:00...	No
7 Daniel...	0040332	IPEDS - W In/Out/Track/CC, L...	MGT-437 - 1 Human Resour...	MTWRF 11:00a-12...	DIHA 318	06/07/2010 12:00...	No
8 Gould...	0040572	IPEDS - Bowl	MSA-796 - 21 Seminar in P...	M 5:30p-6:30p	GRAD 455	06/07/2010 12:00...	No
9 Gould...	0040572	IPEDS - Bowl	MSA-796 - 21 Professional ...	M 6:40p-7:40p	GRAD 455	06/07/2010 12:00...	No

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.