

GradesFirst Newsletter

Fall 2016 Vol 6.0

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Pendergrast



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Introducing...

Shanna Pendergrast, Assistant Director in Arts & Sciences Advising Services has joined your GradesFirst support team. Shanna will work primarily supporting professional and faculty advisors and support staff for advising. Contact **both** Shanna & Phyliss for support




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Penny Beasley is working with the implementation team for CIVITAS and will no longer provide support for GradesFirst



New Features for fall 2016

- Advising report has a new look
- Meeting type feature allows you to select what kind of advising session you had with student (in-person, live chat, phone, Skype/Zoom)
 - For advising sessions only
 - Use notes to record email or phone conversations that don't constitute an advising appointment/session
- Can minimize advising report until ready to complete (will appear in red on top menu bar in dialog icon )

Reminders for Appointment Campaign Users

- Double check the students you select for your campaign. Do not select “my students” as that will include students enrolled in your courses as well as your advisees.
- Students registered with the Office of Disability Services receive priority registration dates. It is a violation of HIPPA for us to “tag” students receiving such accommodations. If a student discloses this status, you can manually add the student to a priority registration appointment campaign.

Syncing Calendar with GradesFirst

- Mac users - unfortunately Apple has security settings that do not allow your GradesFirst calendar to be synced on a Mac. Your best option is to block your GradesFirst calendar directly.
- PC users – on your calendar page in GradesFirst, click on subscriptions tab and follow the instructions for free/busy integration for whatever version of Outlook you use.
- ALL users – it sometimes takes hours for calendars to sync – in the case of last-minute additions to your schedule, be sure to block the time in GradesFirst as well as Outlook.