

GradesFirst Newsletter

Summer 2014

Special Orientation Edition

Vol 1.0

The purpose of the GradesFirst newsletter is to keep you up-to-date on news and continuing upgrades.

New editions planned for fall and spring semesters.

Editors: Phylliss Shey and Penny Beasley

Best Practices for Orientation: Advising Reports

- ▶ Include information like Math and Foreign Language placement scores in your advising report in case the student changes to another college in the fall.
- ▶ For newly admitted students not found in GradesFirst, use quick search for Orientation and your college (Orientation Business). Include student's name and student ID in the advising report, so they can be merged with correct student record later.
- ▶ If you get behind in your advising reports due to the short time with each student remember that you can edit the reports at a later time - just don't forget to go back and do so. You can change everything in the report except the date (including the start and end times) once you have saved it.
- ▶ Scheduled appointments not started or checked in, you can attach the report to that appointment by going to the bottom of your home page, clicking the radio button next to that appointment, and clicking the Add Report button.
- ▶ If you have any questions please don't hesitate to contact or Phylliss Shey (pshey@utk.edu or 4-4880) Penny Beasley (pbeasley@utk.edu or 4-5096). Please note that Penny will be advising during orientation and may not be available immediately.

Dear GradesFirst Guru

Dear GF Guru,

I have a list of students I need to keep track of; if they have been advised, if they attend any tutoring, etc. I also need to know how they do at the end of the semester? Do you have any advice for me?

Signed,
List-less Lena

Dear LLL,

You can easily use tags to keep track of your students. Tags are a great way to manage sub-cohorts of students. Tags can be added or removed easily. Contact Phyliss Shey at 4-4880 or pshey@utk.edu if you are interested in using tags.

Best,
GF Guru

Send your GF questions to Phyliss at pshey@utk.edu

Units Using GradesFirst

Advising Centers	Faculty Advising	Tutoring	Other Support
Agriculture & Natural Resources	<ul style="list-style-type: none"> Animal Science Biosystems Engineering 	Student Success Center Tutoring and Supplemental Instruction	Student Success Center (Academic Coaching)
Architecture & Design		Multicultural Student Life	Honors
Arts & Sciences	<ul style="list-style-type: none"> Biological Sciences English History Political Science Psychology 	<ul style="list-style-type: none"> Chemistry Tutorial Center Organic Chemistry Tutorial Center 	National Scholarships & Fellowships
Business Administration		Writing Center	Career Services
Communication & Information			Volsteach
Education, Health, & Human Sciences			Disability Services
Nursing			
Social Work	<ul style="list-style-type: none"> Social Work 		