

# GradesFirst Newsletter

Fall 2017 Vol 8.0  
Editors: Phyliss Shey &  
Shanna Pendergrast



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE



# Appointment Campaign Changes

- Students who schedule their appointment outside of the campaign using the same advisor and reason, can now be attached to the campaign. This removes them from the “not yet scheduled” list and includes them in the “appointment scheduled” and “advising report” lists. Email [pshey@utk.edu](mailto:pshey@utk.edu) to request **detailed instructions.**

# Coming soon.....

- Revised look and improved functionality of appointment center – will include all appointments together (advising, tutoring, etc.)
- Additional information visible when student is checked in for appointment or walk-in
  - Student ID
  - Email Address
  - Major
  - Classification
  - Assigned advisor or tutor

# Calendar Sync Outlook 2016 (PC)

1. In GradesFirst, go to your calendar page, select “subscriptions”, “setup calendar integration”, copy the webcal url
2. In Outlook calendar, select “open calendar” from the ribbon, and then select “from internet”, paste the webcal url
3. The GradesFirst calendar will appear in your “other calendars” list in Outlook – you can change the name to GradesFirst
  - a. All GradesFirst appointments will appear as “busy” on your Outlook GradesFirst calendar
4. In Outlook, “send/receive” tab, “send/receive groups”, “define send/receive groups”, “edit”, check the box at top “include the selected accounts in this group” and save
5. In GradesFirst calendar, “subscriptions”, “setup free/busy integration”, “windows Outlook integration”, “Outlook 2013”, scroll down to “Outlook 2013 alternate integration” and follow the directions.
  - a. All Outlook appointments will appear as “busy” on your GradesFirst calendar