

# GradesFirst: Tutoring

## Step 1:

When you login, you will see your class schedule.

Click on "Request Tutor Appointment" for the class you wish to request tutoring for.

The screenshot shows the 'My Calendar' page in GradesFirst. The page has a blue header with 'Home' and 'My Calendar' tabs. Below the header, there's a greeting 'Hello, [Name]' and a 'Home' section with tabs for 'Class Information', 'Reports', and 'Calendar'. The main content area is titled 'Classes This Term' and includes a 'Send Message to Professor' button. Below this is a table of classes with columns for Class Name, Professor, Days/Times, Mid, Final, and Take Action. The 'Take Action' column contains 'Request Tutor Appt.' links for each class, which are circled in red. Below the table is an 'Assignments This Term' section with a table that currently shows 'There are no class assignments listed for this student.' On the right side, there are 'Options' (Schedule an Advisor Appt., My Messages, School Information) and 'Study Hall Information' (Study Hall Stats: Today: 0min, This Week: 0min, Required Time: 0min, Last Week: 0min).

Class Name	Professor	Days/Times	Mid	Final	Take Action
JS 100W-1 Writing Workshop	Natasha Kutina	M 5:30p-8:15p SPXC211			<a href="#">Request Tutor Appt.</a>
JS 104-1 Correc and Society	Dina Kameda	TR 12:00p-1:15p MH520			<a href="#">Request Tutor Appt.</a>
JS 141-1 RCP Representation	Margaret Stevenson	TR 4:30p-5:45p SPXC211			<a href="#">Request Tutor Appt.</a>
NUFS 139-4 Hunger & Environ Nutr	Georgia Acker	TR 3:00p-4:15p BBC201			<a href="#">Request Tutor Appt.</a>

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The screenshot shows the GradesFirst interface with a 'Request a Tutor' pop-up form. The pop-up form contains the following fields and options:

- Class:** JS 100W - Writing Workshop
- Preferred Meeting Time:** [Empty text input field]
- For:** Vincent Abbott
- Buttons:** Send Tutor Request (Cancel)

The background interface includes a navigation bar with 'Home' and 'My Calendar', a user greeting 'Hello, Vincent', and sections for 'Classes This Term' and 'Assignments This Term'. The 'Classes This Term' section contains a table with the following data:

Class Name	Professor
<input checked="" type="checkbox"/> JS 100W-1 Writing Workshop	Natasha Kutina
<input type="checkbox"/> JS 104-1 Correc and Society	Dina Kamela
<input type="checkbox"/> JS 141-1 RCP Representation	Margaret Stevens
<input type="checkbox"/> NUFS 139-4 Hunger & Environ Nutr	Georgia Acker

The 'Assignments This Term' section shows a table with columns for 'Class', 'Due Date', and 'Assign', and a message: 'There are no class assignments listed for this student.'

## Step 2:

A pop up will appear after clicking on Request a Tutor.

Enter as much information you can on your availability for a tutoring appointment.

Specific days of the week and times that you are available will allow for easier matching with a tutor.



### Study Hall Stats

Today: 0min

This Week: 0min

Required Time: 0min

Last Week: 0min

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**Step 3:**

**Click on Send Tutor Request to submit your information.**

**Your request has been sent!**

**You will be contacted within 3-5 business days in regards to your request.**

The screenshot shows a user interface with a navigation bar (Home, My Calendar) and a user greeting (Hello, Vincent). The main content area is titled 'Home' and includes tabs for 'Class Information', 'Reports', and 'Calendar'. Under 'Classes This Term', there is a table with columns 'Class Name' and 'Professor'. The first row is selected, showing 'JS 100W-1 Writing Workshop' by 'Natasha Kutina'. Below this is a 'Request a Tutor' form with fields for 'Class' (JS 100W - Writing Workshop), 'Preferred Meeting Time', and 'For: Vincent Abbott'. A red circle highlights the 'Send Tutor Request' button, which is also pointed to by a speech bubble containing the step-by-step instructions. The 'Assignments This Term' section below shows no assignments. On the right, there is a 'Study Hall Information' section with a green 3D button and 'Study Hall Stats' showing 0 minutes for Today, This Week, Required Time, and Last Week.