

GradesFirst Training

How to Create an Appointment from the Advising Center Mode

1. Select the **Advising Center** mode from the bottom right of your GradesFirst home screen, and then select your Advising Center location.
2. Enter the student ID number or name to **Search for a Student**.

The screenshot shows a search bar with two tabs: "Appointment" and "Advisor Waiting Lists". Below the tabs is a text input field containing the text "Search for a Student".

The screenshot shows a student profile card for "Student Test" with the email address "st0test01@cardmail.louisvill...". The card also displays the student's major as "English (ENGLBA)" and their classification as "Freshman".

3. The calendar will show the current day and the list of advisors with availability that day. You can select either **First Available** or a particular day and time frame. Then click **Reload** to update the view.

The screenshot shows a calendar selection interface with a "Find First Available?" button, a date selector set to "Wednesday - 12/10/14", a time range slider set to "7:00a to 5:00p?", and a blue "Reload" button.

4. From this screen, you can see open appointment possibilities (a green check box) and can select an option that corresponds with the student's availability.

9:00a	<input type="checkbox"/>		APPOINTMENT
9:30a	<input type="checkbox"/>	<input type="checkbox"/>	
10:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Once you check the box for the appropriate time, the **Create an Advisor Appointment** dialog box will open. Confirm that the information is correct and select a **Reason** for the appointment. Add comments if you wish and then **Save Appointment**.

[Click here to learn the UofL best practice for reasons](#)

CREATE AN ADVISOR APPOINTMENT X

Student: Student Test **Advisor:** Travis Ross

Where: Arts & Sciences **When:** Nov 26 2014 08:30 AM to 09:00 AM

Reason(s) for Appointment

- Academic Planning
- Appointment Campaign
- Career Planning
- Degree Audit

Comments

Student has checked in for the appointment

Send E-mail Reminder

Send SMS Reminder

Save Appointment

Cancel

6. As soon as you hit **Save**, the appointment will appear on the advisor’s calendar and the student will get an email. The student will also get an email reminder 24 hours before the appointment. A sample of the student email appears below:

Appointment Scheduled

An appointment has been scheduled for 11/26/2014 8:30a-9:00a. Details are included below.

Attendees:
Student Test (c: 5026094711)

Organizer: Travis Ross (502-852-7515)

Topic:
Academic Planning

Comments:

Location:
Arts & Sciences

Date of Appointment:
11/26/2014 8:30a-9:00a

Time:
8:30a-9:00a