

How to Schedule a Tutoring Appointment

Students may now schedule tutoring appointments for tutors in Multicultural Student Life and Student Success Center by using GradesFirst.

1. Log into MyUTK.
2. Look for and click the link for GradesFirst.
3. On your home page in GradesFirst you will see your current schedule. Check the box next to the course for which you wish to get tutoring and click “schedule tutor appointment”

CLASS NAME	PROFESSOR	DAYS/TIMES	UILD	FINAL	TAKE ACTION
<input checked="" type="checkbox"/> ANTH-110-7 Human Origins	Joanne Devlin	MW 9:05a-9:55a MM-63			Schedule Tutor Appt.
<input type="checkbox"/> BUAD-100-2 Approaches/Coll of Bus Admin	Daniel Pape	R 9:40a-10:55a HBB-304			Schedule Tutor Appt.
<input type="checkbox"/> CMST-210-23 Public Speaking	Chioma Marbrey	MWF 10:10a-11:00a PHY-304			Schedule Tutor Appt.
<input type="checkbox"/> ENGL-101-44 English Composition I	John Shearer	MWF 11:15a-12:05p HSS-209			Schedule Tutor Appt.
<input type="checkbox"/> FYS-100-1 The Volunteer Connection	Jessica Abernathy				Schedule Tutor Appt.

4. Select your preferred location.
5. Use the date picker to select the best date for you. Tutoring is not offered for all courses on all days at all locations.
6. Once you find opening(s), click where it says “open” and complete the pop-up box. If you want a reminder, click “send me an email” and/or “send me a text” if you have provided your cell phone already. Then submit!
7. Email reminders are sent to you around 2:00 a.m. and text reminders are sent a couple of hours in advance of your appointment.

The screenshot shows the GradesFirst interface. At the top, there is a navigation bar with 'Home', 'Calendar', and 'Conversations'. The main heading is 'Schedule a Tutoring Appointment'. Below this, it says 'You have chosen to create an appointment for ANTH-110-7 Human Origins.' A dropdown menu for 'Choose a' is set to 'Hodges Library - North Commons'. Below that is a calendar for 10/24/2013. The calendar shows a grid of time slots from 12:00 PM to 05:00 PM. The 02:00 PM slot is highlighted, and the word 'open' is visible in that slot. A 'Create Appointment' pop-up window is open, showing the following details: location: Hodges Library - North Commons, course: ANTH-110-1 Human Origins, time: 02:00 PM - 02:30 PM, comments: + Add Comment, and reminder options: Send Me an Email and Send Me a Text. A 'Submit' button is at the bottom of the pop-up. A legend at the bottom of the page includes 'General', 'Advising', 'Tutoring', 'Course', 'Open', 'Drop-in', and 'N/A'.