

Follow these directions to create faculty advisor appointments in Grades First. For additional assistance, please contact the University Advising Center at 210-805-5814.

1. Go to http://www.uiw.edu/ (UIW Homepage).

2. Click on the **INFO FOR...** drop down box located on the top-right hand side of the UIW Homepage. Then click on Faculty.



3. Next, click on **Cardinal Apps** located at the top left of the page. Type in your UIW Username and Password. (This is the same username and password used for UIW Mail.) Then click Sign In.

Sign In	
sername	
/our UIW username	
kegrant	
Password	
our Current UIW Password	
Remember me	
Sian In	

NOTE: Contact the Jniversity's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 Toll Free), or email at <u>helpdesk@uiwtx.edu</u>

4. Click on the following Grades First icon located in the Cardinal Apps – Main tab. You will automatically be logged into Gradesfirst.



5. On your Advisor Homepage, click on My Availability. Then, click on Actions and Add Time.



6. Select your Availability, by clicking the Day(s) and selecting your Times. Then, click Appointments and Duration.

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for	Drop-in	ns Ap	pointme	ents	Campa	aigns

NOTE: To adjust time, use the scroller provided.

7. For Duration, select A Range of Dates. Then select the Start Date and End Date. Then, click Location.

	Drop-ins	Appointments	Campaigns	
A Rang	ge of Dates		•	
Startin 01/11	ig on 1/2016		Ending on 01/22/2016	
Locatio	on			

NOTE: Select the same dates for advising period.

8. For Location, select Faculty Advisor Office. Then, Select Student Services.

Faculty Advisor Office	•
Select Student Services	

9. For Student Services, select **Advising**. Then, click on the **Details** section.

Faculty Advisor Office	•
Advising ×	
Details	

10. In the Details section, type your assigned **Office Room number**. Then, click **Save**.

Advising ×	
Office Room #	
	Cancel Save

11. Under the **Quick Links**, click on **Appointment Campaigns**. Then you will be directed to a new page, under **Actions**, click on **Appointment Campaign**.

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QUICK LINKS	Actions
Take me to	
Schedule General Event	Appointment Campaign
Appointment Campaigns	

12. Then fill in the following information:

- Campaign Name, type your First and Last Name.
- Campaign Type, select Advising.

• Slots Per Time, by default will appear as "1." NOTE: "1" means one student per slot. If you would like to create a group advising, type the number of students in the slots per time.

- Course or Reason, select Advising.
- Begin Date and End Date, leave as is.
- Appointment Limit, select your time limit.
- Location, select Faculty Advisor Office.
- Then, click Continue.



13. Click Advanced Search.



14. Scroll down and click on Assigned To.

Current Term Data Classification, Course, Section, Section Tag	•
Assigned To Advisor, Tutor, Professor, Coach, Team Member	•

15. Type your Name in the **Assigned to Advisor** section and click **Search.**

Advisor, Tutor, Professor, 0	Coach, Tearn Member
Assigned to Advisor*	
×Doe, John	
Assigned to Team Members	?
All	•
Search	

16. Select your Students and click Continue.

Actio	15 -		
	NAME		
	Severson, Rabecca		
	Soto, Karolynn		
M	URINE Jacob		
<	Back	Continue >	

17. Review the List of your Students and click Continue.

Revie	ew Stude	ents In Campaig	jn		
Action	ns 🔻				
	NAME				
	Saverson, Rebecca				
	Soto. Karolynn				
	Ulteruhe, Jacob				
<	Back	Add More Students	Save and Exit	Continue	

18. Check your Name and click Continue.

ldd	Advisors To Can	npaign 🛛 Include Appointm	nent Availabilities?			
ID	NAME	AVAILABLE TIMES				
V	John Doe	Appointment Availability: mon, wed 3:00pm 5:00pm (January 11, 2016 - January 22, 2016)				
< Back		Save and Exit	Continue			

19. Subject is optional. Then, scroll down and click **Continue.**



20. Review the information provided. Select Email Reminder and click Send.

Confirm & Send			
Campaign Type: Advising	Start Date: 01/07/2016	End Date: 01/2	1/2016
Reason: Advising	Appt Length: 10 minutes	Slots Per Time:	1
Appt Location: Faculty Advis Office	sor Appt Limit: 1	Reminders: 🗹	E-mail SMS
Subject advising			
Email Preview View	Invitees: View All (15)	Included Advis	ors View All (1)
< Back	S	ave and Exit	Send