

How Do I Track Student Activities Through GradesFirst?

1. Student Email Confirmation

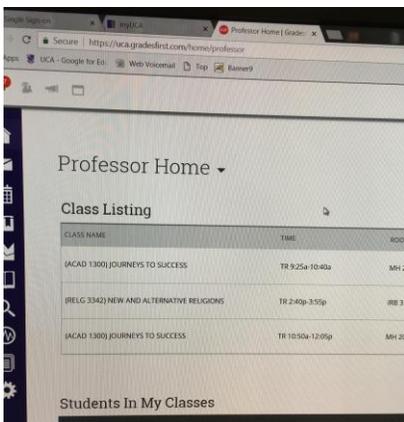
Students who attend Academic Success Workshops receive a confirmation email in their cub.uca.edu account. This can be forwarded or printed out and submitted to the faculty member.

2. Faculty Direct View:

Login to myUCA

Select GradesFirst (if you do see it, search for GradesFirst *all one word*)

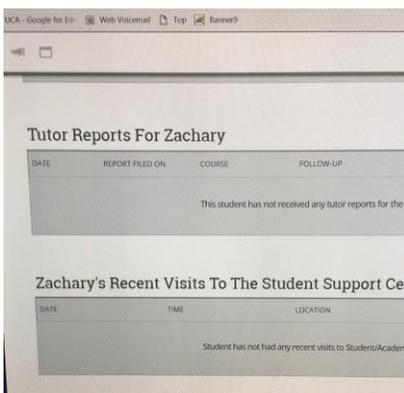
Select “Professor Home” (at the top left – there’s a drop down menu)



Select Student

You can view various pieces of student information on this screen.

Choose “Reports/Assignments” tab at the top



Scroll down, you will see reports from Tutoring Services (Tutor Reports) and for Academic Success Workshops and Peer Coaching (Visits to the Student Support Center)

ERROR MESSAGE? Contact: Nadia Eslinger, Assistant Director of Student Success at neslinger@uca.edu. Please include the text of the error message.