GradesFirst - Creating a Campaign for Scheduling Student Advising

Once you have created your availability in GradesFirst, the next step is to create a campaign for your advisees. This will generate an email with a sign up page based on your availability that your advisees will use to sign up for an advising session.

1. After logging into GradesFirst, click **Appointment Campaigns** in the upper right corner.

2. Click **Appointment Campaign** again.
3. Enter the details for your advising campaign.
   A. Type a unique name for the **Campaign Name**.
   B. Choose the beginning and ending dates for the advising period.
   C. Set the **Appointment Length**. 60 minutes is recommended.
   D. Leave **Slots Per Time** and **Appointment Limit** as 1.
   E. Change the **Course or Reason** to Advising.
   F. Set the **Location** to Faculty Advisor’s Office.

4. When all details have been entered, click the **Continue** button.

5. Under the **Assigned To** category, select **My Students Only** and click the **Search** button.
6. A list of your assigned advisees will appear. Click the button at the top of the list to select all students. Click the **Continue** button.

7. The list of students will appear again for review. Click the **Continue** button to proceed.
8. Place a checkmark next to your name and click the Continue button.

9. An email template will display. You will want to include a Subject and Instructions or Notes. The student’s information and campaign link will automatically be added to the email.
10. An Email Preview (left) and campaign link Landing Page Preview (right) will display at the bottom of the page. Click the **Continue** button to proceed.

11. You can review the details on the Confirm & Send page. Be sure to check the SMS Reminders (text messaging) reminders option as students are more likely to respond to these types of messages. Students will be able to opt out of SMS messages if they would prefer not to receive them. If you are satisfied with the settings, click the **Send** button.
12. You will be prompted again to confirm the invitations. Click **Send Invitations Now**.

13. Below is a sample email that students will receive in their inbox. Your students will click the link “Schedule Advising Appointment” to get started.