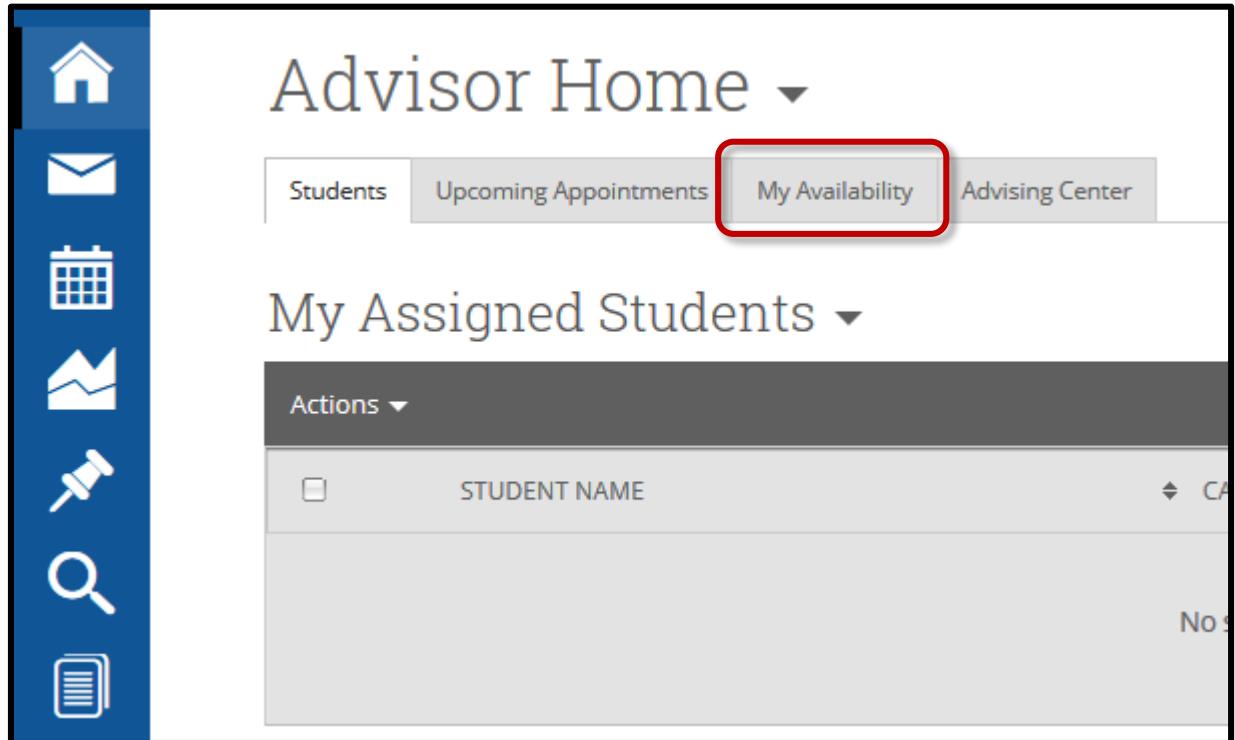


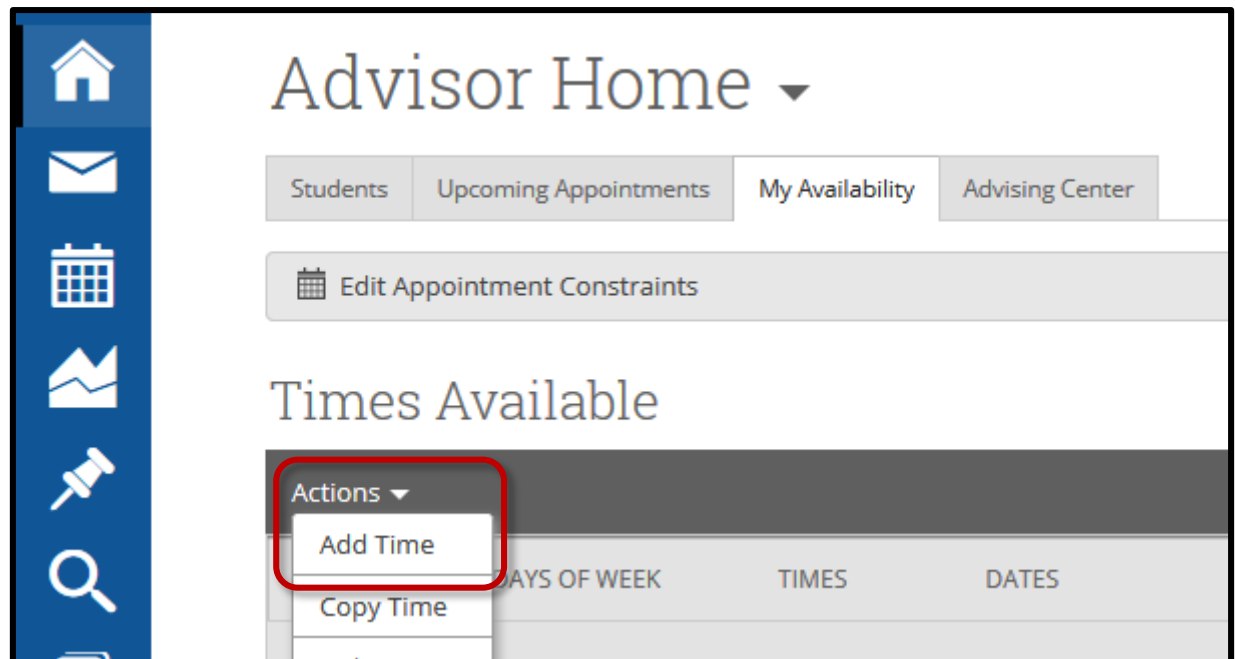
## GradesFirst - Setting up Availability for Advising

The GradesFirst tool is here to simplify your advising duties and easily create schedules that your advisees will use to sign up. Follow this tutorial to create your schedule of availability for advising.

1. After logging into GradesFirst, click the **My Availability** tab.



2. Click the **Actions** drop down menu and click **Add Time**.



3. The Add Availability window will appear. You will need to specify the dates, times, semester, location, and services offered. If you wish to add more times, you can repeat this process again (see Step 7).
  - A. Click the dates when you want to schedule advising appointments.
  - B. Use the slider to block off time.
  - C. Select the **Campaigns** option.
  - D. Select the **Duration**. This would be created from your campaign.
  - E. Select your **Location**. You can choose **Faculty Advisor's Office** or Upper or Lower Bucks Campus.
  - F. You will want to add the **Advising** option by default. Add any additional services.
  - G. Add additional **Details** about your office number, directions, or anything you want your advisee to be aware of before the appointment.
4. When you are finished adding the details, click the **Save** button at the bottom.

The screenshot shows the 'ADD AVAILABILITY' window with the following elements and callouts:

- A**: A red circle pointing to the 'Mon' button in the day selection row.
- B**: A red circle pointing to the '8:00a - 5:00p' time range on the slider.
- C**: A red circle pointing to the 'Campaigns' button in the service selection row.
- D**: A red circle pointing to the 'Spring Semester, 2016' dropdown menu.
- E**: A red circle pointing to the 'Faculty Advisor's Office' dropdown menu.
- F**: A red circle pointing to the 'Advising' and 'Course Planning and Selection' tags in the services list.
- G**: A red circle pointing to the text area containing 'My office is located on the Newtown campus in Library 128.'

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red border.

5. After the entry has been added, you can modify the time at any point by clicking **Edit**.

Times Available						
Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Mon, Wed, Fri	12:00p-1:00p	Fall Semester, 2015	Faculty Advisor's Office	Advising, Course Planning and Selection Appointment Campaigns	<a href="#">Edit</a>
<input checked="" type="radio"/>	Mon, Wed, Fri	8:00a-9:00a	Fall Semester, 2015	Faculty Advisor's Office	Advising, Course Planning and Selection Appointment Campaigns	<a href="#">Edit</a>

6. Make any changes necessary to the time and click **Save**.

### MODIFY AVAILABILITY

I'm available on

**Mon** Tue **Wed** Thu **Fri** Sat Sun

8:00a - 9:00a

for Drop-ins Appointments Campaigns

Fall Semester, 2015

Faculty Advisor's Office

Advising × Course Planning and Selection ×

Cancel **Save**

7. If you wish to add additional times, select the entry, click the Actions drop down and click **Copy Time**.

### Times Available

Actions ▾

- Add Time
- Copy Time**
- Delete Time

	WEEK	TIMES	DATES	LOCATION	SUBJECT	
	Wed, Fri	12:00p-1:00p	Fall Semester, 2015	Faculty Advisor's Office	Advising, Course Planning and Selection Appointment Campaigns	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	Mon, Wed, Fri	8:00a-9:00a	Fall Semester, 2015	Faculty Advisor's Office	Advising, Course Planning and Selection Appointment Campaigns	<a href="#">Edit</a>

8. This will launch the Copy and Add Availability window where you can add an additional time.  
**Note:** You may need to select the semester again. Click **Save** when completed.

### COPY AND ADD AVAILABILITY

I'm available on

**Mon** Tue **Wed** Thu **Fri** Sat Sun

8:00a - 9:00a

for Drop-ins Appointments Campaigns

Fall Semester, 2015

Faculty Advisor's Office

Advising × Course Planning and Selection ×

Cancel **Save**