

# How do I make an appointment to see an INTO USF Learning Consultant?

In order to make an appointment with a Learning Consultant, you will have to access your GradesFirst account at [intousf.gradesfirst.com](http://intousf.gradesfirst.com). You will login with your USF Net ID and password.

If you wish to create a Consulting Session, use the steps below. After the appointment has been saved, GradesFirst will send emails to attendees as well as update your GradesFirst calendar.

Student Home

Class Information | Reports | Calendar | Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	AMH 2020-23 American History II	Michael Losasso	MWF 2:30p-4:50p Social Science Building - SOC 384		
<input type="checkbox"/>	EAP 1850-1 English for Intl Students 1	Lofton Alley Jr	MTWRF 8:00a-9:15a Social Science Building - SOC 317		
			<b>Ended on 06/21/2019</b>		
<input type="checkbox"/>	MAC 1105-1 College Algebra	Ivan Rothstein	MTW 9:30a-11:05a Chemistry Building - CHE 111 F 9:30a-11:30a Library - LIB 232 MW 11:30a-1:00p Library - LIB 232		

Get Advising

Get a Learning Consultant

Quick Links

Take me to...

School Information

Upcoming Appointments

You have no upcoming appointments.

Your Success Team

Franco, Timarie  
Advisor

The next screen will allow you to select what your focus will be while at a Consulting Session.

To help you find a time, please tell us why you'd like to see someone.

Choose from the following options and click Next.

-- please select a service category --

-- please select a service category -

**Student Services**

- Conversational English
- GMAT Test Prep
- GRE Test Prep
- IELTS Test Prep
- Resume / Purpose Statement

You can select one of the options within "Student Service" or "Courses" depending on what you would like to schedule.

To help you find a time, please tell us why you'd like to see someone.

Choose from the following options and click Next.

AMH 2020 American History II ▾

Once you have selected your topic, you will click "Next".

Next ▶

You will be provided options for a "location", which will allow you to have a 30 minute or 1 hour appointment.

What location do you prefer?

-- please select a location for the appointment -- ▾

Any Location

-- please select a location for the appointment --

Consulting Session (1hr)

Consulting Session (30 min)

◀ Back

Next

You will need to click "Consulting Session (1 hr)" or "Consulting Session (30 min)" depending on how long you would like your appointment.

Once you select the length of your appointment, you will be able to select a specific Learning Consultant that you might prefer.

What location do you prefer?

Consulting Session (1hr) ▾

Which learning consultant? You may select more than one.

*If you don't have a preference, just click Next.*

Any Learning Consultant

◀ Back

Next ▶

If you do not have a preference of a Learning Consultant, you can leave this blank to see all of the Learning Consultants that are available and simply select "Next".

What location do you prefer?

Consulting Session (1hr) ▼

Which learning consultant? You may select more than one.

*If you don't have a preference, just click Next.*

You can select one or more Learning Consultants that you are interested in meeting.

Walters, Jordan

Rock, Donna

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Next ▶

What location do you prefer?

Consulting Session (1hr) ▼

Which learning consultant? You may select more than one.

*If you don't have a preference, just click Next.*

✕ Walters, Jordan

✕ Rock, Donna

Once you have selected your preferred Learning Consultant(s) you can click "Next".

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Next ▶

The next screen will allow you to select the specific day and time you would like your appointment. You can schedule an appointment during any week of the semester.

You can change the week you are viewing by clicking the right arrow.

Appointment Times For The Week Of July 01

Mon, Jul 01	Tue, Jul 02	Wed, Jul 03	Thu, Jul 04	Fri, Jul 05
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon 4 Available	Afternoon N/A	Afternoon 4 Available	Afternoon N/A	Afternoon 4 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

Once you are in the week you want to view, you can select the morning or afternoon of the day you would like to have your appointment.

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Next ▶

Appointment Times For The Week Of July 01

Mon, Jul 01	Tue, Jul 02	Wed, Jul 03	Thu, Jul 04	Fri, Jul 05
Morning N/A	Morning N/A	Close	Morning N/A	Morning N/A
Afternoon 4 Available	Afternoon N/A	12:00pm 1:00pm 2:00pm 3:00pm	Afternoon N/A	Afternoon 4 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

After selecting the day you want your Consulting Session, you will then choose the specific time available that you would like to meet, and then select "Next".

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Next ▶

The next screen will allow you to confirm your appointment and add comments for your Learning Consultant to read.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

## Appointment Details

**Who:** [redacted] with Jordan Walters

**When:** Wednesday, July 03  
1:00<sub>pm</sub> - 2:00<sub>pm</sub>

**Why:** AMH 2020 American History II

**Where:** Consulting Session (1hr)

### Additional Details

Is there anything specific you would like to discuss with Jordan ?

Comments for your learning consultant...

Would you like to set a reminder?

Email will be sent to saguileraguz@mail.usf.edu

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[Confirm Appointment](#)

You can add comments so the Learning Consultant can know what you would like to work on during your appointment.

After adding your comments, you will confirm your Consulting Session.

The next screen will confirm your appointment date and time and provide you the details of your appointment.

## Success! Your Appointment Has Been Created

### Appointment Details

**Who:** [redacted] with Jordan Walters

**Why:** AMH 2020 American History II

**When:** Wed Jul 03, 2019 01:00 pm - 02:00 pm

**Where:** Consulting Session (1hr)

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

Once finished, you can go to your "Calendar" and see your appointments.

Your calendar displays the schedule of all of your classes and appointments that have been scheduled in GradesFirst. You will also receive notifications and reminders within your email about the appointment you scheduled.

## My Calendar

Calendar View | List of Calendar Items | Subscriptions

Advising Appointment    Consulting Session    Assignment    General    Course    Free Busy    Cancelled

July 2019

SUN	MON	TUE	WED	THU	FRI
30	1 8am EAP 1851-1 English for Int'l Students II Course	2 8am EAP 1851-1 English for Int'l Students II Course	3 8am EAP 1851-1 English for Int'l Students II Course	4 8am EAP 1851-1 English for Int'l Students II Course	5 8am EAP 1851-1 English for Int'l Students II Course
		9:30am AMH 2020-24 American History II Course	1pm American History II (AMH 2020) Tutor Appointment	9:30am AMH 2020-24 American History II Course	

All of your Consulting Sessions will be colored green within your calendar. If you want to cancel an appointment, just click the appointment on your calendar.

If you want to cancel one of your appointments, you must do so at least 24 hours before the appointment start time. To cancel your appointment, simply click on the appointment within your calendar, and the pop-up displayed below will allow you to cancel your appointment.

### MANAGE APPOINTMENT

## American History II

**All Attendees**

Jordan Walters (Learning Consultant)

**Appointment Details**

**When:** Wed Jul 03, 2019  
01:00 pm - 02:00 pm

**Where:** Consulting Session (1hr)

**Course:** American History II

**Reason:** Tutoring - American History II

**Comments:** None

**Type:** One Time Appointment

[Cancel My Attendance](#) [Close](#)

Click "Cancel My Attendance" if you wish to cancel your appointment.

If you cancel your appointment less than 24 hours of the appointment's start time, then you will be considered a No Show. Any combination of four No-Shows or excessive lateness will put a hold on your ability to schedule new Consulting Sessions.

The screenshot displays a web interface for managing an appointment. At the top, a dark header contains the text "MANAGE APPOINTMENT" and a close icon. Below this, the appointment title "American History II" is shown. On the left, under the heading "All Attendees", the name "Jordan Walters (Learning Consultant)" is listed. A "Cancel My Attendance" dialog box is open, featuring a "Reason:" section with a dropdown menu currently set to "Select A Reason", and a "Comments:" section with a text input area. At the bottom of the dialog are two buttons: "Don't Mark" and "Mark as Cancelled". A "Close" button is also visible at the bottom right of the main interface. Three callout boxes provide instructions: the first points to the dropdown menu, the second points to the comments text area, and the third points to the "Mark as Cancelled" button.

**MANAGE APPOINTMENT** ×

## American History II

**All Attendees**

**Jordan Walters (Learning Consultant)**

You will click "Select A Reason" from the drop down and click the reason you are cancelling.

**Cancel My Attendance**

**Reason:**

Select A Reason ▾

**Comments:**

You can provide any additional comments if you like.

Don't Mark **Mark as Cancelled**

Cancel My Attendance Close

Lastly, you will click "Mark as Cancelled" and your appointment will be cancelled.

Students II 8am EAP 1851-1 English for Int'l Students II 8am EAP 1851-1 English for Int'l Students II 8am EAP 1851-1 English for Int'l Students

Your appointment will be cancelled once you have followed the steps above.

**MANAGE APPOINTMENT** ×

# American History II

## All Attendees

**Jordan Walters (Learning Consultant)**

This page will confirm the cancellation of your appointment. You will receive and email confirmation as well.

**Appointment Cancelled**  
[\[reschedule\]](#)

Cancelled this Appointment due to **TEST CANCELLATION REASON**  
Cancelled Jun 27 2019 at 07:47 AM

## Appointment Details

<b>When:</b>	<b>Wed Jul 03, 2019</b> 01:00 pm - 02:00 pm	<b>Comments:</b> None
<b>Where:</b>	Consulting Session (1hr)	<b>Type:</b> One Time Appointment
<b>Course:</b>	American History II	
<b>Reason:</b>	Tutoring - American History II	

Lastly, you can click "Close" and you will return to your calendar.

**Close**

Course Course

# My Calendar

Calendar View List of Calendar Items Subscriptions

Advising Appointment  Consulting Session  Assignment  General  Course  Free Busy  Cancelled

## July 2019

SUN	MON	TUE	WED	THU	FRI
30	1	2	3	4	5
	8am EAP 1851-1 English for Int'l Students II Course	8am EAP 1851-1 English for Int'l Students II Course	8am EAP 1851-1 English for Int'l Students II Course	8am EAP 1851-1 English for Int'l Students II Course	8am EAP 1851-1 English for Int'l Students II Course
		9:30am AMH 2020-24 American History II Course	1pm Cancelled: Tutoring - American History II Cancelled	9:30am AMH 2020-24 American History II Course	

Cancelled appointments will be colored grey within your calendar.

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If you have questions about making an appointment you can always visit INTO USF Learning resource Services at the ground floor of the FAO building, or call us at 813-974-8336.