**How do I make an appointment to see an INTO USF Tutor?**

In order to make tutoring appointment, you will have to access your GradesFirst account at intousf.gradesfirst.com. You will login with your USF Net ID and password.

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

1. Click “Get Tutoring.” that is on the right side of your screen.
2. You can select one of the options within “Student Service” or “Courses” depending on why you need tutoring.
3. The next screen will allow you to select what your focus will be while at tutoring.

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**Schedule Tutoring Appointment**

To help you get tutoring quickly, please tell us why you’d like to meet with a tutor.

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**Steps:**

1. Click “Get Tutoring.”
2. Select a category:
   - **Student Services**
   - **Courses**
3. Choose a Reason:
   - **Reason**
   - **Location & Tutor**
   - **Select Time**
   - **Confirm**

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**More Information:**

- GradesFirst will send emails to attendees and update your GradesFirst calendar.
- The next screen will allow you to select your focus.

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**Visual Aids:**

- Diagram showing the student home screen.
- Diagram showing the classes this term.
- Diagram showing the schedule tutoring appointment interface.
You will be provided options for a “location”, which will allow you to have a 30 minute or 1 hour appointment.

Once you have selected your tutoring topic, you will click “Next”.

Schedule Tutoring Appointment

You will need to click “Tutoring (1 hr)” or “(Tutoring 30 min)” depending on how long you would like your appointment to be.

If you prefer to see when “Drop-In Tutoring is available, you will select “Tutoring Center Front Desk”.

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

If you do not have a preference of tutor, you can leave this blank to see all of the tutors that are available and simply select “Next.”

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

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.

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

Once you have selected the tutors you prefer to meet, you will click “Next”.

You can schedule an appointment during any week of the semester.
After selecting the day you want your tutoring, you will then choose the specific time available that you would like to meet with your tutor, and then select “Next”.

The next screen will allow you to confirm your appointment and add comments for your tutor to read.
Schedule Tutoring Appointment

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

Appointment Details

Who: 
Brenda Grau

Why: 

Additional Details

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

Comments for your tutor...

Would you like to set a reminder?

Send Me an Email | Send Me a Text

Email will be sent to

Phone Number

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

You can add comments so the tutor can know what you would like to work on while at tutoring.

After adding your comments you will confirm your tutoring appointment.

Schedule Tutoring Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: with Brenda Grau

Why: EAP 1851 English for Intl Students II

When: Thu May 18, 2017 01:00 pm - 02:00 pm

Where: Tutoring (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.

All of your tutoring appointments 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. Within this pop-up window, you will be able to cancel your appointment.

Click “Cancel My Attendance” if you wish to cancel your appointment.
If you cancel your appointment within 24 hours of the appointment’s start time, then you will be considered a No Show.

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

You can provide any additional comments if you like.

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

Your appointment will be cancelled once you have followed the steps above.
This page will confirm the cancellation of your appointment. You will receive an email confirmation as well.

Lastly, you can click “Close” and you will return to your calendar.
If you have questions about making an appointment you can always visit the INTO USF Tutoring Center at the ground floor of the FAO building, or call us at 813-974-8336.

Cancelled appointments will be colored grey within your calendar.