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. 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.

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

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”.

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

Consulting Session (1 hr)

Consulting Session (30 min)

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 (1 hr)

Which learning consultant? You may select more than one.

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

Any Learning Consultant

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”.
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 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.

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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<th>Wed, Jul 03</th>
<th>Thu, Jul 04</th>
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View the times you can see a staff member without an appointment: View Walk-in Times

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:** Jordan Walters
- **Why:** AMH 2020 American History II
- **When:** Wednesday, July 03, 1:00pm - 2:00pm
- **Where:** Consulting Session (1hr)

Additional Details
- **Is there anything specific you would like to discuss with Jordan?**
- **Would you like to set a reminder?**
  - Send Me an Email
  - Send Me a Text

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

- **Who:** with Jordan Walters
- **Why:** AMH 2020 American History II
- **When:** Wed Jul 03, 2019 01:00 pm - 02:00 pm
- **Where:** Consulting Session (1hr)

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.

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.
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.

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 and 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 INTO USF Learning resource Services at the ground floor of the FAO building, or call us at 813-974-8336.