

Submitting Student Success Alerts in GradesFirst

Below are the steps on how an instructor can quickly and easily enter a progress report (Alert) in GradesFirst.



User Name:

Password:

[Forgot your password?](#)

Step 1: Login to GradesFirst at <https://greatfalls.gradesfirst.com>.

Professor Home

Class Listing

Class	Time	Room	Assignments	Prog Rep...
CJUS-121-80 Intro to Criminal Justice	MTWRF 12.0...	ONLINE-WEB		

Step 2: Identify the course in which the student(s) you would like to submit the alert on. Click on "Prog Rep" (Progress Report).

Students in Your Classes

Student Name	E-mail Address	Course(s)	Phone	At Risk?
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USE THE CHECKBOXES TO SELECT STUDENTS FROM YOUR CLASSES AND THEN CLICK THE "CREATE A NEW PROGRESS REPORT" BUTTON TO BEGIN ADDING A NEW PROGRESS REPORT.

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input checked="" type="checkbox"/>	406-309-4226	@yahoo.com
<input type="checkbox"/>	406-788-5901	@swcgfirm.com
<input type="checkbox"/>	406-590-7221	@yahoo.com
<input type="checkbox"/>	406-217-8380	@yahoo.com
<input type="checkbox"/>	406-551-3226	@yahoo.com

Step 3: Select the student and click on the "Create a New Progress Report" button to add a progress report (Alert).

Add a New Progress Report

At-Risk to Fail Your Class? Yes No

Select one or more Alert Reasons (required if student is being marked at-risk).

How Many Absences?

Current Grade

Comments

Step 4: Complete the information. In the comments area, provide information on the issue of concern, communication attempts and results of the communication attempts. Click on the "Submit Report" button. The Alert will be sent to the Advising & Career Center.