

# GradesFirst New Appointment Center

## NEW APPOINTMENT CENTER

GradesFirst *New Appointment Center* allows front desk support staff to assist students to check in for an appointment, drop-in appointments, schedule a future appointment, or cancel an existing appointment. The New Appointment Center allows advisors and staff to **monitor and maintain visits for students** in their queue or other advisors' queues.



## GOOGLE CALENDAR INTEGRATION

Calendar subscription is a tool that allows you to integrate your Google calendar with your GradesFirst calendar. Once this subscription is complete, your calendars will sync and you will see your Google calendar events listed on your GradesFirst calendar.

## FRONT DESK SUPPORT STAFF

From the Appointment Center, support staff and advisors can **easily monitor activity** within GradesFirst and receive an **instant notification** when students are checked in. This allows front desk to be more **efficient with student traffic**. Front Desk Support Staff no longer needs to track appointments by pen and paper. All notifications are sent to students by email and text messages. No need to create reminder cards or make phone calls to remind students of their appointment.

