

# OPENING A CASE

WORKING TOGETHER TO ADDRESS STUDENT CONCERNS.

1. Access GradesFirst at [easternct.gradesfirst.com](http://easternct.gradesfirst.com)  
Under "Professor Home" view your course rosters.
2. Check the box next to the student of concern, click the "Actions" menu, then select "Issue Alert."
3. Follow the prompt and submit. Alerts will be sent to the student's assigned advisor(s) and residence hall director.

QUESTIONS? CONTACT THE ADVISING CENTER!

Grades**First**

# CASE CLOSED

WORKING TOGETHER TO CLOSE THE LOOP ON STUDENT ALERTS.

- 1.** Access GradesFirst at [easternct.gradesfirst.com](http://easternct.gradesfirst.com)
- 2.** View your current open cases by selecting the file icon on the GradesFirst menu.
- 3.** Review each case and follow up with student. Add notes, or close if appropriate.



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