

How to View Attendance and Grade Checks

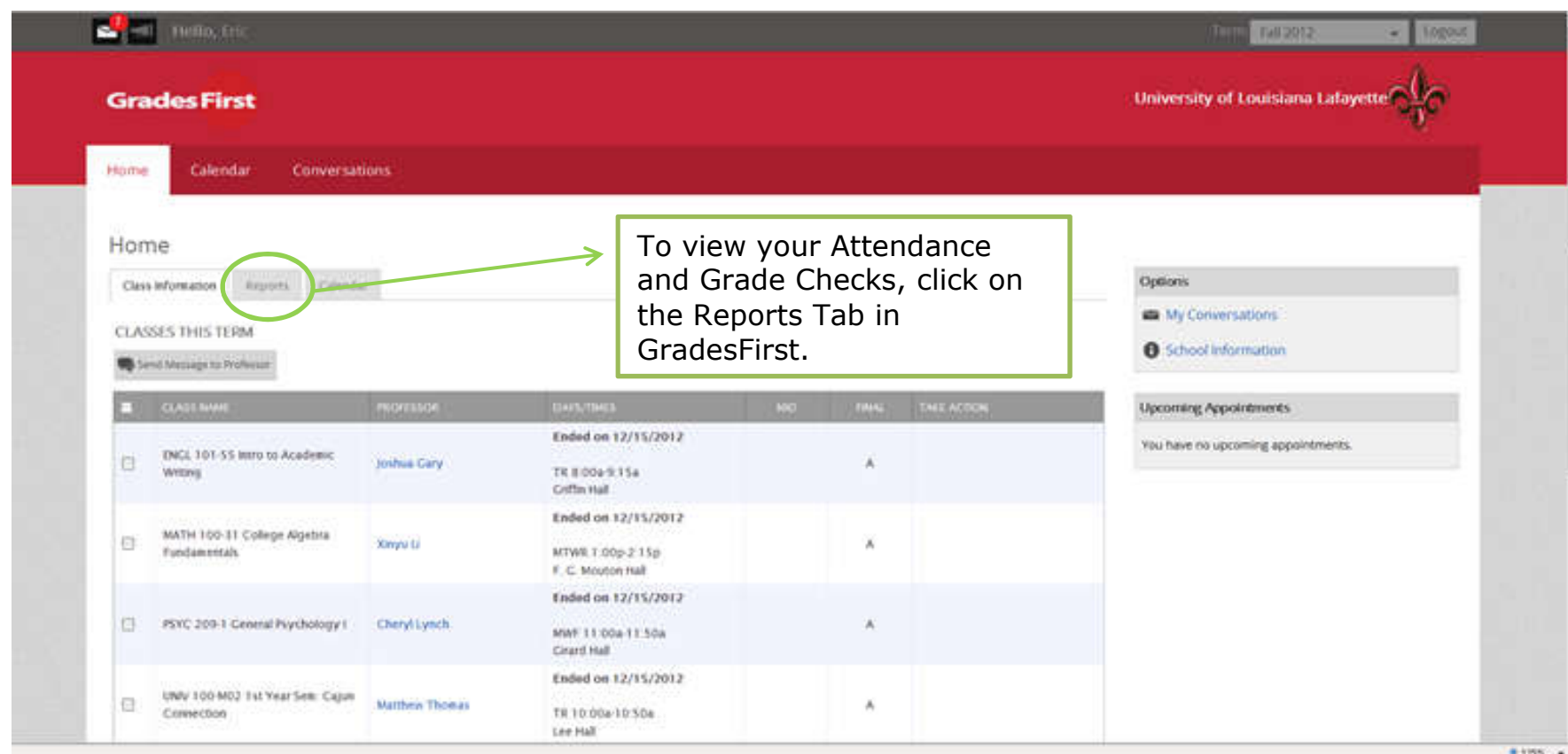
Step 1: Log on **ULink** with your Username (ULID) and Password

Step 2: Go to the **Academics Tab**

Step 3: Click on the **Attendance and Grade Checks** link under Grade Information

Step 4: Click on Freshmen & Sophomores or Athletes if you are an athlete

Step 5: In the GradesFirst system, click on the **Reports Tab** as seen below:



The screenshot displays the GradesFirst web application interface. At the top, the user is logged in as 'Hello, Eric' and the term is set to 'Fall 2012'. The main navigation bar includes 'Home', 'Calendar', and 'Conversations'. Below this, the 'Home' section features a 'Class Information' tab and a 'Reports' tab, which is circled in green. A green arrow points from the 'Reports' tab to a text box that reads: 'To view your Attendance and Grade Checks, click on the Reports Tab in GradesFirst.' Below the navigation, there is a section for 'CLASSES THIS TERM' with a 'Send Message to Professor' button. A table lists the classes, including 'ENGL 101-55 Intro to Academic Writing', 'MATH 100-11 College Algebra Fundamentals', 'PSYC 200-1 General Psychology I', and 'UNV 100-M02 1st Year Sem: Cajun Connection'. The table columns are 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'NO', 'FINAL', and 'TAKE ACTION'. On the right side, there are sections for 'Options' (My Conversations, School Information) and 'Upcoming Appointments' (You have no upcoming appointments).

CLASS NAME	PROFESSOR	DAYS/TIMES	NO	FINAL	TAKE ACTION
ENGL 101-55 Intro to Academic Writing	Jonhua Gary	Ended on 12/15/2012 TR 8:00a-9:15a Griffin Hall		A	
MATH 100-11 College Algebra Fundamentals	Xinyu Li	Ended on 12/15/2012 MTWR 1:00p-2:15p F. C. Mouton Hall		A	
PSYC 200-1 General Psychology I	Cheryl Lynch	Ended on 12/15/2012 MWF 11:00a-11:50a Grand Hall		A	
UNV 100-M02 1st Year Sem: Cajun Connection	Matthew Thomas	Ended on 12/15/2012 TR 10:00a-10:50a Lee Hall		A	