

Instructions for Requesting a Tutor (Student-Athletes)

- 1) Go to www.louisiana.gradesfirst.com
- 2) Sign in with your CLID as your username and your password like you were logging into ULink
- 3) You will then see your home screen which will look like this:

Student Home

Class Information | Reports | Calendar | Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	CJUS 330-1 Juvenile Justice	Kenneth Jaccuzzo	MWF 10:00a-10:50a Mouton Hall			Request Tutor
<input type="checkbox"/>	KNEA 169-U01 Fitns Weight, Intermed/Adv III	James Lang	MTWRF 6:45a-7:15a Athletic Office Building			Request Tutor
<input type="checkbox"/>	MATH 103-7 Applied College Algebra Fund	Joshua Fontenot	MWF 12:00p-12:50p Maxim Doucet Hall			Request Tutor
<input type="checkbox"/>	MATH 104-7 Appld College Alg Fund Practcm	Joshua Fontenot	TR 12:00p-12:50p Maxim Doucet Hall			Request Tutor
<input type="checkbox"/>	SOCI 310-1 Minority Groups	George Wooddell	TR 9:30a-10:45a Billeaud Hall			Request Tutor
<input type="checkbox"/>	SOCI 364-1 Juvenile Delinquency	Hua-Lun Huang	MWF 11:00a-11:50a Mouton Hall			Request Tutor

Assignments This Term

CLASS	DUE DATE	ASSIGNMENT	STATUS
There are no class assignments listed for this student.			

Quick Links

Take me to...
[School Information](#)

Study Hall Information

Study Hall Stats

Today:
0min

This Week:
0min

Required Time:
3hr 0min

Last Week:
0min

Upcoming Appointments

You have no upcoming appointments.

- 4) You will also be able to see your study hall statistics on this page.
- 5) Find the class that you want tutoring for and on the right hand side you will see a link that says "Request Tutor":

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	CJUS 330-1 Juvenile Justice	Kenneth Jaccuzzo	MWF 10:00a-10:50a Mouton Hall			Request Tutor

6) A pop up will appear that is titled “Send Tutor Request” which looks like this:

SEND TUTOR REQUEST

I'm available on...

Please provide at least one specific day and time, along with any special considerations that may apply.

Conference Center-Athlete Study Hall

Message Preview

SUBJECT: New Tutor Appointment Request

STUDENT:

COURSE: CJUS 330-1 Juvenile Justice

AVAILABILITY: Incomplete

LOCATION: Conference Center-Athlete Study Hall

Cancel Send

7) In the box that says “Please provide at least one specific day and time...” You need to put a day and possible time that you will be able to meet with a tutor. You should also include information on the material you need help with. Here is an example:

SEND TUTOR REQUEST

I'm available on...

Monday at 6 pm. We are working on Chapter 4 & 5. The Juvenile Detention Center.

Conference Center-Athlete Study Hall

Message Preview

SUBJECT: New Tutor Appointment Request

STUDENT:

COURSE: CJUS 330-1 Juvenile Justice

AVAILABILITY: Monday at 6 pm. We are working on Chapter 4 & 5. The Juvenile Detention Center.

LOCATION: Conference Center-Athlete Study Hall

Cancel Send

8) Once that is completed, click send.

9) You will then be matched with a tutor by the Student-Athlete Academic Center Staff. You will receive an email and text message notification of your tutor appointment when it is booked and the day of your session.