How to Schedule a Tutoring Appointment in Grades First

Follow these step-by-step instructions to schedule a Subject or Writing Tutoring appointment.

1. Login to the mylasalleportal at http://my.lasalle.edu/

2. Go to the Tools menu in the upper right corner of the page and select “GradesFirst.”

3. Once in GradesFirst, a screen will appear with your class list (including WRT 101 which represents Writing Tutoring). Select the “Schedule Tutor Appt.” for the course you wish to schedule an appointment for. If you are scheduling a Writing Tutoring appointment, select the course WRT 101.

4. Now select a location for your tutoring appointment.

   - While there may be several tutoring locations, most appointments take place in the “ARC Center for Academic Achievement” or, secondarily, in the “Connelly Library” on nights and weekends.

5. Select the date and scroll through the list of tutors and times to find the “open” availability that works best for you. Once you have chosen a time, click “open” in that time slot.

   - If you get a “sorry” message, please select another day and/or location.
6. The details of your session will appear. Review the details and press “Submit” if they are to your liking.

Additional Notes:

- If you would like to schedule an hour long session, you will need to schedule two back-to-back half hour sessions with the same tutor for the same course.
- If you wish to cancel your appointment, you must cancel three hours prior to the start of the session, otherwise it will be counted as a “No Show.” Students with three or more “No Shows” will lose their privilege to make appointments in GradesFirst. Future appointments will need to be made through an administrator at Tutoring Support Services.

To cancel your appointment,
  - Go to the CALENDAR tab on your GradesFirst homepage and select the appointment you wish to change.
  - Provide a reason for canceling.
  - Select “Mark as Cancelled” and then “Cancel My Attendance.”

- If you unable to find a tutor for a given subject, please email Eddie Reed at reede@lasalle.edu.

For assistance scheduling a Tutoring appointment through GradesFirst, please call the ARC Center for Academic Achievement at (215) 951-1326.