

# Giving and revoking various GradesFirst privileges to tutors

## Overview

The direct supervisors of the various UWF tutoring services must give their staffs certain privileges so that they may perform certain tasks in GradesFirst.

### GradesFirst User Roles That UWF Tutoring Services Need to Know

GradesFirst utilizes many user roles to restrict certain privileges to certain populations. Although there are many user roles, the direct supervisors of the various UWF tutoring services should know just four of them:

Tutor – student tutors for the UWF tutoring services

Tutor Manager – managers of the UWF tutoring services

Tutor Administrator – direct supervisors of the UWF tutoring services (such as directors or coordinators)

Kiosk Administrator – employees who can step up a GradesFirst Kiosk

Tutors can have more than one user role.

### Major Differences Between These Roles

Some of the major differences between these roles include the following:

- Tutors cannot cancel their own appointments, but Tutor Managers and Tutor Administrators can.
- Tutors cannot create or delete another tutor's availability, but Tutor Managers and Tutor Administrators can.
- Tutors cannot review any student requests for appointments, but Tutor Managers and Tutor Administrators can.
- Tutors cannot start Kiosk Mode, but Tutor Managers, Tutor Administrators, and Kiosk Administrators can.
- Tutors cannot check a student out of a Study Hall session, but Tutor Managers, Tutor Administrators, and Kiosk Administrators can.
- Tutors cannot view a student's UWF ID number, but Tutor Managers, Tutor Administrators, and Kiosk Administrators can.
- Tutors and Tutor Managers cannot generate, view and print reports, but Tutor Administrators and Kiosk Administrators can.
- Tutors cannot run and view analytics, but the Tutor Managers, Tutor Administrators, and Kiosk Administrators can.

Review [GradesFirst User Roles & Permissions](#) for a more detailed list.

## Instructions

### Step 1

Have handy a list of the changes you wish to make. You will need their names, UWF Gmail address (e.g., abc12), and the roles you wish to give or revoke.

### Step 2

Follow the procedure for [Giving GradesFirst privileges to new hires](#).

\*When you get to Step 8, select the user roles you want the particular tutor to have.

NOTE: The only user roles you should be changing are Tutor, Tutor Manager, and Kiosk Administrator. Do not select or deselect any other user role, as this action may give tutors more access than they need.