To access GradesFirst: [https://csub.gradesfirst.com](https://csub.gradesfirst.com).

**Sending mass emails/text messages**

From the home page, select the magnifying glass icon, located on the left yellow side bar.

Your MyCSUB credentials will be used to log in.
Select “Switch To Advanced Search.”

You will be taken to this screen.
Search for your class under current term data dropdown bar and enter in course number and section. It will begin to populate in the search field; hit enter to use course and section. Click the ‘search’ button to generate your list.

Once you select “search” your student list will appear like this.
Check ‘All’ to send a mass email or text to your mentees; you can also check/uncheck mentees to send individualized messages from this screen.

Select ‘Actions’ to choose communication method (Email or Text)
A new window will pop up. Choose your communication method by clicking on the ‘Send E-mail’ or ‘Send Text’ tab.

You can attach items to your email messages using the paper clip icon.

Click ‘Send Message’ to send

Click ‘Send Message’ to send
To access or review communications sent/received

This can also be accessed via a student profile via the “Conversations” tab
**Components of the Student Profile**

In addition to making advising notes after each student meeting, you can access various types of student information on the student profile (using the various labeled tags). This information includes:

1. Basic information (classes, phone/email, gpa, etc.)
2. Advising reports/Progress reports/Notes/attachments
3. Conversations
4. Calendar (class schedule)