GradesFirst

Login Screen
Use same credentials as myCSUB. csub.gradesfirst.com

Setting up the Tutor Kiosk
1. Once logged in, you will see the home screen. Click on the “Tutor Kiosk” at the bottom-right hand side of the screen. A new window will pop up.
Click on “Additional Modes” at the bottom-right hand side of the screen then click “Tutor Kiosk” A new window will pop up.

2. Click on your tutoring center location

My location is
CSUB-AV Tutoring and Resource Center

My location is
Developmental Mathematics Center

3. The program will ask you to click on what services you would like to offer at your center. Choose “All Available Services.” If you’d like to add a service to your selection, contact Jeff Eagan at jeagan@csub.edu
4. The kiosk is ready to sign students in to tutoring and tutor to clock in and out of work.
1. Students will swipe their ID card (if you have a card swiper) or enter their student ID number.

2. Students will choose what subject/class for which they need tutoring.
3. A pop up window will appear asking whether the student wants to “Go to Kiosk Home” or “Log Out”. They will choose “Log Out” and the sign in screen will appear. *If a Student Service category is set up to only record a visit, then the process stops here for the student. Tutors’ clock in and out always tracks time duration.

4. When students are ready to leave, they will enter their student ID number again and click on the red box on the top-right corner to check out. They must choose the red “Check Out” box. If they click “Logout” on the top right corner they will remain logged in and accruing time for tutoring in the class/subject.
5. The pop up window will appear again, and they will choose “Log Out” again. This will also show how much time they have accrued for the week. The screen will go back to the log in screen.