

5

Easy Steps

to refer all your students to the LRC



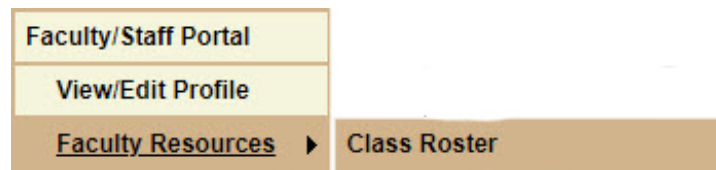
1

Log on to
Faculty / Staff Portal
<http://www.lamission.edu/facstaff/>



2

Select
Faculty Resources / Class Roster



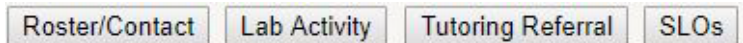
3

Select current
Semester and Year

Year/Semester
Spring 2018 ▾

Click **Tutoring Referral**
button for a class.

Click **Lab Activity**
button to review student(s) hours
in the tutoring labs.



4

In **Mass Referral Options**
select one or more skills boxes

Student Needs

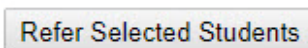
Math-Skills (LRC) Reading-Skills Writing-Skills Science-Skills (LRC) Research-Skills (Library)

ESL-Grammar ESL-Writing Math & Science (STEM) Other

Notes/Other:

5

Scroll to the bottom and click
Refer Selected Students button



Please inform your students you have filled out the Referral **for the entire class** in order to facilitate their use of the Learning Resource Center Labs.

Repeat process for each class.