How To Submit a Referral via Faculty Portal

- 1. Go to Faculty Portal: <u>https://delta.elluciancrmadvise.com/FacultyPortal/</u>
- 2. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit a referral.

@ ellucian						\$
Student Support System	(SSS) Referral					
OAT-105W 55899	Search OAT-105W SS899			Per Page:	View All 🔹	
	Name	~ 10	D	Class Level	٥	
	Deltatest, Raymond	15	544405	Freshman		
	One, Myiah	13	309884	Freshman		
Ş	Two, Deltatest	13	309885	Freshman		

3. The roster of students will appear. Select a student. The referral choices will appear on the right side.

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Student Support System	n (SSS) Referral			
OAT-105W \$\$899	Search OAT-105W SS899		Per Pa	se: View All -
	Name	~ ID	Class Level	Select Support Type
\rightarrow	Deltatest, Raymond	1544405	Freshman	Academic Reading or Writing Support (TLC) Basic Needs (Counseling)
	One, Myiah	1309884	Freshman	Content-Specific Course Support (TLC)
	Two, Deltatest	1309885	Freshman	Kudos - Keep Up the Great Work (Direct to student) Learning, Study, or Testing Strategier (TLC) Mental Health (Counseling)
				Cancel Next

4. **Choose the best fit referral** for this student and click **Next**. *You can select multiple students to submit one identical referral, but you cannot submit multiple referrals for the same student(s) at the same time.*

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Student Support System	1 (SSS	5) Referral						
OAT-105W \$\$899	Se	earch OAT-105W 55899 Q				Per Page:	View All 👻	
						1	student(s) selected	
		Name	~	ID	Class Level		٥	Select Support Type
		Deltatest, Raymond		1544405	Freshman			Academic Reading or Writing Support (TLC) Basic Needs (Counseling)
		One, Myiah		1309884	Freshman			Content-Specific Course Support (TLC)
		Two, Deltatest		1309885	Freshman			Kudos - Keep Up the Great Work (Direct to student) Learning, Study, or Testing Strategies (TLC) Mental Health (Counseling)
							_	Cent Next

 Add notes to the referral to help the referred office understand how to best help your student. The only note the student will ever see is for a Kudos referral. All other notes are internal only. If you selected multiple students, this note would appear on the referral for all students selected.

or needs assistance on mproving his quiz scores. Time management and anderstanding the concepts could both be areas to targe with him.	s
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6. You will get a **Review & Submit** screen to show you the student, who the referral is going to notify, and your note. If you're ready to move forward with creating the alert, click the **Submit Alerts** button.

