

Referring Students to Tutoring—Quick and Easy Online Process

Instructions adapted from Bob Hughes

To refer a student to a tutoring center, click on “Refer Students to Tutoring” on the Faculty Services tab in your portal.

The screenshot shows a web browser window with the URL https://myportal.mtsac.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=https%3A%2F%2Fmyportal.mtsac.edu%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26url%3Dhtt. The page header includes the Mt. San Antonio College logo and the URL my.mtsac.edu. A navigation bar contains tabs for Personal Information, Student, Faculty Services (selected), Employee, Finance, and Lab Attendance. A search bar is present with a 'Go' button. On the right, there are icons for eMail, Calendar, Groups, Admin, Logout, and Help. The main content area is titled 'Faculty' and lists various links: Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Summary Class List, Print Your Class Rosters, Faculty Drop Roster, Final Grades, Positive Attendance Form for Non-Credit Classes, Office Hours, Refer Students to Tutoring (circled), Refer Students to Tutoring - Administration, View Student Registration Appointment, Lab Attendance Query by Instructor, Lab Attendance Query - Detail, Query Lab Attendance - Summary, Flex Form, Notice of Assignment, and Verify Class Website. The date and time 'Aug 19, 2013 02:25 pm' are displayed in the top right. At the bottom left, it says 'RELEASE: 8.5.3'.

Select a class to display the roster: Clicking this menu option will take the faculty member to a screen to select a class, after which a list of students registered in the class will be displayed.

Check off your recommendations and the student's anticipated grade in the class: When you click the ‘Show/Hide’ arrow next to a student’s name, a number of pre-defined issues and recommendations will be displayed, as well as a column to reflect the grade in the class so far. Simply check the boxes next to the appropriate issues and recommendations and use the drop-down options for the current grade. Comments may also be entered as an optional step.

Click “submit”: Once you have entered information on each student as needed, click ‘submit’ at the bottom of the page. Note – this page functions similarly to the page where grades are entered. You can submit 25 entries at a time before going to the next set of records.

Your student(s) get an email: These entries are not viewable by the student, but will trigger e-mail messages to let them know that you are recommending that they see a tutor.

Example of email sent to student

Referral for CRN: 0000 ANTH 1

Dear [student name],

As your instructor, I am concerned about your progress in this course. To help you succeed, I am referring you to a tutoring center to get some additional support. Tutors will help you develop the skills and understanding of the class material you will need to do well in the course. These sessions will help you improve your grades, prepare for your next test, and/or complete your next assignment.

Tutoring services at Mt. SAC are free, and you can find out more about the tutoring centers on campus by visiting The Tutoring Channel on your student portal (<http://myportal.mtsac.edu>). Please contact me if you have any questions about this referral.

Sincerely,
[Professor name]

RECOMMENDATION Visit the Learning Assistance Center (LAC)

ISSUE Low Test Score

Finding out if students have attended tutoring

Click on “Lab Attendance Query by Professor”: In the Faculty Services tab, click on the link for “Lab Attendance Query by Professor”.

Enter the CRNs for the tutoring centers: From the linked list, find the CRNs from tutoring centers appropriate for your class.

Enter your class CRNs: Enter the course CRNs for your report.

Click on “submit” to generate your report.