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
   Click Tutoring Referral button for a class.

4. In Mass Referral Options select one or more skills boxes.
   Select Other if you do not wish to indicate specific skills

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.