

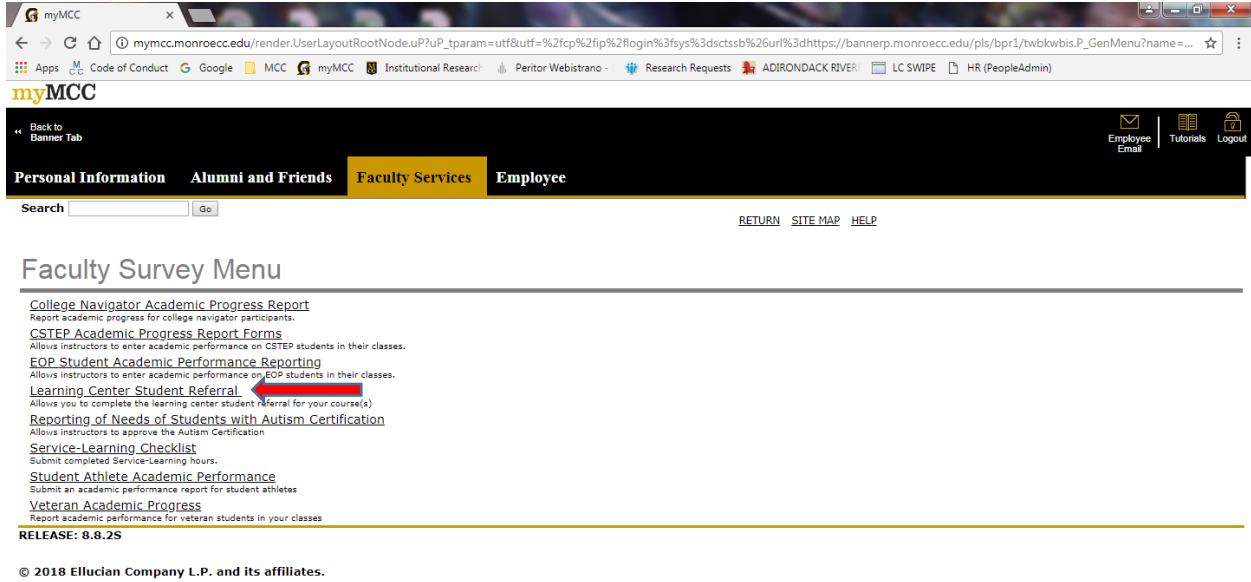
Learning Center Student Referral in Banner Self-Serve

1. Login to Banner Self-Serve
2. Select Faculty Services
3. Select Faculty Surveys

The screenshot shows a web browser window with the URL mybcc.monroec.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26url%3dhttps://bannerp.monroec.edu/pls/bpr1/twbkwbis.P_GenMenu?name=.... The page title is "myMCC". The navigation bar includes "Personal Information", "Alumni and Friends", "Faculty Services" (highlighted), and "Employee". A search bar is present with a "Go" button. On the right, there are links for "Employee Email", "Tutorials", and "Logout". Below the navigation bar, there are links for "RETURN TO MENU", "SITE MAP", and "HELP". The main content area is titled "Faculty Services" and contains a list of links with descriptions:

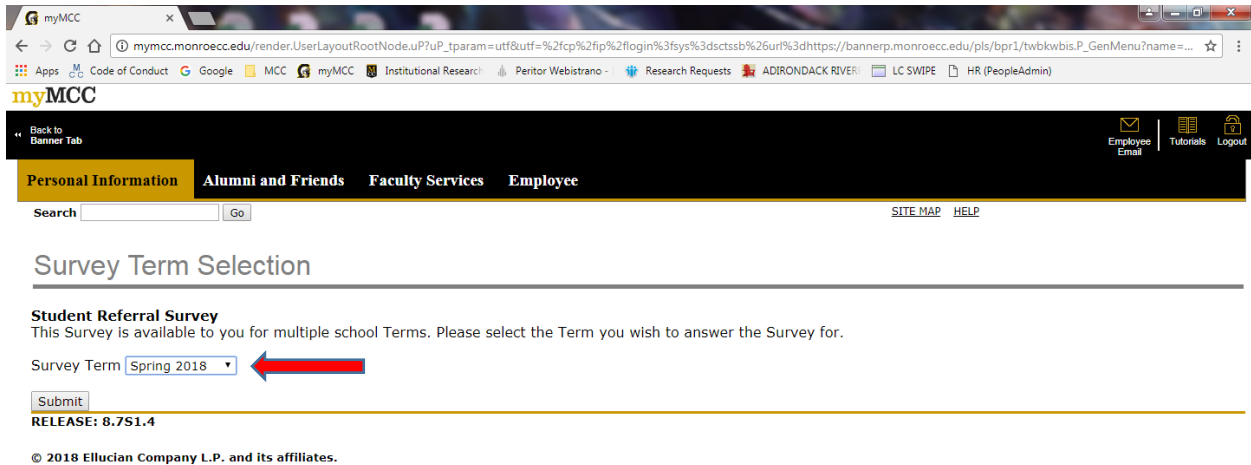
- [Student Information Menu](#)
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; View a student's Degree Works - Degree Evaluation
- [Active Assignments](#)
Access to class lists, waitlists, syllabi, office hours and detail schedule.
- [Add or Drop Classes](#)
Register or drop students from courses (need student PIN)
- [Advisor Menu](#)
View a student's transcript; View a student's grades; View a student's Degree Works - Degree Evaluation
- [Assignment History](#)
Display all sections you have taught for each semester.
- [Attendance, Withdrawal & Final Grades](#)
Enter last date of attendance, withdraw students and enter final grades.
- [CRN Selection](#)
If you've already selected a CRN, click here to select a different one.
- [Detail Class List](#)
Detail information about each student including degree information.
- [Detail Wait List](#)
Detail information about each student
- [FACE Administration and CAPP Archives](#)
View Financial Aid Course Eligibility (FACE) CAPP and Compliance Results and CAPP Archives
- [Faculty Detail Schedule](#)
Display days, times, enrollment information and office hours.
- [Faculty Grade Summary](#)
Display summary grade information for a class.
- [Faculty Surveys](#) ← (highlighted with a red arrow)
Faculty surveys and student referrals
- [Look Up Classes](#)
Look up a course for a specific term (need student pin).
- [Office Hours](#)
Enter your office hours and copy to all your courses and sections.
- [Registration Compliance Results](#)
Financial Aid Course Eligibility (FACE) Results
- [Registration Overrides](#)
Allows you to override pre-requisites and maximum seats for your course.

4. Select Learning Center Student Referral



The screenshot shows the myMCC website's Faculty Survey Menu. The navigation bar includes 'Personal Information', 'Alumni and Friends', 'Faculty Services' (highlighted), and 'Employee'. A search bar is present. The menu lists several survey options, with 'Learning Center Student Referral' highlighted by a red arrow. Below the menu, the release date is '8.8.2S' and the copyright notice is '© 2018 Ellucian Company L.P. and its affiliates.'

5. Select the term you are referring for i.e. Spring 2018 then click submit



The screenshot shows the myMCC website's Survey Term Selection page. The navigation bar is the same as in the previous screenshot. The page title is 'Survey Term Selection'. Below the title, it says 'Student Referral Survey' and 'This Survey is available to you for multiple school Terms. Please select the Term you wish to answer the Survey for.' A dropdown menu for 'Survey Term' is set to 'Spring 2018', with a red arrow pointing to it. A 'Submit' button is located below the dropdown. The release date is '8.7S1.4' and the copyright notice is '© 2018 Ellucian Company L.P. and its affiliates.'

6. Choose the course you would like to make the referrals for then click next page

myMCC
Back to Banner Tab
Employee Email Tutorials Logout
Personal Information Alumni and Friends Faculty Services Employee
Search [] Go SITE MAP HELP

Name: Term: 201820 Spring 2018 Survey Status: Not Completed

Learning Center Referral
Instructors who determine their students need to use the learning centers to accomplish course objectives can use this form to refer students to the learning centers electronically. The form will allow you to send a referral to all students in your class or to a specific individual. They will receive an email with the information you specify, once you complete the form.
Survey Status will appear as "not completed" due to the fact that this is an ongoing survey, and students can be referred multiple times to the learning centers. Please note that upon exiting the survey, a message will appear that you have submitted your data.

* - indicates a required field.

* Select a Course:

Course	DESCRIPTION
<input type="radio"/> 20643 MTH 160-012 Statistics I	
<input type="radio"/> 21229 MTH 160-016 Statistics I	

Page 1 of 4 Next Page
RELEASE: 8.7S1.4
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7. Here you can select ALL STUDENTS IN THE CLASS or an individual student to refer to the Learning Center (s). If you only have a few students to add, you need to process the entire referral for each student one at a time.

myMCC
Back to Banner Tab
Employee Email Tutorials Logout
Personal Information Alumni and Friends Faculty Services Employee
Search [] Go SITE MAP HELP

Name: Term: 201820 Spring 2018 Survey Status: Not Completed

* - indicates a required field.

* Students List

Student ID	Student Name	Reported
<input type="radio"/> -----> ALL STUDENTS IN CLASS		
<input type="radio"/> M00:		
<input type="radio"/> M00:		
<input type="radio"/> M00:		
<input type="radio"/> M00:		
<input type="radio"/> M00:		
<input type="radio"/> M00:		
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8. This next page is where you select the Learning Center (s) that you would like to refer your student(s) to. You can select multiple Learning Centers, scroll down the page to see the entire list. Then click Next Page.

myMCC

Back to Banner Tab

Employee Email | Tutorials | Logout

Name: Term: 201820 Spring 2018 Survey Status: Not Completed

* - Indicates a required field.

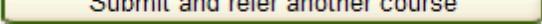
* 1. Please choose the learning center(s) that you wish the student to have access to.

- Brighton - Academic Foundations
- Brighton - Accounting & Economics
- Brighton - Electronic Learning Center (ELC)
- Brighton - Engineering Science & Physics
- Brighton - Flex Pace
- Brighton - Information & Computer Technology
- Brighton - Mathematics
- Brighton - Natural Science
- Brighton - Nursing
- Brighton - Psychology

9. This next page is where you can type in or copy & paste the objectives for the student using the learning center. Please note there is a limit of 2,000 characters, which is about 8-tenths of a page of text.

The screenshot shows a web browser window with the URL mymcc.monroec.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dcsstsb%26url%3dhhttps://bannerp.monroec.edu/pls/bpr1/twbkwbis.P_GenMenu?name=.... The page features a navigation menu with links for Personal Information, Alumni and Friends, Faculty Services, and Employee. A search bar is located below the menu. The main content area displays the following information: Name: , Term: 201820 Spring 2018, Survey Status: Not Completed. A note below states: * - indicates a required field. A second note reads: * 2. Course objectives represent complex concepts for which students require assistance. Therefore, I recommend that the student named above have access to the Learning Center to accomplish these objectives throughout the semester. (List the objectives below: limited to 2000 characters). Below this text is a large, empty text input box. At the bottom of the page, there are navigation buttons: Page 4 of 4, Prior Page, Submit, and Submit and refer another course. A red arrow points to the 'Submit and refer another course' button. The footer contains the text: RELEASE: 8.751.4 and © 2018 Ellucian Company L.P. and its affiliates.

Click submit and refer another course

Please note that if you select  you will not be prompted that your data has been submitted until you are completely done with the referrals and select submit.