

How to Refer Your Student to ARC

1. Log into the Academy's online portal (Figure 1.1), and go to your Instructor Home (Figure 1.2).

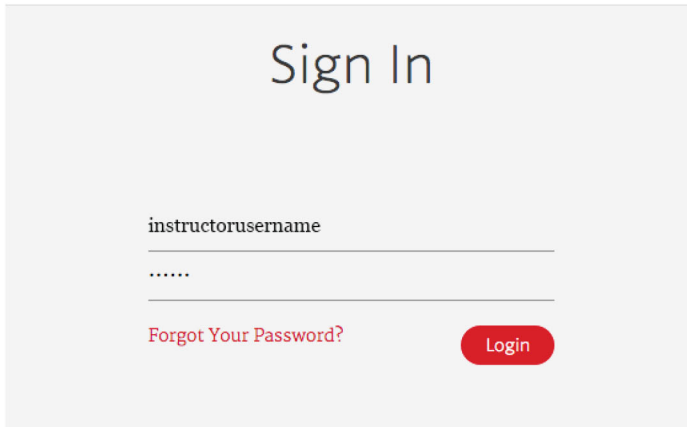


Figure 1.1

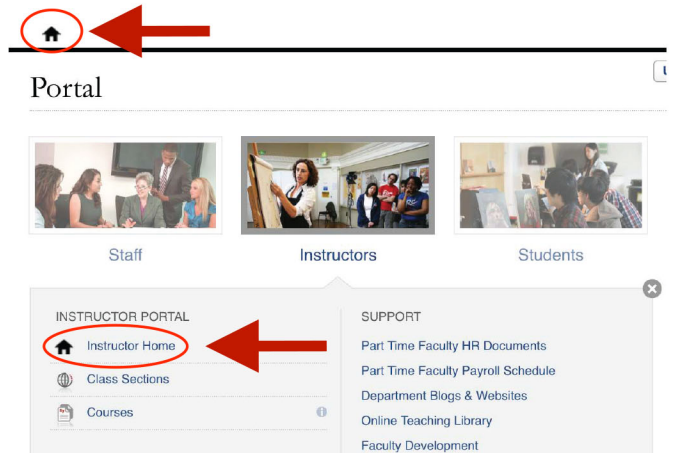


Figure 1.2

2. To refer a student to ARC, click on "Grades". (Figure 2.1)

In the "Grades" page, choose the student's course by selecting "View" in the Grade Detail column. (Figure 2.2)

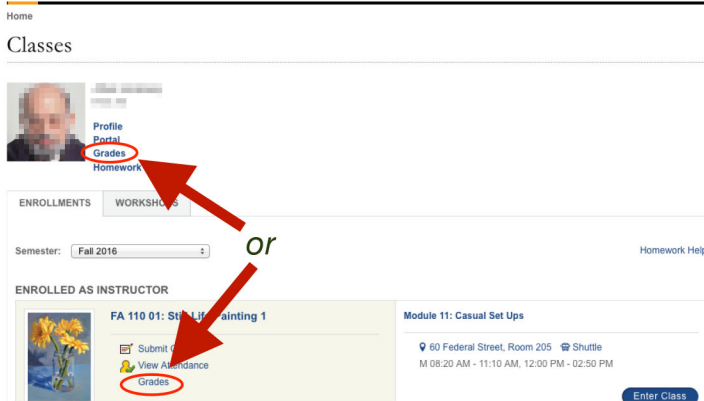


Figure 2.1

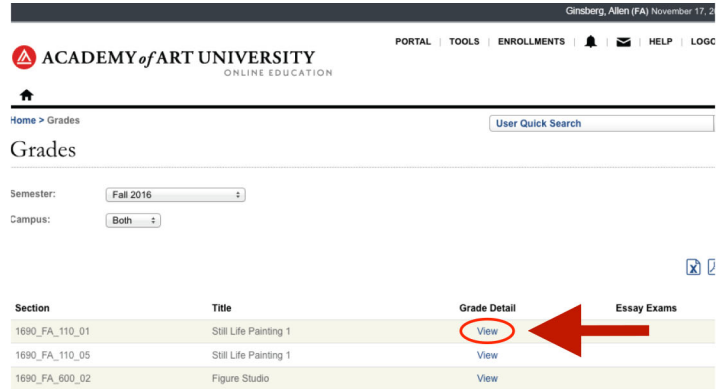


Figure 2.2

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3. Find the student you want to refer and select "Detail" from the Grade Detail column.

Portal > Class Sections > Section Profile > Section Grades

User Quick Search

Section Grades

Fall 2016 (September 1st - December 17th)

Section Profile
Attendance
Evaluations
Grades
Make-up Meetings
Roster

Instructors: [Name]
Instructions: Official grades in need of submission are colored per the legend below.
Click the Enter Grades link in the column headers when grades are due.

Legend: = Current Grade Deadline | = Past-due Grade Deadline

Student	First Progress Grade Enter Grades	Midterm Grade Enter Grades	Second Progress Grade Enter Grades	Final Grade Enter Grades	Grade Detail	Essay Exams	Latest Referral
[Student Name]	C-	C-	Ungraded	Ungraded	Detail		
[Student Name]	F	D	Ungraded	Ungraded	Detail		
[Student Name]	B	B+	Ungraded	Ungraded	Detail		
[Student Name]	C	B	Ungraded	Ungraded	Detail		

Figure 3

4. Refer the student to the Academic Resource Center (ARC).

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ONLINE EDUCATION

PORTAL | TOOLS | ENROLLMENTS | [Notifications] | [Email] | HELP | LOGOUT

Portal > Class Sections > Section Profile > Section Grades > Student Grade Detail

User Quick Search

Grades

Semester: Fall 2016
Section: [Section ID]
Student: [Student Name] Student Profile [Refer Student to ARC](#)
Instructors: [Instructor Name]

Figure 4