

# LEC

# STUDENT REFERRAL

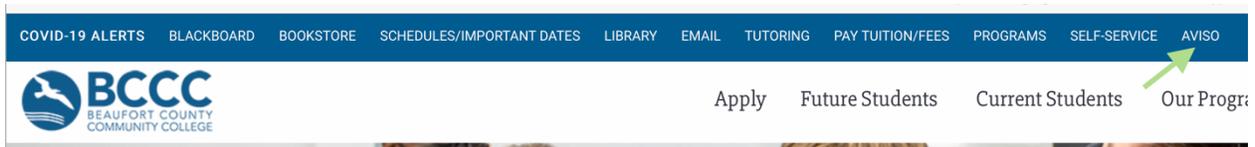
LEARNING ENHANCEMENT CENTER

BEAUFORTCCC.EDU/LEC

## USING WATERMARK SS&E TO REFER A STUDENT TO THE LEC

To begin, visit the following URL, or click the "AVISO" link located on the top of the BCCC website:

<https://beaufortccc.avisoapp.com/aviso/advise/app/advisor/home>



If you are not currently signed into your BCCC Microsoft account, you may be prompted to log in.

Once you're in the Watermark SS&E platform, you'll want to click on the "Courses" menu located in the upper right portion of your screen. You should then see a listing of all courses you are currently teaching.



### Courses (1)

Code	Name
<a href="#">ACA-122 203LS</a> Tue 3/7/2023 - Mon 5/8/2023	College Transfer Success

NOTE: It's important to initiate the LEC referrals through this courses list so that the alert is associated with a specific course.

Next, click on the name of your course to see a full listing of enrolled students:



A screenshot of the course page for ACA-122 203LS. The page has a dark blue header with navigation links: Home, Student, Surveys, Meeting Requests, and Courses. Below the header is a light blue bar with buttons for Message, Alert, and Cancel Meeting. The course title 'ACA-122 203LS' is prominently displayed. A filter dropdown shows 'Registered' with a close button and a dropdown arrow. Below this is a table with columns for 'Student' (with a checked checkbox) and 'Enrollment Status'. Two student entries are visible: one with initials 'YB' and another with 'AB', both with 'Registered' status. Green arrows point to the 'Alert' button, the 'Student' checkbox, and the checkboxes next to the student names.

At this point, you have the option of using the “Student” checkbox to select all students in the course. Alternatively, you can use the checkbox located beside each student’s name to refer only specific students.

Once the appropriate students are selected, you’ll click the “Alert” button near the top of your screen to see the pop-up window below:

A screenshot of the 'New Staff-Initiated Alert' pop-up window. It contains a title bar with a close button, a notification icon and text, and several input fields. The 'Alert Reason' dropdown is set to 'LEC: Student Referral'. The 'Recipients' field lists several staff members. The 'Comment' text area contains the text 'Student may need assistance locating BDPs.' Green arrows point to the 'Alert Reason' dropdown, the 'Comment' text area, and the 'Send' button.

Be certain to choose “LEC: Student Referral” as the alert reason.

Add any comments specific to the student and course.

Then, click “Send.”