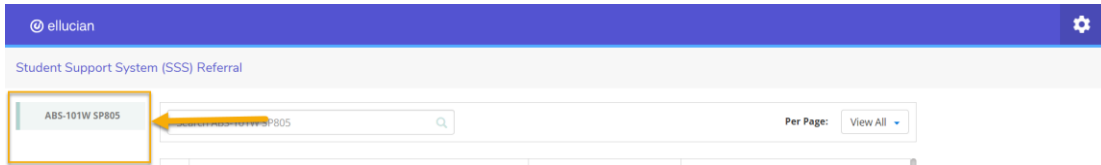




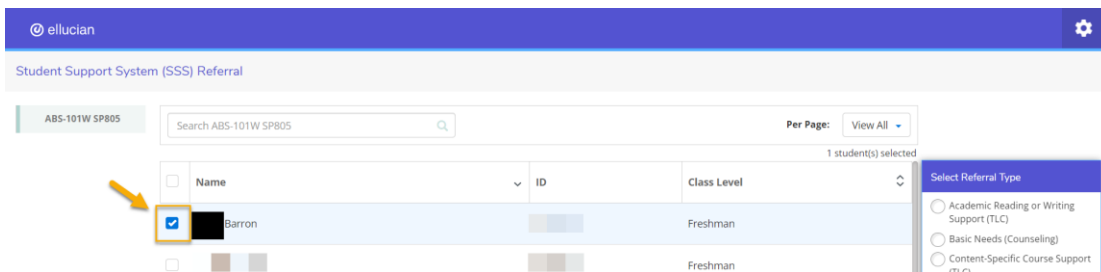
Student Support System (SSS) Referrals

How To Submit a Referral

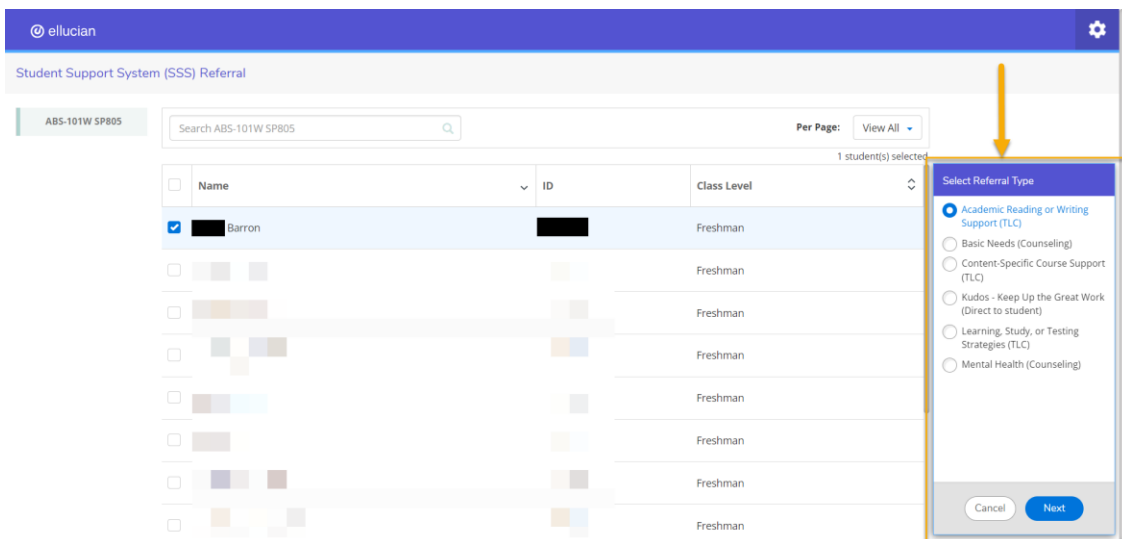
1. Go to Inside Delta for Employees > Student Support System for all information regarding SSS: <https://www.delta.edu/employees/student-support-system/index.html>
2. On that page, you will see a button to “Submit a Student Support System (SSS) Referral”.
3. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit a referral.



4. The roster of students will appear. Select a student. The alert choices will appear on the right side.



5. **Choose the best fit referral** for this student and click **Next**. *You can select multiple students to submit one identical referral, but you cannot submit multiple referrals for the same student(s) at the same time.*





Student Support System (SSS) Referrals

6. **Add notes** to the referral to help the referred office understand how to best help the student. The only note the student will ever see is for a Kudos referral. All other notes are internal only. **If you selected multiple students, this note would appear on the referral for all students selected (only use a name if submitting for one student).**

Add Notes

Joe needs assistance on improving his quiz scores. Time management and understanding the concepts could both be areas to target with him.

Notes are optional and, if entered, will apply to all students selected for this alert type.

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7. You will get a **Review & Submit** screen to show the referral information: the student's name, referral title, referral owner, and your note. If you're ready to move forward with creating the referral, click the **Submit** button to complete.

Review & Submit

Alert: Academic Reading or Writing Support (TLC)

| Student | Alert Owner |
|---------|---------------------------|
| Barron | Learning Center, Teaching |

Notes: Joe needs assistance on improving his test scores. Time management and understanding the concepts could both be areas to target with him.

Back Submit

SSS referral(s) have been