# Faculty Referral Program Instructions - Faculty

1. **Login to Mystate**

Go to <https://mystate.wvstateu.edu> and enter your ID and Password and click Login.



1. **Click Faculty Services Tab**

You will see the Faculty Services menu, see image below:



1. **Click Faculty Referral Link**

The Faculty Referral links should be at the bottom of the page:



1. **Click the Faculty Referral link. Select Course from the next menu**



1. **Now select the student for the course selected**



1. **Select reason(s) for the referral, enter any Comments and click Submit**

Multiple responses may be selected by holding down the CTRL key and then clicking on desired reasons.



There are many reasons available for referral. Refer to the list below:

Not Attending Class

 Sporadic Attendance

 Not Completing Assignments

 Inadequate Study Skills

 Doing Poorly on Assignments/Exams

 Sporadic Login – Web Course

 Never Logged On – Web Course

 Missed Exam/Quiz – Web Course

Other (Please Specify) **<- \*Important – If ‘Other’ is selected, you must enter a comment**

 **in the comments field or the system will error**

 **and you will have to re-select.**

1. **Referral Summary Page**

After the referral has been submitted, you will be taken to a referral summary page (image below) for you to review.



1. **Faculty Referral Results Report**

At any time you can view the Faculty Referral Results Report for any student you have referred.

1. Go back to the **Faculty Service** menu and select the ‘**Faculty Referral Results Report**’ at the bottom of the page.
2. Select the student from the drop-down that you want to review.
3. Select the course that the student was referred for.
4. You will see the report that will show you the Referral Record, any Call responses, Email responses, or Comment’s entered. See below:

