

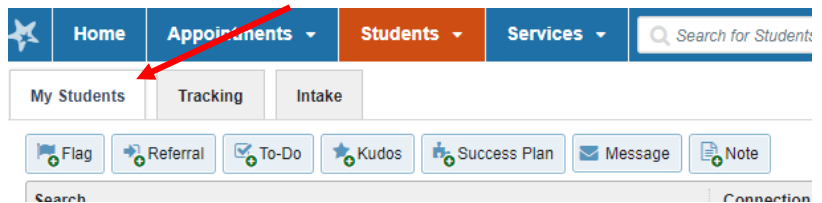
Flexible Learning - Starfish

Raise an Advisor Referral

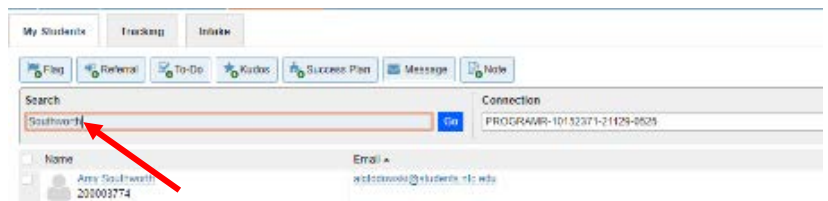
When you have a concern with a particular student, raise an advisor referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

After logging into your account, follow the steps below:

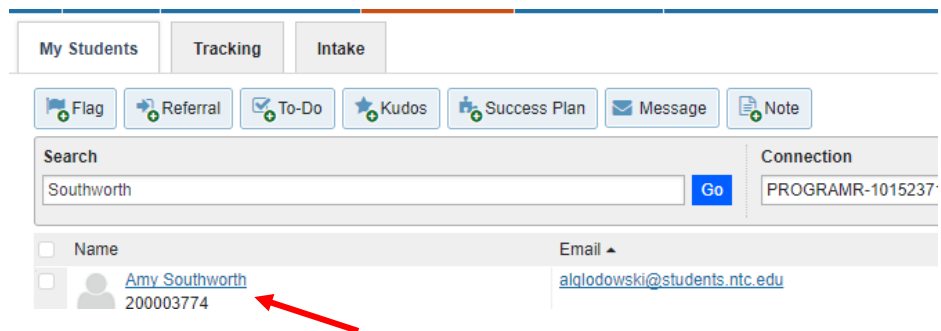
1. If you are not on the **My Students** view, click the **My Students** navigation tab to see your list of students.



2. Scroll through the list to determine a specific student or by typing the name into the **Search** box.

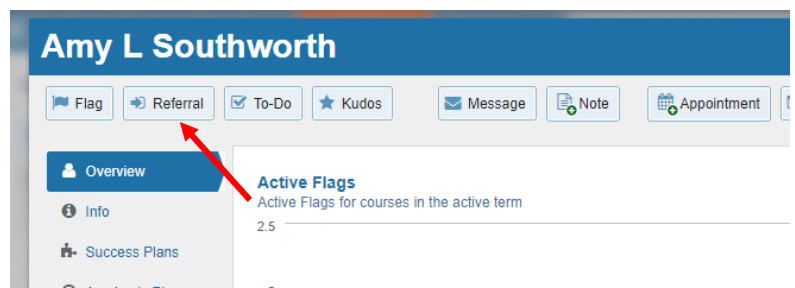


3. Click on the student's name to bring up the **Student Folder**.



4. Click the **Referral** button.

A list of referrals that you have permission to raise on this student is displayed.



5. Select the **Advising Referral** from the list.

This screenshot shows a web form titled "Referral" with a "Course Context" and "Comment" section. A dropdown menu is open, displaying three options: "Advising Referral", "Counseling Referral", and "Tutoring Referral". The "Advising Referral" option is highlighted. Below the dropdown, a "Permissions" section states: "A tracking item must be selected to determine the sharing permissions". At the bottom, there are "Required fields" and "Never Mind" and "Save" buttons.

6. If relevant, select a course from the **Course Context** drop-down list, and enter notes in the **Comment** box.

7. Click the **Save** button.

This screenshot shows the "Create Referral for Amy L Southworth" form. The "Referral" dropdown is set to "Advising Referral". The "Course Context" dropdown is set to "COLLABORATIVE COMPUTING (PROGRAMR-10152371-21129-...)". The "Comment" box is empty and highlighted with a red border and a red arrow. Below the comment box, the "Student View" section states: "The student can view this item and the notes entered above." The "Permissions" section lists roles: Academic Leadership, CPC Advising Specialist, General Advisor, Primary Advisor, and TA. At the bottom, there are "Required fields" and "Never Mind" and "Save" buttons.