

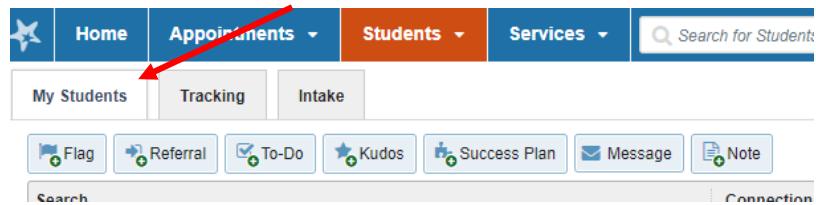
Flexible Learning - Starfish

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.

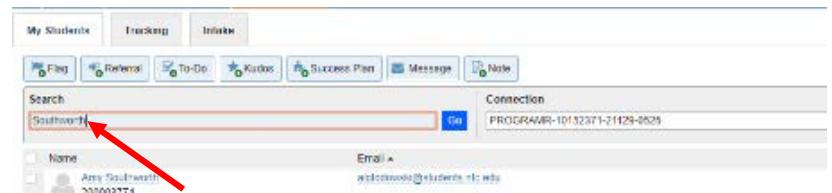
After logging into your account, follow the steps below:

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



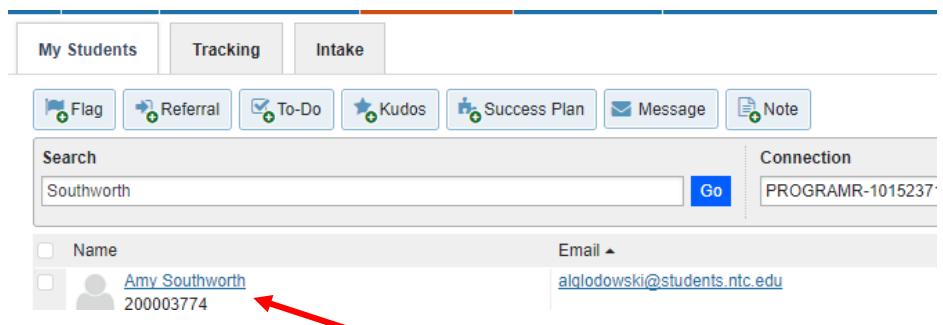
The screenshot shows the Starfish software interface. At the top is a navigation bar with tabs: Home, Appointments (dropdown), Students (dropdown), Services (dropdown), and a search bar. Below the navigation bar are three buttons: My Students (highlighted with a red arrow), Tracking, and Intake. Underneath these are several icons: Flag, Referral, To-Do, Kudos, Success Plan, Message, and Note. At the bottom of the interface is a search bar and a connection status bar.

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



The screenshot shows the search results for 'Southworth'. A red arrow points to the student 'Amy Southworth' in the list. The interface includes a search bar, a connection status bar, and a list of students with their names and IDs.

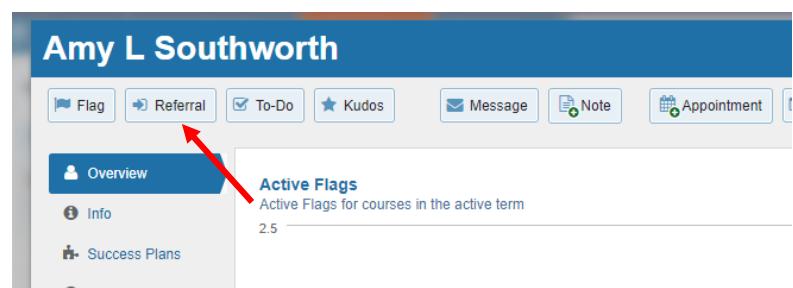
3. Click on the student's name to bring up the **Student Folder**.



The screenshot shows the Student Folder for 'Amy Southworth'. A red arrow points to the student's name in the list. The interface includes a search bar, a connection status bar, and a list of students with their names and IDs.

4. Click the **Referral** button.

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



The screenshot shows the Student Folder for 'Amy L Southworth'. A red arrow points to the 'Referral' button in the top navigation bar. The interface includes a sidebar with 'Overview' selected, and a main content area showing 'Active Flags' for courses in the active term.

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

Referral

Course Context

Comment

Advising Referral
Faculty or staff choose this option to refer a student to an adviser to speak about their academic plan, goals and resources. The adviser will clear the flag once the student has met with them.
** Disclosable under FERPA*

Counseling Referral
Use this type of referral to refer students to Peaceful Solutions Counseling services.

Tutoring Referral
Use this to refer a student to tutoring services.

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields

Never Mind Save

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

Create Referral for Amy L Southworth

Never Mind Save

Referral Advising Referral

Course Context COLLABORATIVE COMPUTING (PROGRAMR-10152371-21129-...)

Comment

Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Academic Leadership
- CPC Advising Specialist
- General Advisor
- Primary Advisor
- TA

More...

* Required fields

Never Mind Save

7. Click the **Save** button.