

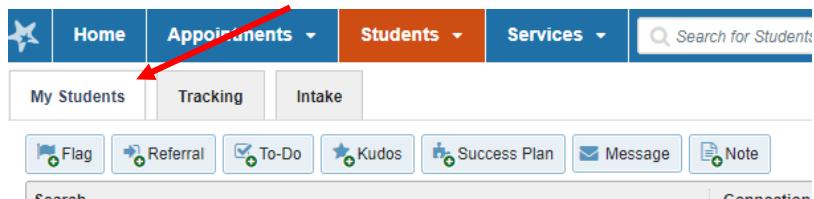
# Flexible Learning - Starfish

## Raise a Tutoring Referral

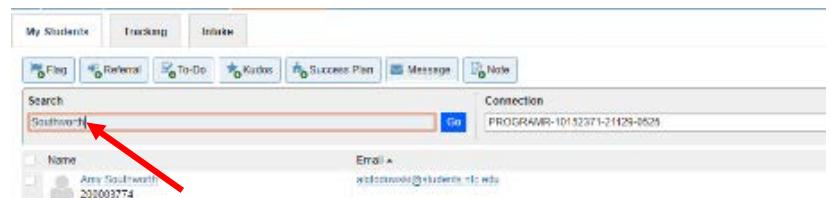
When you have a concern with a particular student, raise a tutoring referral to communicate your observations and refer them to the Academic Resource Center. The appropriate individuals will be automatically notified when you save the item. The ARC will reach out to the student to make sure that the student takes action and not the correspondence for your record.

After logging into your account, follow the steps below:

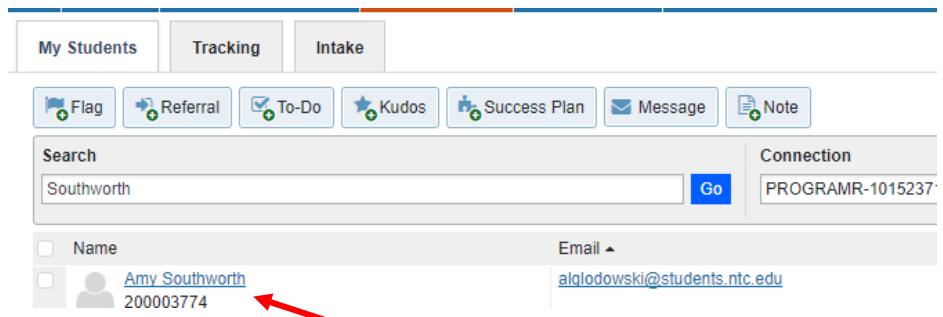
1. If you are not on the **My Students** view, click the **My Students** navigation tab to see your list of students.



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

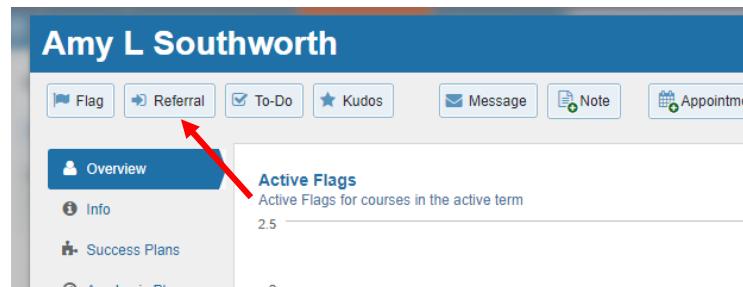


3. Click on the student's name to bring up the **Student Folder**.

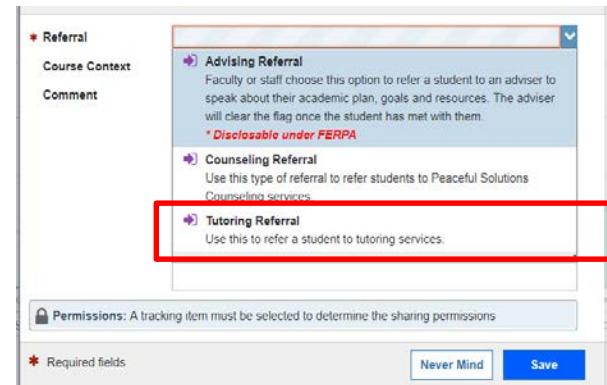


4. Click the **Referral** button.

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

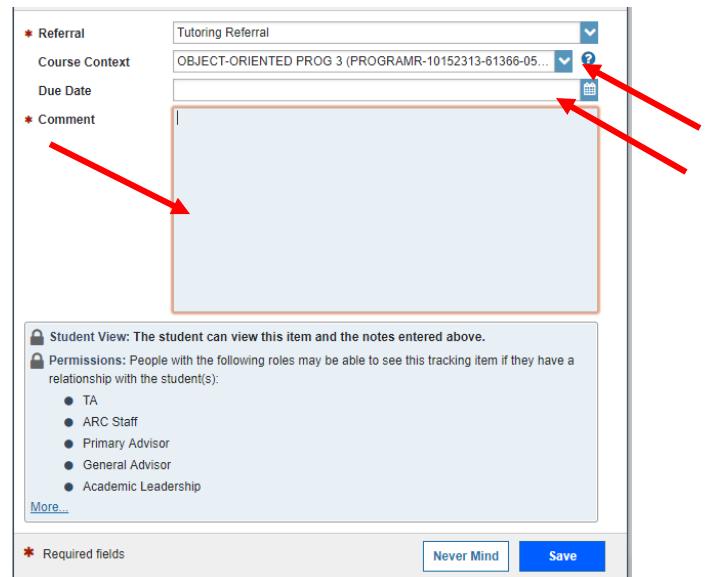


5. Select the **Tutoring Referral** from the list.



The screenshot shows a form titled 'Referral' with three options: 'Advising Referral', 'Counseling Referral', and 'Tutoring Referral'. The 'Tutoring Referral' option is highlighted with a red box. Below the options is a note: 'Use this to refer a student to tutoring services.' At the bottom, there is a note: 'Permissions: A tracking item must be selected to determine the sharing permissions' and a 'Save' button.

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



The screenshot shows the 'Referral' form with 'Tutoring Referral' selected. The 'Course Context' dropdown is set to 'OBJECT-ORIENTED PROG 3 (PROGRAMR-10152313-61366-05...)'. A comment is entered in the 'Comment' text area. Red arrows point to the 'Comment' text area and the 'Save' button. At the bottom, there is a note: 'Student View: The student can view this item and the notes entered above.' and a 'Permissions' section with roles: TA, ARC Staff, Primary Advisor, General Advisor, and Academic Leadership.

7. Click the **Save** button.