

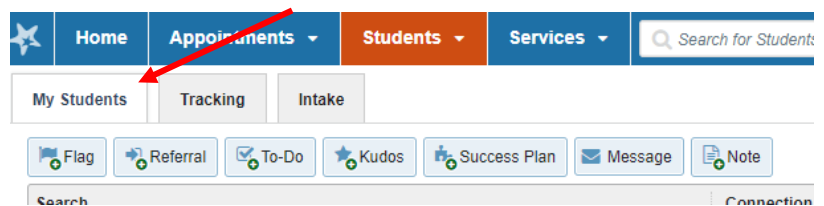
Flexible Learning - Starfish

Raise a Tutoring Referral

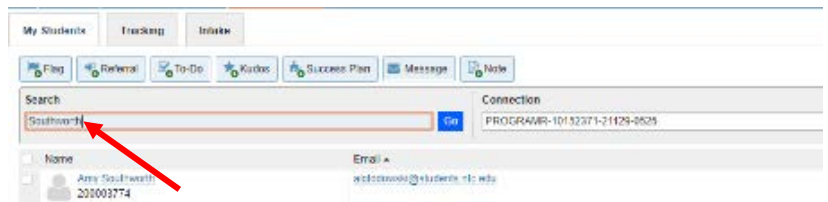
When you have a concern with a particular student, raise a tutoring referral to communicate your observations and refer them to the Academic Resource Center. The appropriate individuals will be automatically notified when you save the item. The ARC will reach out to the student to make sure that the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

After logging into your account, follow the steps below:

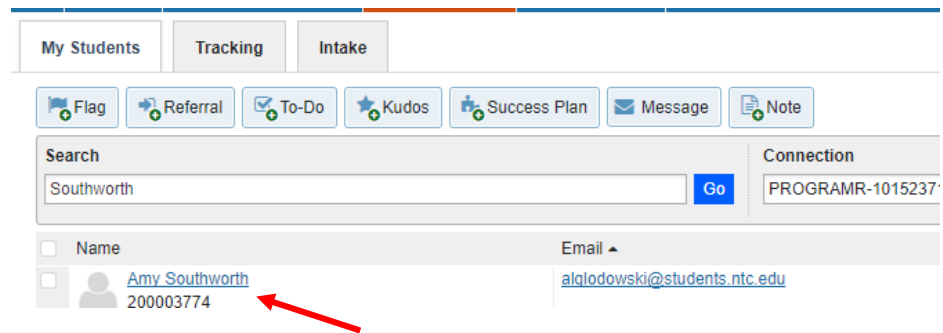
1. If you are not on the **My Students** view, click the **My Students** navigation tab to see your list of students.



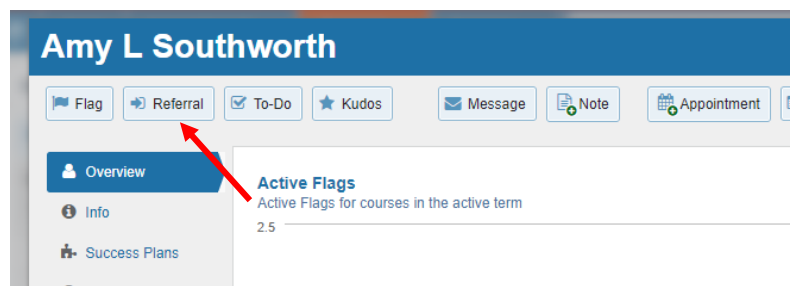
2. Scroll through the list to determine a specific student or by typing the name into the **Search** box.



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 web form titled "Referral". On the left, there are labels for "Course Context" and "Comment". On the right, there is a dropdown menu with three options: "Advising Referral", "Counseling Referral", and "Tutoring Referral". The "Tutoring Referral" option is highlighted with a red rectangular box. Below the dropdown, there is a "Permissions" section with a lock icon and the text "A tracking item must be selected to determine the sharing permissions". At the bottom, there is a "Required fields" section with a red asterisk, and two buttons: "Never Mind" and "Save".

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

7. Click the **Save** button.

The screenshot shows the same "Referral" form, but now the "Tutoring Referral" option is selected in the dropdown menu. The "Course Context" dropdown menu is open, showing a list of courses, with "OBJECT-ORIENTED PROG 3 (PROGRAMR-10152313-61366-05..." selected. A red arrow points to the "Course Context" dropdown. Another red arrow points to the "Due Date" field, which is currently empty. A third red arrow points to the "Comment" text area, which is also empty. The "Permissions" section is visible, showing a list of roles: TA, ARC Staff, Primary Advisor, General Advisor, and Academic Leadership. At the bottom, there is a "Required fields" section with a red asterisk, and two buttons: "Never Mind" and "Save".