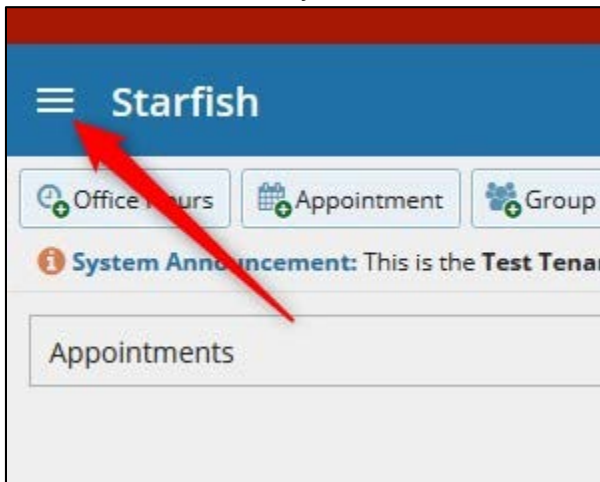


Starfish – How to Create a Referral

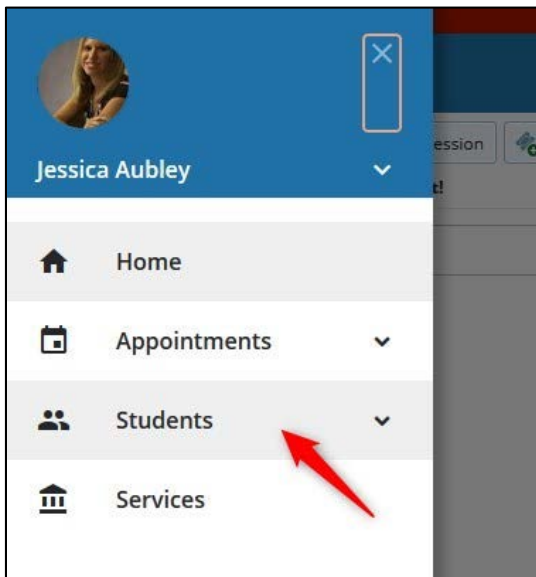
This tutorial will show you how to create a referral to a Student Service such as Career Services, the Digital Library, a Success Coach or Tutoring.

Directions:

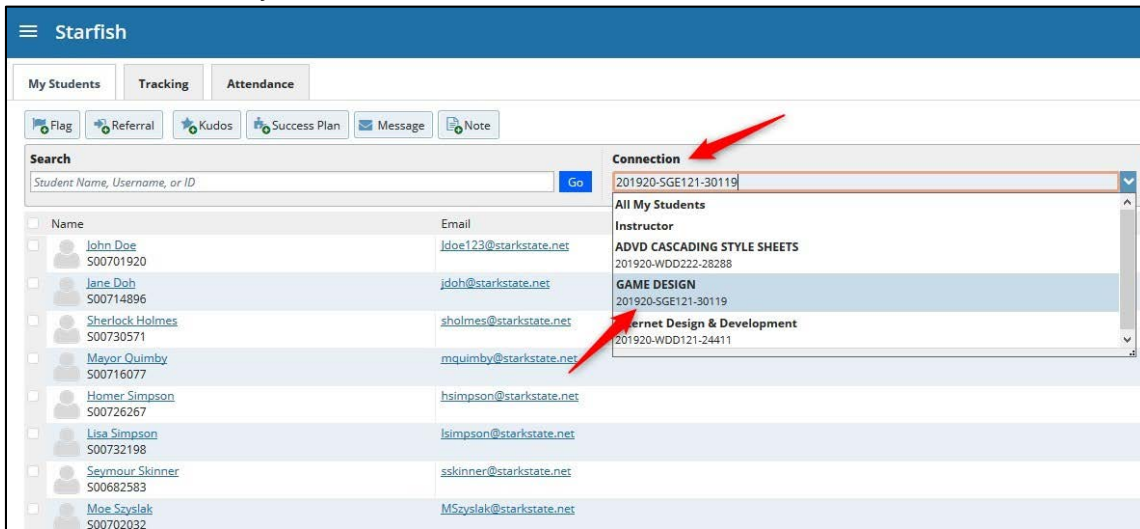
1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.



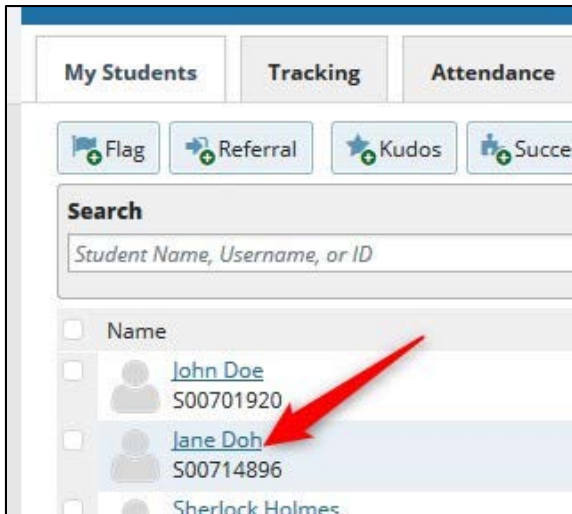
3. Click on **Students**



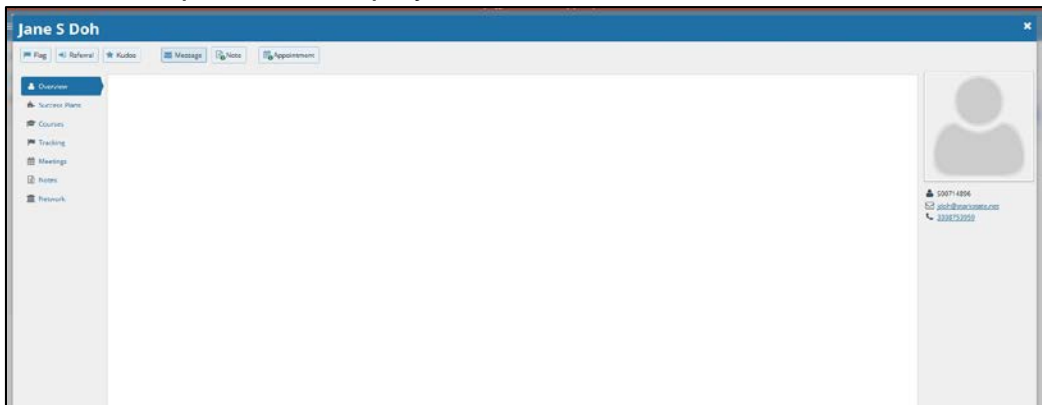
4. Select the course your student is in under **Connection**.



5. Click on the student name.



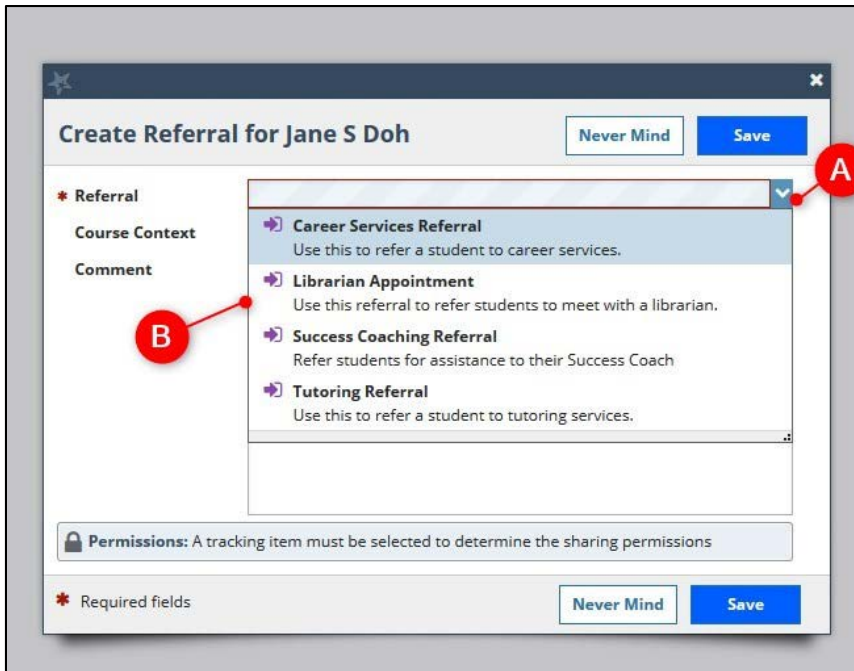
6. The student profile will display.



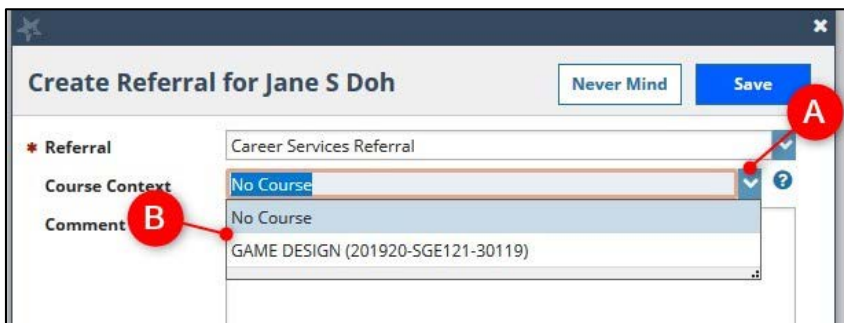
7. Click on **Referral**.



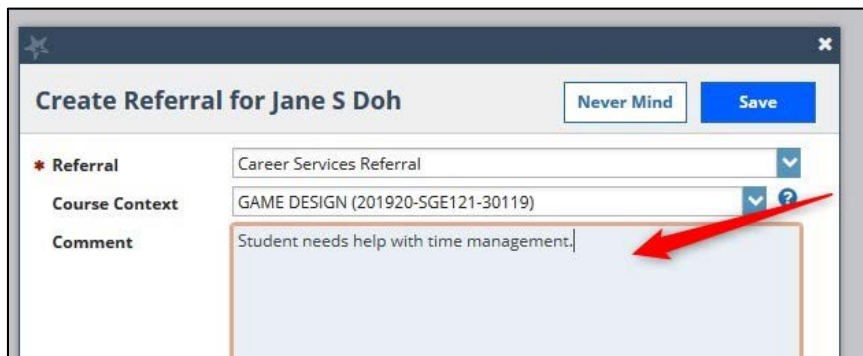
8. Click on the down arrow and select who you want to refer the student to.



9. Click on the down arrow and select the course.

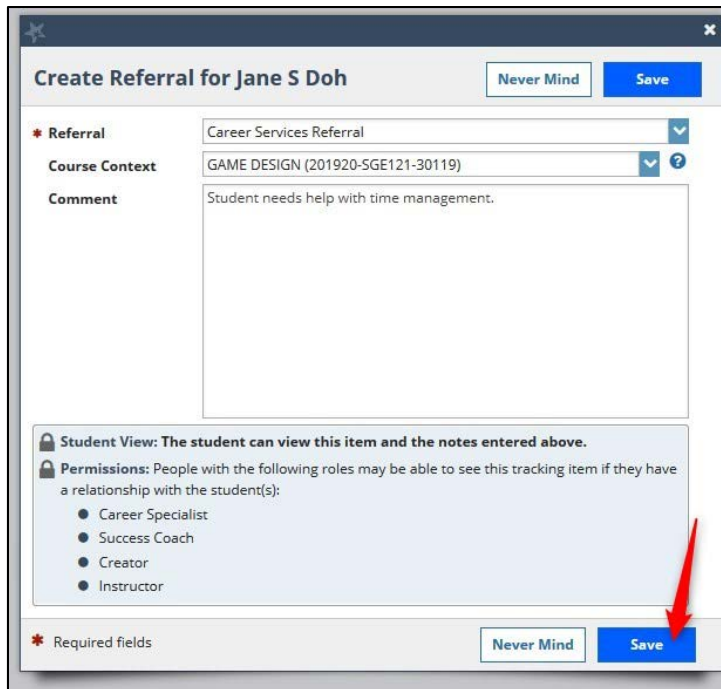


10. Add comments to the comment area.



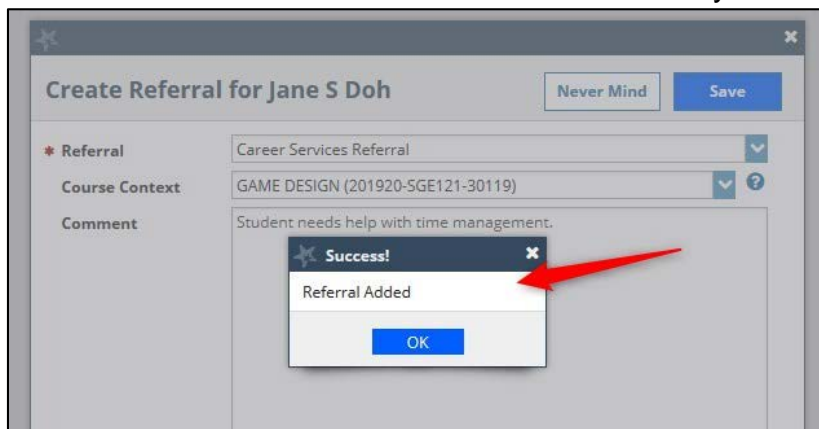
The screenshot shows a web form titled "Create Referral for Jane S Doh". At the top right, there are two buttons: "Never Mind" and "Save". The form has three main sections: "Referral" with a dropdown menu set to "Career Services Referral"; "Course Context" with a dropdown menu set to "GAME DESIGN (201920-SGE121-30119)"; and "Comment" with a text area containing the text "Student needs help with time management." A red arrow points to the end of the text in the comment field.

11. Click on **Save**.



This screenshot shows the same form as in step 10, but with a "Student View" section expanded below the comment field. The "Student View" section contains a lock icon and the text: "The student can view this item and the notes entered above." Below this, there is a "Permissions" section with a lock icon and the text: "People with the following roles may be able to see this tracking item if they have a relationship with the student(s):". A list of roles follows: "Career Specialist", "Success Coach", "Creator", and "Instructor". At the bottom of the form, there is a "Required fields" label and two buttons: "Never Mind" and "Save". A red arrow points to the "Save" button.

12. You will know the referral has been created when you see the message below.



The screenshot shows the same form as in step 10, but with a "Success!" dialog box overlaid in the center. The dialog box has a title bar with a star icon and the text "Success!". The main text of the dialog box says "Referral Added". At the bottom of the dialog box is a blue button labeled "OK". A red arrow points to the "OK" button.