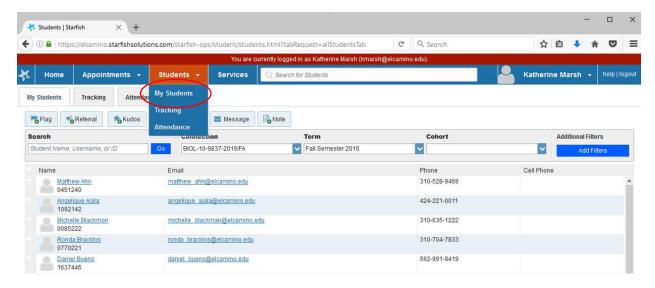
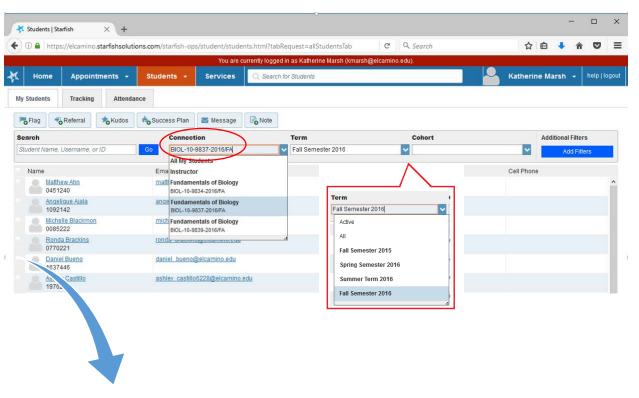


Referrals in Starfish

1. From your home page select My Students in the Students dropdown box. This will show all of the students that you are connected with in Starfish.



2. You can then filter the search to narrow your results to a specific group of students. By using the **Connection** and **Term** search features.

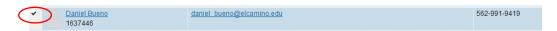


Check the box by the name of the student for whom you wish to process a refferal for.

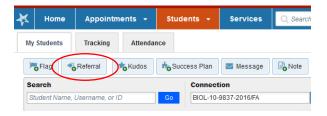


Referrals in Starfish

3. Check the box by the name of the student that you would like to process a referral for.



4. Click on the Referral button.

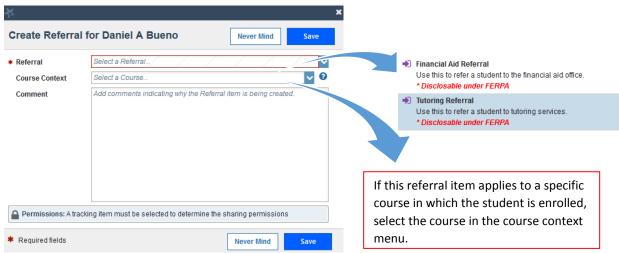


5. This can be also accessed inside the students profile after clicking on the **name** of the student.



6. Choose referral **type**, **course context**, and **comment**.





7. Enter additional comments, and DONT forget to press save.