



## 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.

The screenshot shows the Starfish interface with the 'Students' dropdown menu open. The 'My Students' option is highlighted with a red circle. Below the menu, a table of students is visible with columns for Name, Email, Phone, and Cell Phone.

Name	Email	Phone	Cell Phone
Matthew Ahn 0451240	matthew_ahn@elcamino.edu	310-528-9469	
Angelique Ajala 1092142	angelique_ajala@elcamino.edu	424-221-0011	
Michelle Blackmon 0085222	michelle_blackman@elcamino.edu	310-635-1222	
Ronda Brackins 0770221	ronda_brackins@elcamino.edu	310-704-7833	
Daniel Bueno 1637446	daniel_bueno@elcamino.edu	562-991-9419	

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.

The screenshot shows the Starfish interface with search filters applied. The 'Connection' dropdown is set to 'BIOL-10-9837-2016/FA' and the 'Term' dropdown is set to 'Fall Semester 2016'. Both dropdowns are highlighted with red circles. A blue arrow points from the 'Connection' dropdown to the 'Term' dropdown. The table below shows a list of students with their names, emails, and instructor information.

Name	Email	Instructor	Cell Phone
Matthew Ahn 0451240	matthew_ahn@elcamino.edu	Fundamentals of Biology BIOL-10-9834-2016/FA	
Angelique Ajala 1092142	angelique_ajala@elcamino.edu	Fundamentals of Biology BIOL-10-9837-2016/FA	
Michelle Blackmon 0085222	michelle_blackman@elcamino.edu	Fundamentals of Biology BIOL-10-9839-2016/FA	
Ronda Brackins 0770221	ronda_brackins@elcamino.edu		
Daniel Bueno 1637446	daniel_bueno@elcamino.edu		
Ashley Castillo 1976228	ashley_castillo6228@elcamino.edu		

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



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

<input checked="" type="checkbox"/>	<a href="#">Daniel Bueno</a> 1637446	<a href="mailto:daniel_bueno@elcamino.edu">daniel_bueno@elcamino.edu</a>	562-991-9419
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4. Click on the **Referral** button.

The screenshot shows the Starfish navigation menu with 'Home', 'Appointments', 'Students', and 'Services'. Below the menu are tabs for 'My Students', 'Tracking', and 'Attendance'. A row of action buttons includes 'Flag', 'Referral', 'Kudos', 'Success Plan', 'Message', and 'Note'. The 'Referral' button is circled in red. Below this is a search bar with a 'Go' button and a 'Connection' field containing 'BIOL-10-9837-2016IFA'.

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

<input checked="" type="checkbox"/>	<a href="#">Daniel Bueno</a> 1637446	<a href="mailto:daniel_bueno@elcamino.edu">daniel_bueno@elcamino.edu</a>	562-991-9419
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The screenshot shows the student profile for 'Daniel A Bueno'. At the top, there are buttons for 'Flag', 'Referral', 'Kudos', 'Message', 'Note', and 'Appointment'. The 'Referral' button is circled in red. Below this is a sidebar with navigation options: Overview, Success Plans, Academic Plans, Courses, Tracking, Meetings, Notes, and Network. The main content area is titled 'Active Flags' and shows a horizontal bar chart with a value of 0.

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



The screenshot shows a web form titled "Create Referral for Daniel A Bueno" with "Never Mind" and "Save" buttons. The form includes a "Referral" dropdown menu, a "Course Context" dropdown menu, and a "Comment" text area. Annotations include:

- A red box around the "Referral" dropdown menu.
- A blue arrow pointing from the "Referral" dropdown to a legend box on the right.
- A blue arrow pointing from the "Course Context" dropdown to the same legend box.
- A red box around the "Comment" text area.

**Financial Aid Referral**  
Use this to refer a student to the financial aid office.  
*\* Disclosable under FERPA*

**Tutoring Referral**  
Use this to refer a student to tutoring services.  
*\* Disclosable under FERPA*

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

**Required fields** (with "Never Mind" and "Save" buttons)

If this referral item applies to a specific course in which the student is enrolled, select the course in the course context menu.

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