Creating a Referral in Starfish

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

Personal Data Account Student Instructor Advisor FA Office	⊛ Contac	t Us 🛛 🗶 Logout			
Grading Schedule Class Roster					
	<u>Starfish</u>	? Help			
Select a term and whether you wish to retrieve the list of your mid-term or final grade rosters.					
Term: Spring 22 V					

2. Click on the menu options button ≡ in the top-left corner of the screen. Select 'Students'. Click on the "My Students" tab at the top of the page.

= :	Starfish			Q Search for Students	
	MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (1)	
F	lag 📸 Referral 🏷 Kudos 崎 Success Plan 🔤 Mess ge				
Sear	ch lent Name, Username, or ID	Con All My Stub	Term Active	A	dditional Filters
	Name 🔺	Email	Phone	Cell Phone	

- 3. You can search and select individual or multiple students at once to create a referral for. Find your students in 2 ways:
 - In the "Search" field, type the student's name or CSU ID number
 - Search for students by your "Connection" in this case, by individual course section

*NOTE: The "term" field must be set to "Active" or the specific term you are searching for!

≡ Starfish				Q Search for Students	J
	MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (1)	
۳	Flag Referral To Kudos Ta Basage				
Sea	rch	Connection	Term	Additional Filters	0
Stu	dent Name, Username, or ID	Go All My Students	Active	✓ Edit Filters	×
		All My Students			
	Name 🔺	Instructor	Phone	Ce	Î
		Media Criticism-501			
		Media Criticism-501 COM.327.501.1030			

4. Check the box next to the students' names you want to create a referral for. Then, select "+ Referral".

Flag Referral To-Do	udos 📩 Success Plan 🔤 Message 🕞 Note	🔷 Download 🎝 Prospective Student
Search	Connection	Term
Student Name, Username, or ID	Go All My Students	Active
Name 🔺	Ema	ail

5. Choose the appropriate referral in the drop down menu, select a due date (the date the student should have the referral completed), then make any necessary comments. You can also provide a course context if the referral has that as an option. Then, select "Save".

 × Create Referra	I for Multiple Students Never Mind Save	
Referral Course Context Comment	Select a Course	
 Permissions: A tra Required fields 	cking item must be selected to determine the sharing permissions. Never Mind Save	