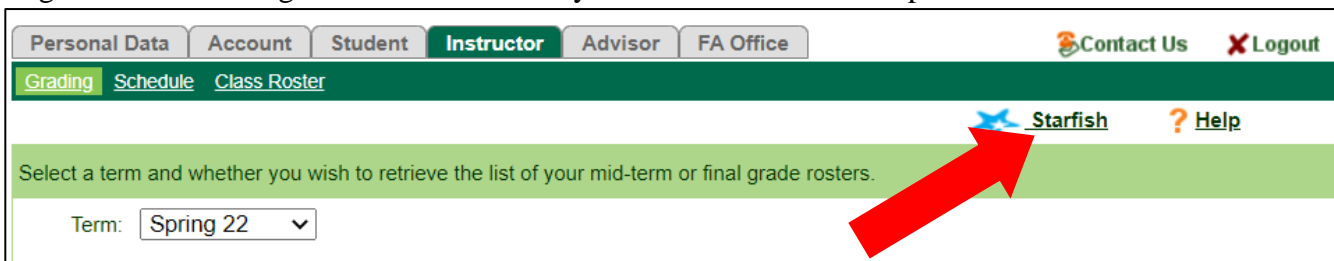

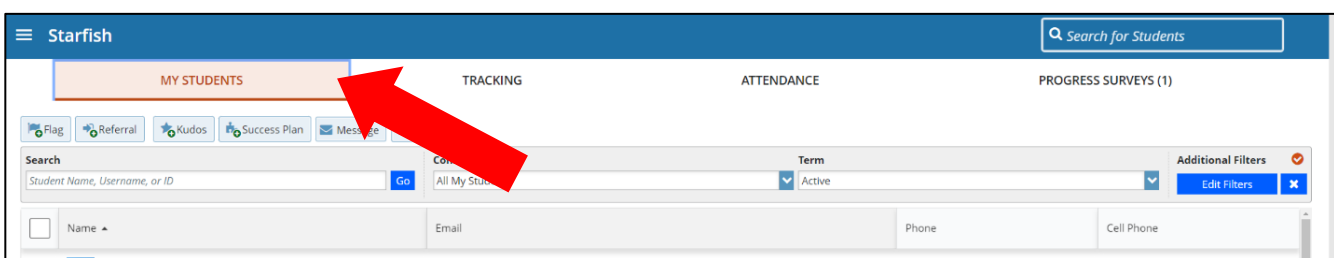


Creating a Referral in Starfish

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

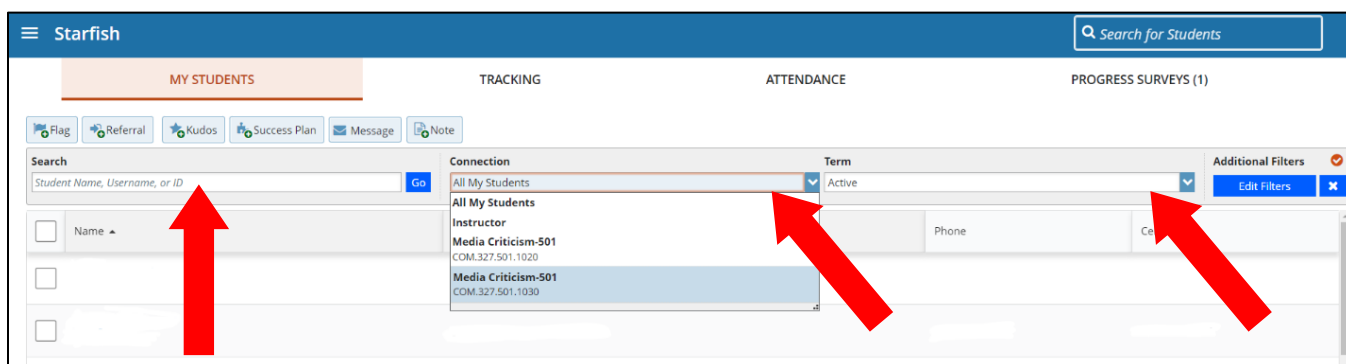


2. Click on the menu options button  in the top-left corner of the screen. Select ‘Students’. Click on the “My Students” tab at the top of the page.

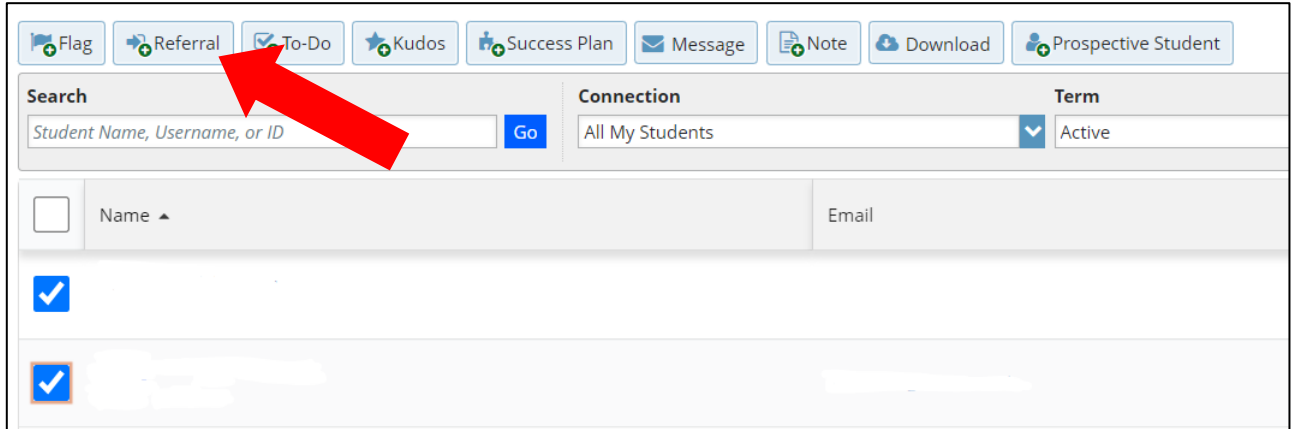


3. You can search and select individual or multiple students at once to create a referral for. Find your students in 2 ways:
 - In the “Search” field, type the student’s name or CSU ID number
 - Search for students by your “Connection” – in this case, by individual course section

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



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



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".

