

# REFERRALS – How to Create/Send

1. Login. Go to “Students” tab then “My Students”
2. Enter name of student in search bar
3. Select student
4. Click blue “Referral” button at top
5. Fill out “Create Referral” box, adding comments
6. Click Save at bottom right
7. Emails are sent to the student and the program

MY STUDENTS TRACKING ZOOM IN ATTENDANCE PROGRESS SURVEYS

Flag Referral To-Do Kudos Success Plan Message Note Download

### Create Referral for Domka, Madison

Never Mind Save

\* Referral: Tutoring Referral

Course Context: Psychology of Emotion (PSYC-456-02-Fall 2020)

Due Date:

Comment: Test Student needs further mastery of main concepts of subject.

**Student View:** The student can view this item and the notes entered above.

**Permissions:** People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- General User
- Professional Advisor
- Tutor Coordinator
- Advising Leadership
- COURSE

More...

\* Required fields

Never Mind Save