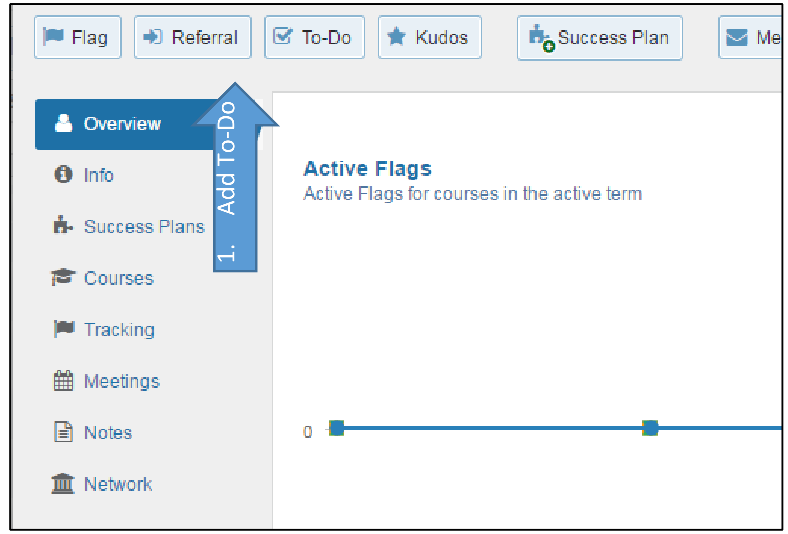
Starfish

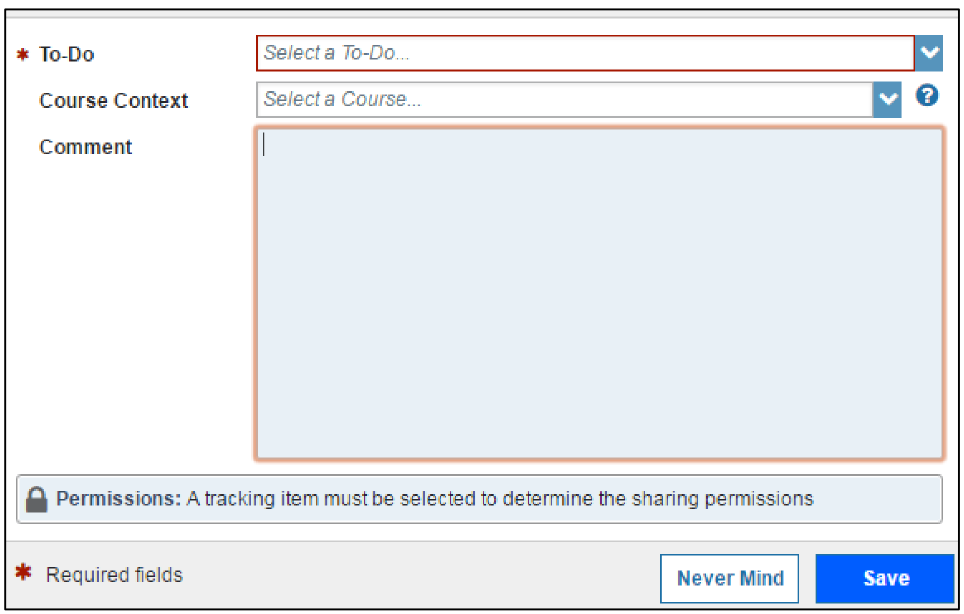
Assigning To-Dos and Referrals

To Assign a To-Do:

1. **Go to student file and click "add To-Do."**

2. **It will open a window for you to select your "to-do."**





3. **Choose the to-do you would like to assign. A full list can be found on the website under "To-Do Descriptions and Notifications."**

4. **If the to-do is being raised for a particular course, indicate that in the Course Context drop-down.**

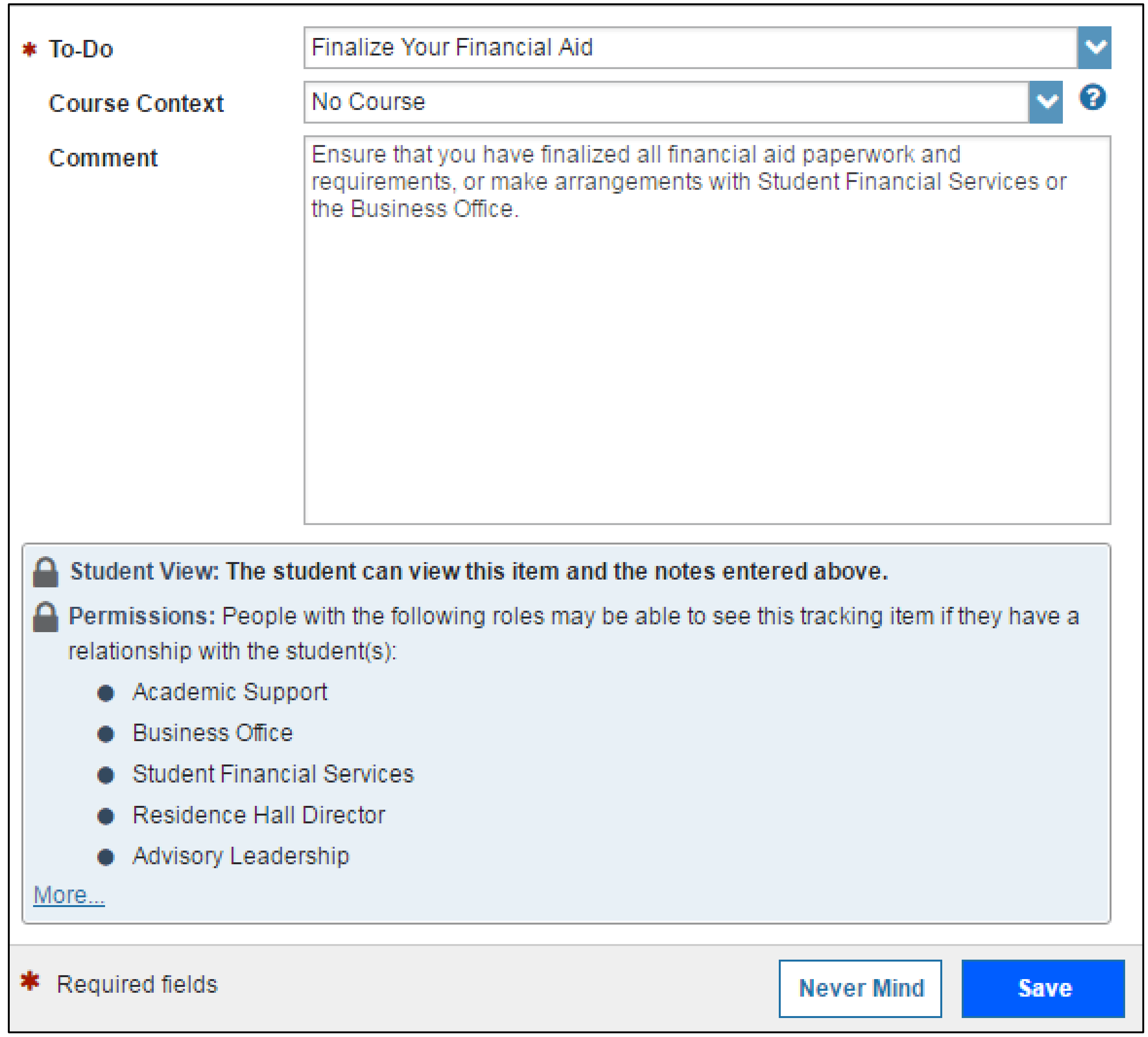
5. **Include any comments that would help another faculty or staff member as they provide support to the student.**

6. Once you've chosen a to-do, you will also see a light-blue shaded box at the bottom of the flag.

This box tells you who can view a particular tracking item. Please note that a student can always view a to-do and will always be emailed about them. They can also see any notes you include in the comments section.

The blue box also includes the permissions for others who can view this item and the notes you include.

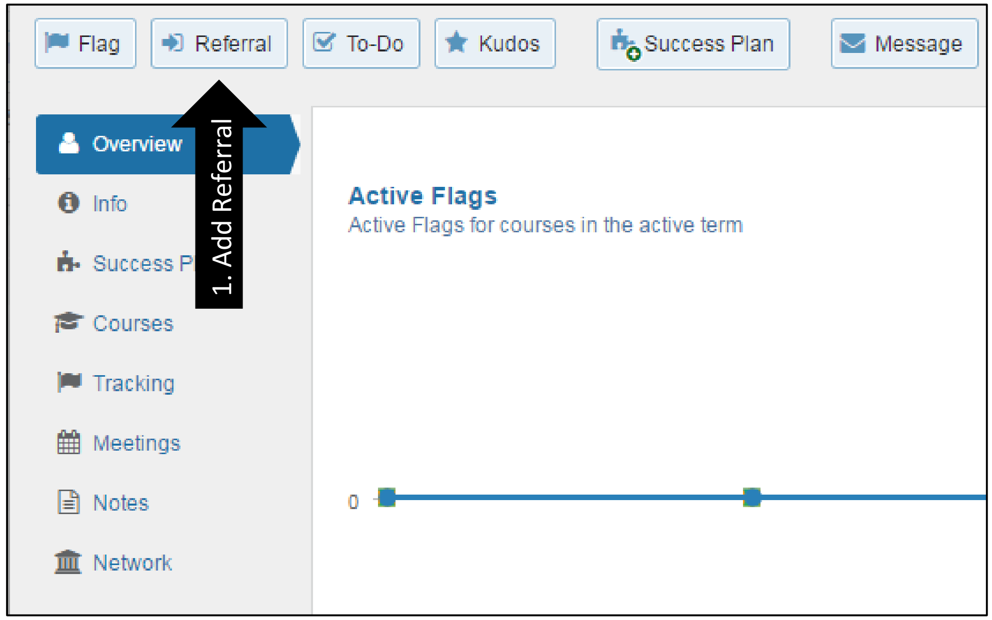
7. Once you have finished adding comments and are satisfied with this to-do, click save.

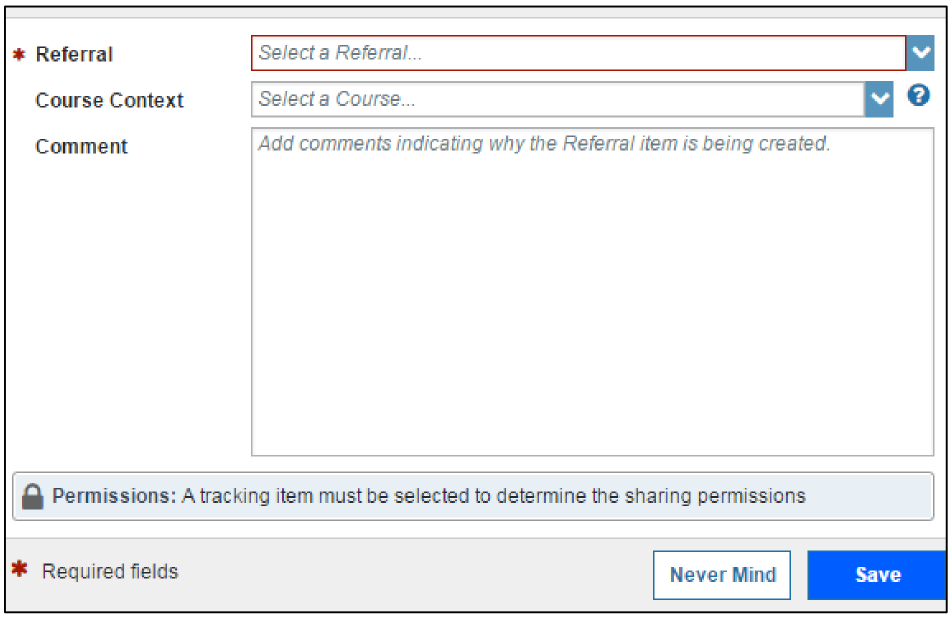


To Assign a Referral:

1. Go to student file and click “Add Referral.”

2. It will open a new window for you to select your referral.





3. Choose the referral you would like to assign. A full list is available on the website under “Referral Descriptions and Notifications.”

4. If the referral is being raised for a particular course, indicate that in the Course Context drop-down.

5. Include any comments that would help another faculty or staff member as they provide support to the student.

6. Once you've chosen a referral, you will also see a light-blue shaded box at the bottom of the window.

This box will tell you who else may be able to see the item. Please note that students can always view referrals, and will always be emailed about them. This also means they can view any notes you include in the comments section.

This box also includes the permissions for others who can view this item and the notes you include.

7. Once you have finished adding comments and are satisfied with this referral, click save.