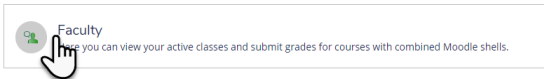


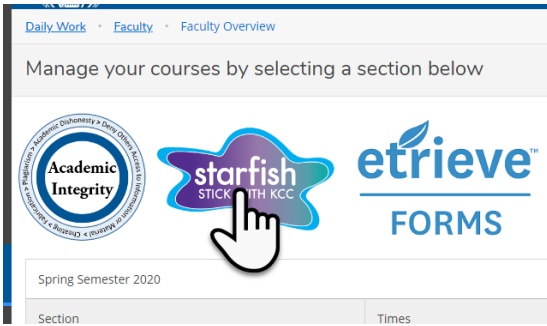
# Starfish – Tutoring Referral

Use this to refer a student to tutoring services. \*This referral will alert the student and include any comments you enter. Someone from Student Support Services or The Bridge will attempt to reach out to the student and their student's academic advisor will be notified.

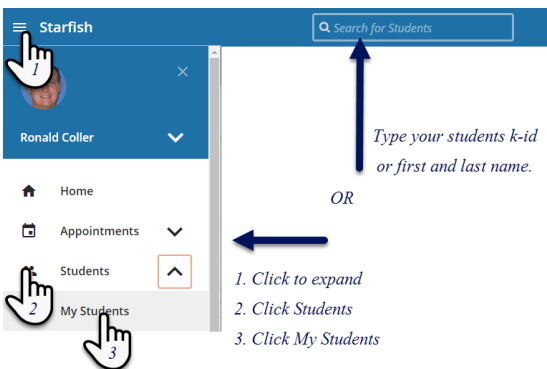
1. Login to the Bruin Portal and click on **Faculty**.



2. Click on **Starfish – Stick with KCC** image.

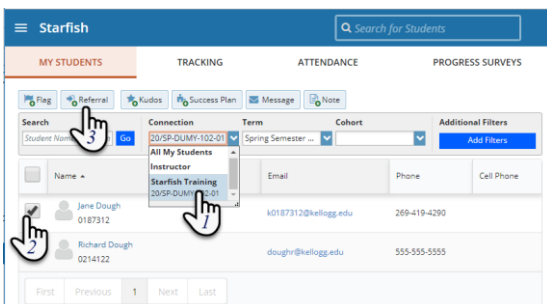


3. Click on the menu icon and select **Students**, then **My Students**.

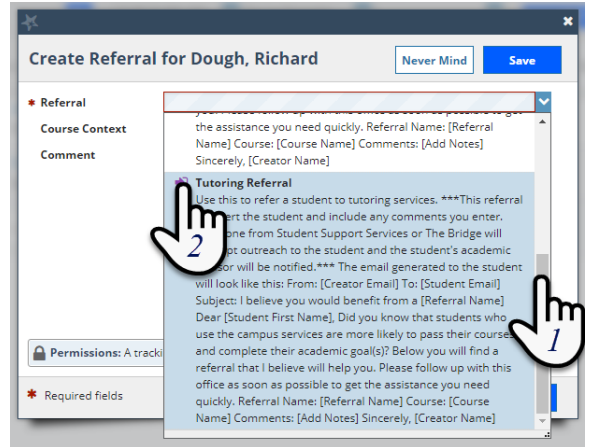


4. Using the **Connection** dropdown menu select the **Course & Section**.

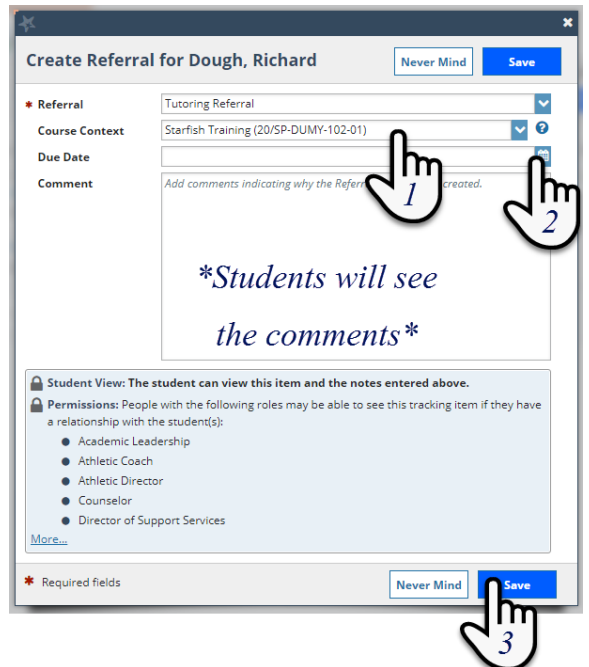
- Place a check next to the student you wish to **Tutoring Referral** or and click **Referral**.



5. To select **Tutoring Referral**, use the Referral drop-down menu and click on **Tutoring Referral**.



6. Using the drop-down, select your course. Add a **Due Date**. If you leave a **Comment**, the student will receive it. When finished click **Save**.



Confirmation of submission

