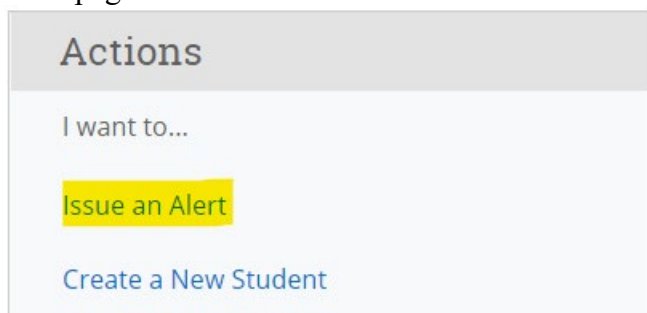


Submitting A Referral

Submitting a referral fosters a connection with students at critical junctures in their academic success by putting them in contact with members of the campus community dedicated to providing targeted support.

1. You can access the referral window through either of the below steps, note that option b will allow you to issue referrals for multiple students at a time.
 - a. In your Professor Home click the link to [Issue an Alert] on the right side of the page.



- b. You can also scroll down to Students in My Class

Students In My Classes

Actions ▾	
<input type="checkbox"/>	INDEX STUDENT NAME
<input type="checkbox"/>	4
<input type="checkbox"/>	5
<input type="checkbox"/>	6
<input type="checkbox"/>	7
<input type="checkbox"/>	8

Check the students you would like to issue a referral for, then click the carrot next to Actions and [Issue Alert]

Actions ▲

- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Alert
- Charity
- Tag
- Note

2. Search a student by typing ID, name, or email into the student field
NOTE: This field should auto-populate, hitting enter will attempt to submit the referral.

ISSUE AN ALERT ✕

Student

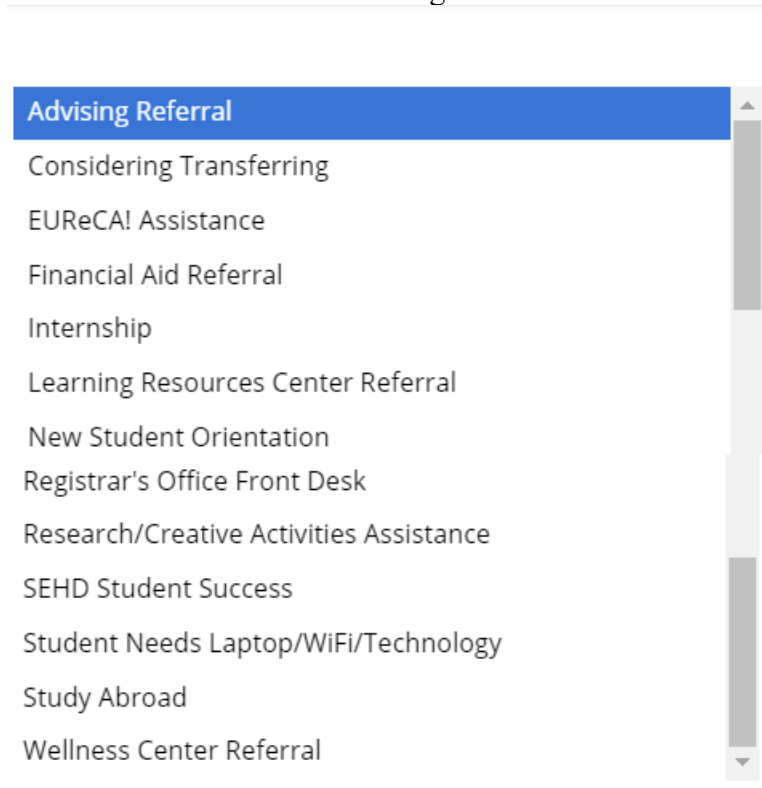
Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

- You can select from the following list of referrals.



- Additional comments are encouraged. These comments will only be seen by the referral recipient.
- You may now Submit the Referral.

For more information, please contact:

Student Success Initiatives: Student.Success@ucdenver.edu

You can also access help articles at the top of your Navigate profile

