

Referrals

Referrals are used to direct a student to make an appointment or visit a particular service on campus. If your institution has both Early Alert and Connect, a Referral may be created as a response to a Flag being raised on a student. For example, an advisor might create a tutoring Referral after a student is Flagged for poor grades. Typically an email would be sent to the student when the Referral is created, and when it is marked as completed.

Additionally, Appointment Types can be associated with Referrals to restrict which students can sign up for certain appointments. This would typically be used for appointments made via a Service Calendar.

To-Dos

To-Dos are used to direct a student to complete a specific action, for example completing a career skills inventory or registering for a study skills seminar. Like Referrals, a To-Do may be assigned as a follow up to a Flag, or as a part of a standard work flow. Consider creating To-Do's for the activities on campus that you would like students to be more proactive about, such as visiting the Career Center or seeking an internship.