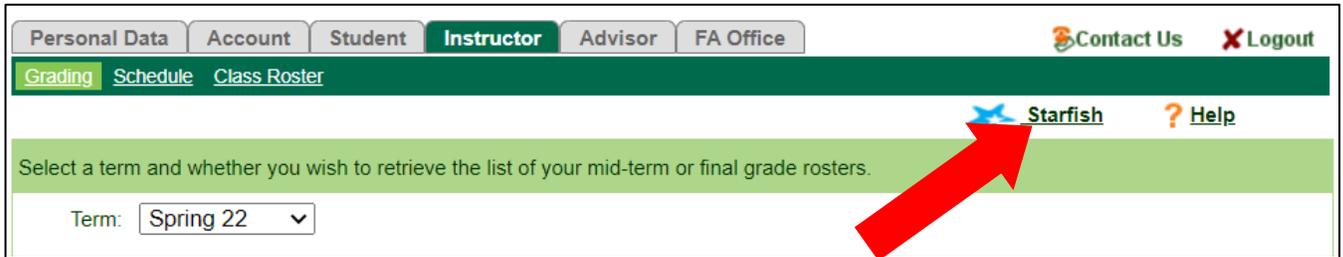
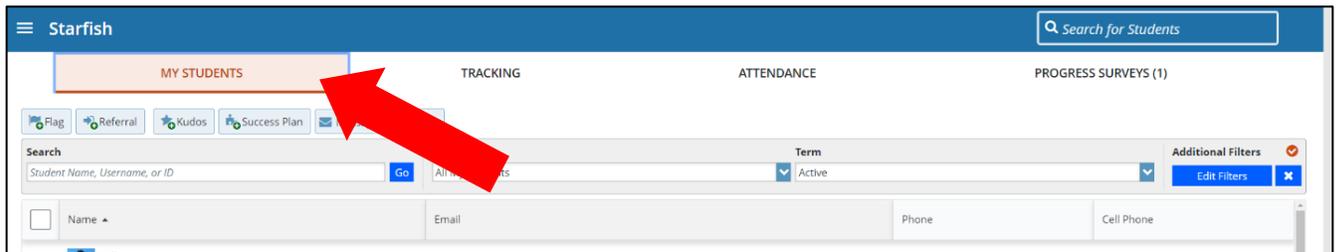


Send an Email Message from Starfish

1. Log into Starfish using the “Starfish” link in your Instructor tab in CampusNet.

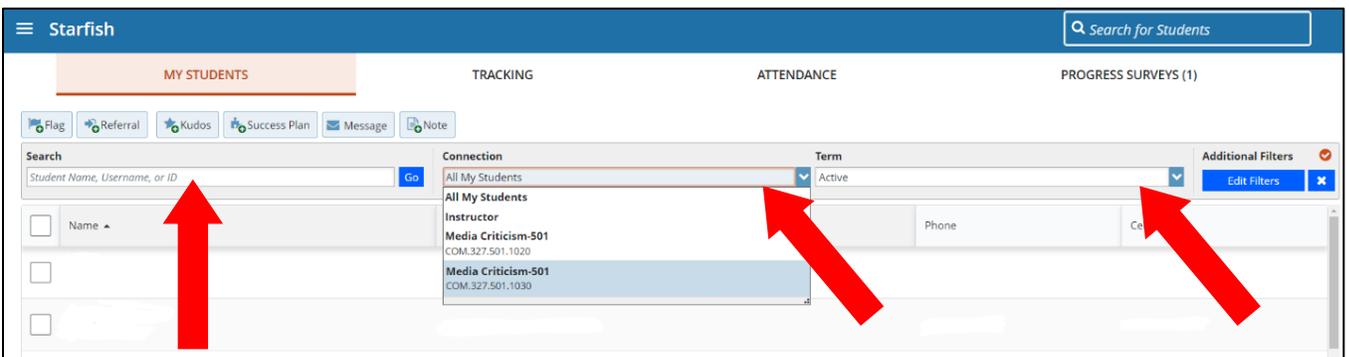


2. Click on the menu options button  in the top-left corner of the screen. Select ‘Students’. Click on the “My Students” tab at the top of the page.



3. You can search and select individual or multiple students at once to send a message to. Find your students in 2 ways:
 - In the “Search” field, type the student’s name or CSU ID number
 - Search for students by your “Connection” – in this case, by individual course section

*NOTE: The “term” field must be set to “Active” or the specific term you are searching for!



4. Check the box next to the students' names you want to send a message to. Then, select "Message".

The screenshot shows a toolbar with buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Prospective Student. Below the toolbar is a search bar with the placeholder text "Student Name, Username, or ID" and a "Go" button. To the right of the search bar are two dropdown menus: "Connection" (set to "All My Students") and "Term" (set to "Active"). A red arrow points to the "Message" button. Below the search and filters is a table with columns for "Name" and "Email". The first two rows of the table have checkboxes in the "Name" column, both of which are checked.

5. Type the Subject and Email message. Then, select "Submit".

The screenshot shows a "Send Message" dialog box. At the top right are buttons for "Never Mind" and "Submit". Below the buttons is an information icon and a message: "Try a Note instead? Messages are always private between you and the student and cannot be shared more widely. Notes can send a notification to the student (or not), be private (or not), and have other benefits." Below this is a form with two required fields: "Subject" and "Email". There is a checkbox labeled "Send copy to yourself" which is currently unchecked. At the bottom left, there is a legend: "* Required fields". At the bottom right, there are buttons for "Never Mind" and "Submit".