

Starfish Guide: Emailing Students via Starfish

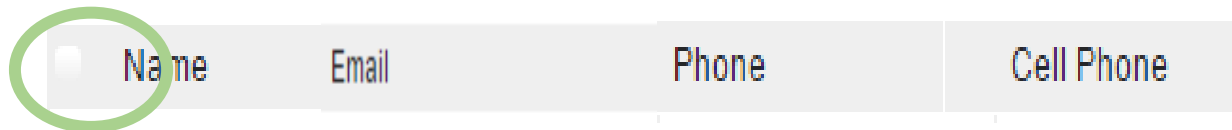


Log into Starfish via MyBSU and select My Students from the Students menu

1. To find one student, search by (full or partial) name or by student ID in the “Name” field
2. To find a group of students or advisees, set the appropriate Term first and then select your Connection to the students

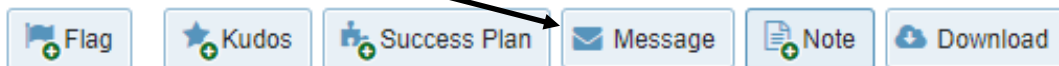
Students to Email	Term to Select	Connection to Select
Advisees	Active or Ongoing	Academic Advisor
All enrolled students to whom you are connected in Starfish	Active	All My Students
Students enrolled in all your courses	Active or a Specific Term	Instructor
Students in a specific class	Active or a Specific Term	Specific Individual Course
Students in a particular program	Active or Ongoing	Program Director

3. Select the check box next to the name(s) of the student you want to email
4. To email all students in your Connection, select the check all checkbox next to the “Name” heading in the student list



This will select all students in your Connection. A total count of selected students is at the bottom left-hand area of the screen.

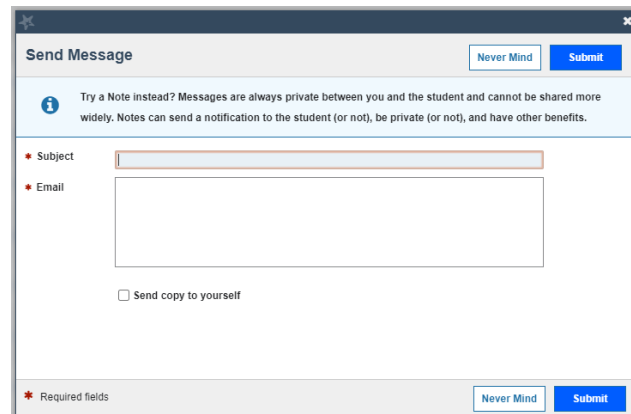
5. Click on the “Message” button at the top of the screen.



6. Write your email as you normally would with a Subject Line and Email Content and then click the Submit button

If you have selected less than 50 students, the system will process your request immediately.

If you have selected 50 or more students, the system processes the selection as a batch action to avoid system performance issues. You will receive a confirmation page asking, “Are you sure about that?” Select Yes, Finish to confirm your selection.



FAQs

- Your email message will come from your BSU-designated email address
- All students will be blind copied (BCC) on the email message and will not be able to see who else it was sent to
- If a student replies to your message, it will go to your BSU-designated email address. You do not need to log in to Starfish to view the response
- A copy of your message will not be placed in your Sent Items folder in your BSU email account. If you want a copy of the email message for your records, check the **Send a copy to yourself** box
- Click Notes on the Student's Starfish page to see the message you sent the student and whether the student has read the message

Created In Term
Active

Type	Subject
Message	Test Message
Message	testing

Open envelope – message has been read
Closed envelope – message had not been read

Click the  next to the envelope icon to see when the message was read

Limitations of Using Starfish to Email Students

- We can send email messages to students through Starfish, but texting students through Starfish is not available
- No attachments can be added to email messages in Starfish
- Use your BSU email to send email attachments to students

Use Starfish to get a list of your students' and advisees' BSU email addresses

- Set the appropriate Term and Connection for the students you want to email
- Click the Download Button (available only to faculty who are also advisors)
- This generates a csv file with students' names and BSU email addresses
- Copy the students' email addresses and paste them in the BCC line of your BSU email to send your email message