

Starfish Guide: Emailing Students

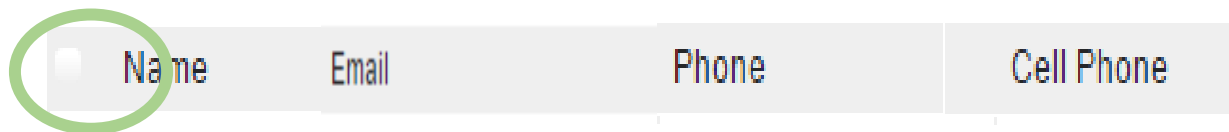


Log into Starfish via MyBSU

1. Select “My Students” from the Students menu
2. Search by (full or partial) name or by student ID in the “Name” field
3. Set the appropriate Connection and Term

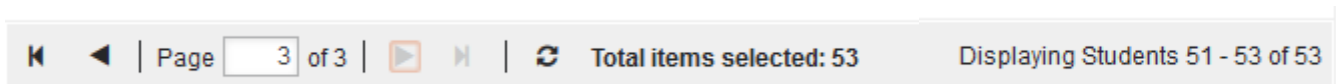
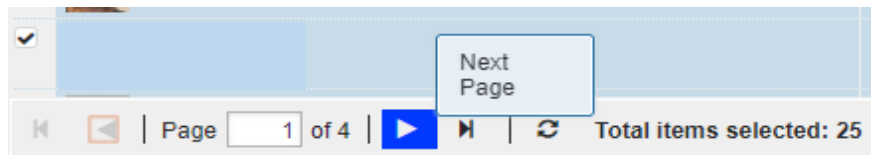
Connection	Term to Select
All My Students	Active or a Specific Term
Academic Advisor	Active or Ongoing
Instructor (list of all students in all classes)	Active or a Specific Term
Individual Course (students in just one course)	Active or a Specific Term
Program Director	Active or Ongoing

4. Your list of students should show only students that match your selected Connection.
5. Select the check box next to the name(s) of the student you want to email.
6. To email all students in your Connection, select the check all checkbox next to the “Name” heading in the student list

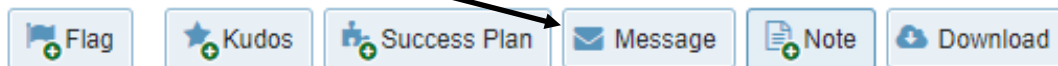


This will select all students on this page (25 students), a total count of selected students is at the bottom of the screen.

7. Click the Next Page button and continue to select all students on each page.



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



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

Send Message

Never Mind Submit

An email or text message will be sent depending on the student's email notification preferences. If many recipients will receive the message via text messaging you may want to enter a shorter text version below.

* Subject

* Email

Send copy to yourself

* Required fields

Never Mind Submit

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.

Limitations of Using Starfish to Email Students

- BSU can only send email messages to students through Starfish.
- Texting students through Starfish is not available.
- It is recommended to select 200 students or less at a time. If you have more than 200 students to message, send the message more than once to groups of 200 students.
- No attachments can be added to message content at this time.
- It's easier to use your BSU email to email many student or to include attachments

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

- Set the appropriate Connection and Term
- 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.