

Mass Email Option

1. Once in Starfish, click on the My Students or the Tracking tab.
2. Make sure you have the correct connection selected to the type of student and the role you share with them.
3. Check the box next to each student's name you want to email.
4. Then click the Send Message button at the top of the page.
5. Please note that you cannot customize the email so that each student's name or identifying information is in the email, however you can send yourself a copy of each email by clicking the "Send Copy to Me" button at the bottom of the email template.

Send Message [X]

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

Nevermind Submit