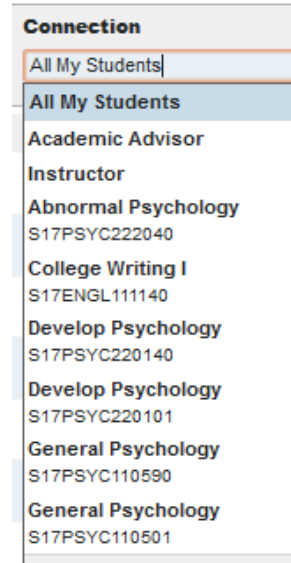


Starfish Guide: Mass-Messaging Students

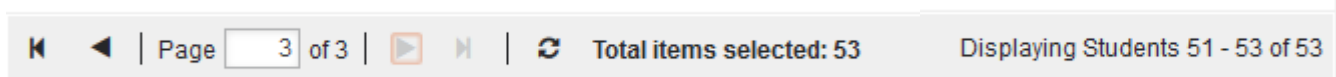


Log into Starfish via MyNTC

1. Select "Students" at the top of the screen
2. Click on the "My Students" tab
3. Select the "Connection" you have with the students
 - All My Students: Shows a combined list of advisees, students from your courses and all students in your assigned school
 - Academic Advisor: Generates a list of your advisees
 - Instructor: Shows a combined list of all students from all of your courses for the current term
 - Individual Course Name: Displays course roster for individual course
4. Your list of students should show only students that match your selected Connection.
5. Select the check all checkbox next to the "Name" heading in the student list

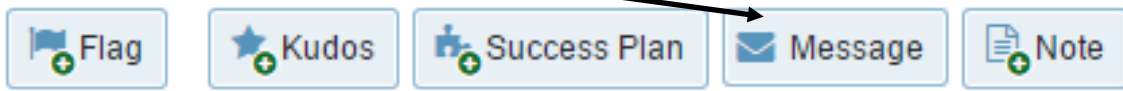


- This will select all students on this page (25 students), a total count of selected students is at the bottom of the screen
- Continue to select all students on each page.



Note: it is recommended to select 200 students or less at a time. If you have more than 200 students to message, it is recommended to send the message more than once to groups of 200 students.

- 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.

A screenshot of the "Send Message" form in Starfish. The form has a title bar with a star icon and a close button. Below the title bar are "Never Mind" and "Submit" buttons. The main content area contains a message about email vs. text delivery, followed by "Subject" and "Email" fields with red asterisks indicating they are required. There is a "Send copy to yourself" checkbox. At the bottom, there is a "Required fields" label with a red asterisk and another set of "Never Mind" and "Submit" buttons.

Note: NTC can only send email messages to students. Texting students through Starfish is not available.

- **FAQ**

- ✓ Your email message will come from your NTC-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 NTC-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 NTC email account. If you want a copy of the email message for your records, check the **Send a copy to yourself** box.
- ✓ No attachments can be added to message content at this time.