


Add Message

1	Click  Starfish in the upper-left hand corner.
2	Select STUDENTS and then MY STUDENTS .
3	Type the name of the student in the SEARCH box & select the CONNECTION and TERM .
4	Click on the student's name.
5	Select the ADD MESSAGE icon.
6	Type subject in the subject line.
7	Write email. You can select to send a copy of the note to yourself.
8	Click SUBMIT .