


View a 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 to open the student's folders.
5	Click on the NOTES tab.
6	Click on the plus sign to the left of any message to read the comments. You will also be able to view whether the student has read the message.