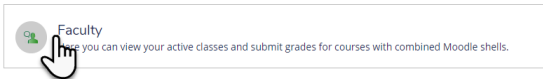


Starfish - Message

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

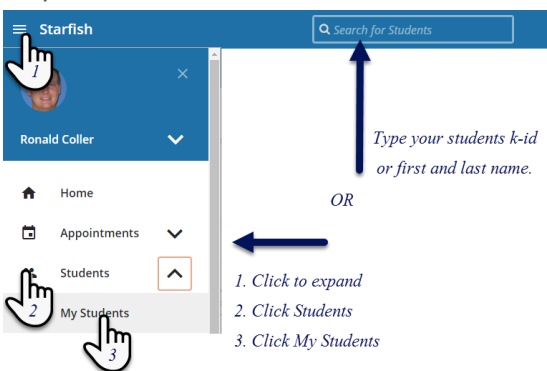
1. Login to the Bruin Portal and click on **Faculty**.



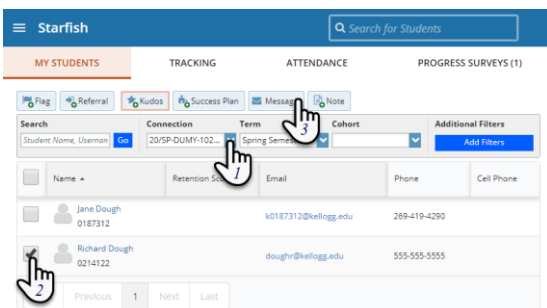
2. Click on **Starfish – Stick with KCC** image.



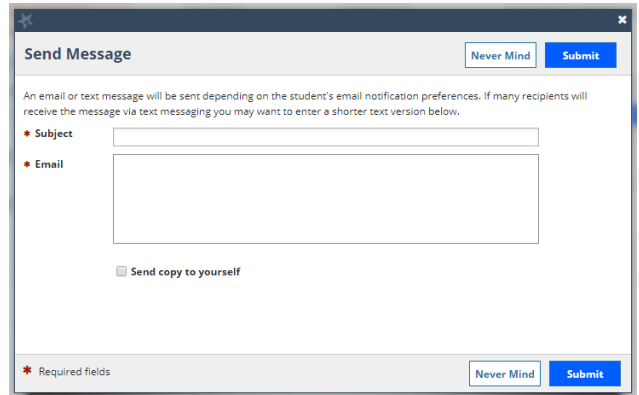
3. Click on the menu icon and select Students, then My Students.



4. Using the **Connection** dropdown menu select the **Course & Section**.
 - Place a check next to the student you wish to and click **Message**.



5. Enter **Subject** of message and **Email** . You will have an option to receive a copy by clicking on the **Send copy to yourself** at the bottom of the page.



Confirmation of submission

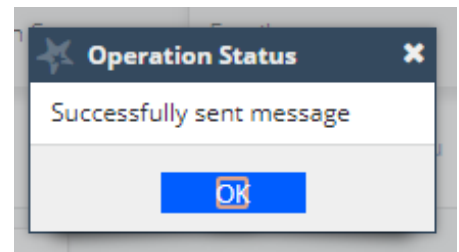



Image of sent message

[BULK] [Starfish] Message from Ronald Coller - Grades Posted

 collerr@kellogg.edu
Today, 8:54 AM
Richard Dough

Reply all | v

Your final grades are posted in the Bruin Portal, please login and click on **Grades**. It was a pleasure to have you in class this semester.

To follow-up on this email, please contact Ronald Coller at collerr@kellogg.edu.