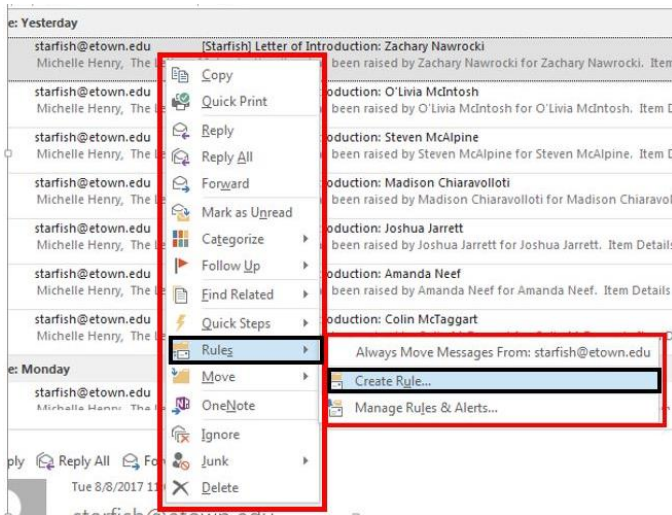# STARFISH SPOTLIGHT
FAQ

1. What should I do if I'm having difficulty with the drop downs in Starfish?

Make sure you are accessing Starfish in Google Chrome or Mozilla Firefox, these engines seem to be the most Starfish friendly. Otherwise, contact starfish@etown.edu or Michelle at x1415.

### 2. How can I send my daily digest emails automatically to a folder in Outlook?

Right click on an email that you would like to be automatically filed, such as a daily digest from starfish@etown.edu, select "Rules" then "Create Rule". Decide if you would like all emails from this email address forwarded to the file or just emails with a certain subject line, then select "move the item to folder:" and select the folder you wish to move this email to (you can create a new folder at this time by selecting "New"). Select "ok".
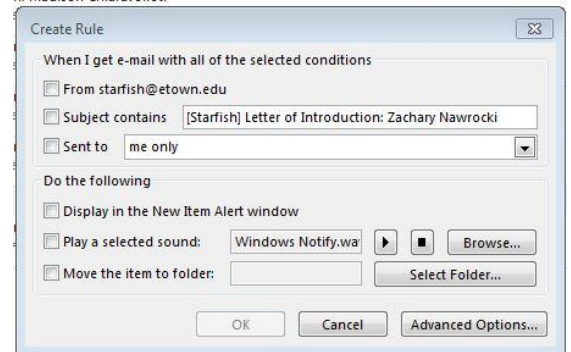
3. How do I know if a student will be able to view this?

A student can view any comments you enter at the time the flag is raised, comments entered at a later date are not visible to the student. Before raising a flag view the list of "Permissions" associated with the flag type. This will assist you to know who will be able to see the flag.
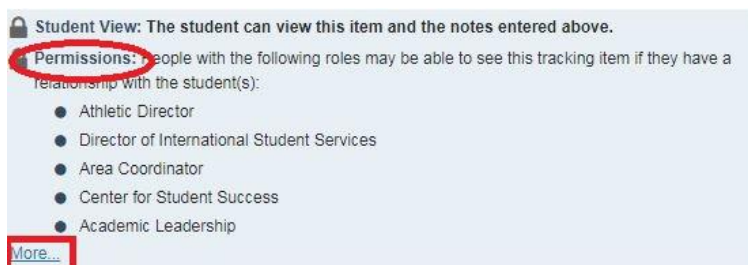
4. Can I batch email my class?

Yes! On the students tab, select the course you would like to email from the "Connections" drop down, then click the small box above all of the names and select "message". Create your message or copy and paste from another document. You may elect to send a copy to yourself as well.