MU CONNECT – Adding an Event or Group Session
Easier than ever to connect with your students

Welcome to MU CONNECT – Adding an Event or Group Session

In this guide, you learn techniques on how to navigate through MU Connect to schedule an Event or Group Session block. The two differ in that the Event must have already happened in order for you to record it into the system, while the Group Session is for the future. Events are most useful when recording a large group, while Group Sessions are used for a smaller number.

1. Go to [http://muconnect.missouri.edu](http://muconnect.missouri.edu)
2. Select your preferred login through your MU PawPrint.
3. To begin, click on the **Appointments** tab on the top left of the screen.
4. You’ll see a row of buttons across the top. For an event, click on **Event**, and for a group session, click on **Group Session**.

Adding an Event

Remember, you can only create an event that happened in the past. In the pop-up box, fill out the information relating to the event under **Details**.

For the **Attendees** tab, you’ll record who was there. It is suggested that you copy and paste the Student ID’s of those that attended.
For the last **Outcomes** tab, add any comments you might have relating to the event. You do not have to fill this out if not necessary!
Hit **Finish** and you’re done!

Adding a Group Session

For a Group Session, you’ll be adding the available times for students to sign up. Fill out all of the details relating to the Group Session. Hit **Submit**, and students will now be able to sign up!

You can also locate the session in your calendar. Hover over the icon next to the Group Session name to pull up additional information. From here, you’re able to **Edit** or **Cancel** the Group Session, as well as add or view any **Participants** that have signed up.

For additional questions, you can reach us at [muconnectsupport@missouri.edu](mailto:muconnectsupport@missouri.edu).
You can find detailed resources at [muconnect.missouri.edu](http://muconnect.missouri.edu).