



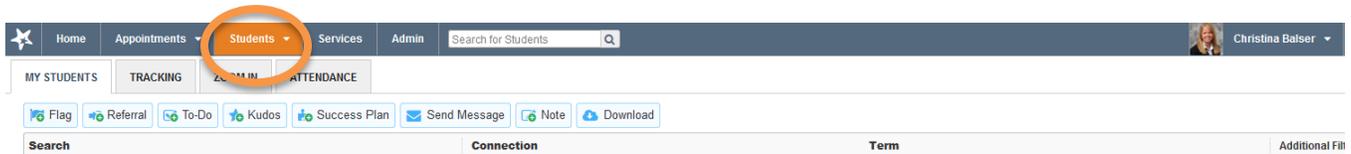
Welcome to MU CONNECT – Advanced Searching for Student Information

This guide will assist you in finding specific student information through the additional filters feature.

• Finding Your Students

There are many reasons why you may want to look up student information, whether it is checking on their course status, if they have any flags or kudos, or if the student simply has any questions about their academic progress.

1. Go to <http://muconnect.missouri.edu>
2. Log in via your preferred method using your PawPrint and password.
3. To get your main student listing, you will select the **Students** tab near the **Top Left** of the screen.



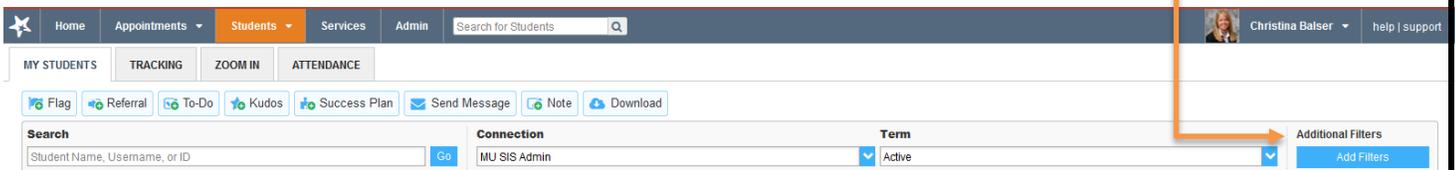
4. Select term and connections to bring up the student relationships that you are looking for.
5. Different roles under connections will bring up various relationships with students as well as all of the options and actions you can perform to find additional information about the student.

• Advanced Search through My Students

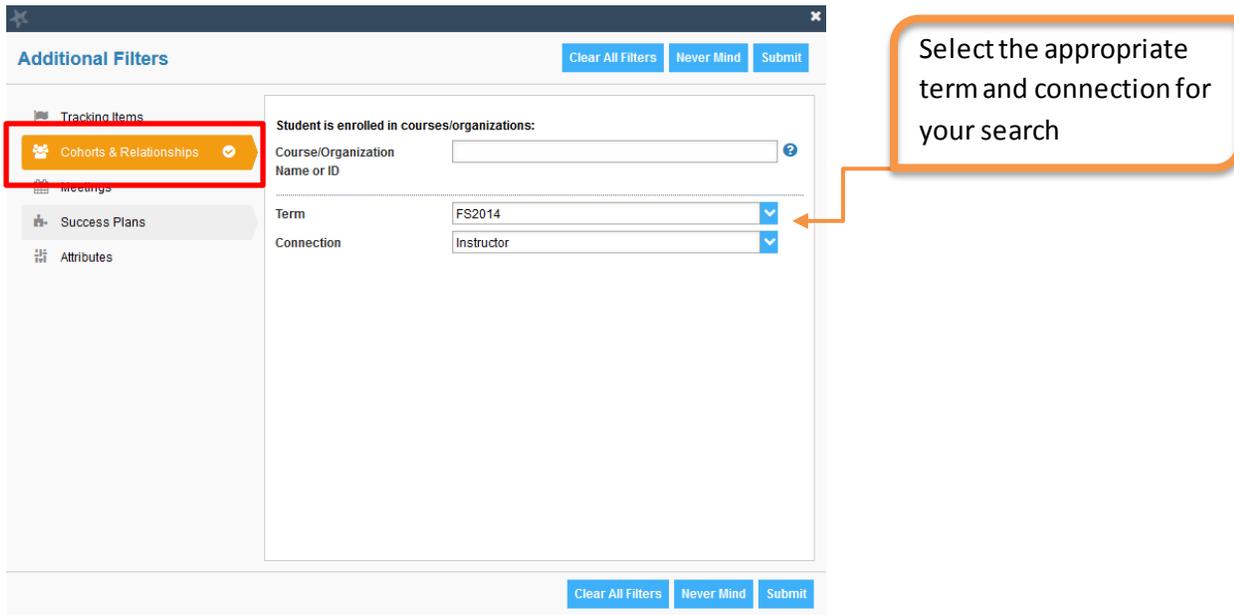
The purpose of advanced search is to find a specific cohort of students within your student listing, whether that is through one-to-one advising, major, unit, or campus wide search criteria.

• Additional Criteria

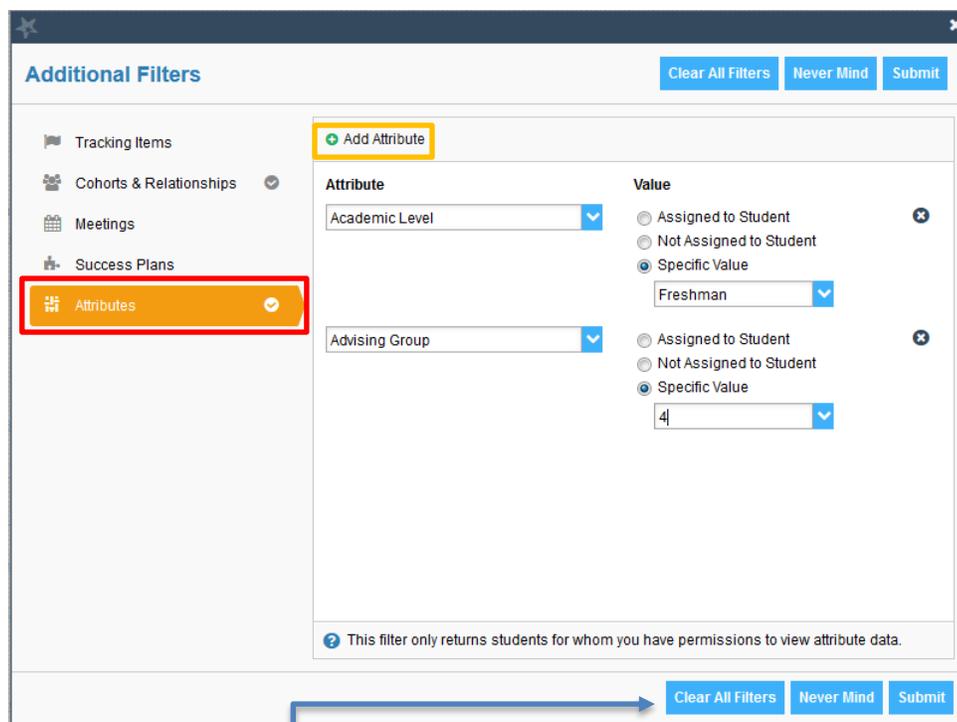
1. To begin an advanced search, select **Additional Filters** on the right hand side of the screen
Note: Remember to clear filters when conducting a new search.



2. Selecting **Additional Criteria** will open a new box to further select student attribute information.



- a. From here, you can select different filters to find students. Some options to narrow your list would be to select selecting a specific term and their connection, tracking items, cohorts, success plans, and many attributes.
3. Within this “Additional Filters” box, you can further narrow your search by clicking on **Attributes** (Attributes defined in *Attribute Worksheet*)
 - a. If you add two or more attributes, it acts as an “and” function. For example, selecting the attribute of “Academic Level,”- Freshman then adding the attribute “Advising Group”- 4 searches for a student that is both a freshman and in advising group 4.



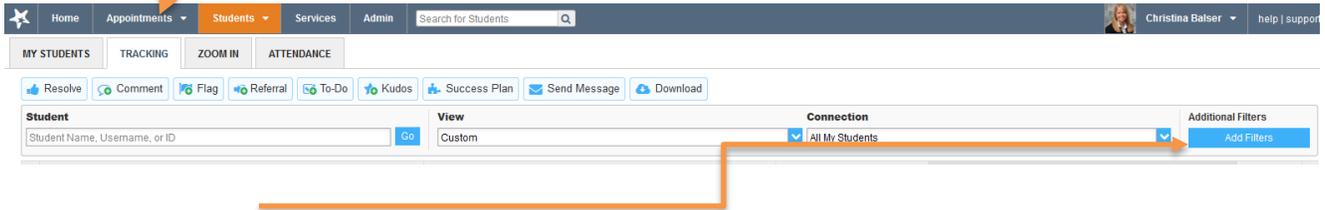
*Note: Selecting “Clear All Filters” will allow you to clear the search criteria and start a brand new search.

- b. Filtering by attributes will enable you to select additional criteria regarding academic levels, holds, expected grad terms, and a wide array of other information.
 - i. Note: You can add as many attributes as you need to find specific subsets of students.

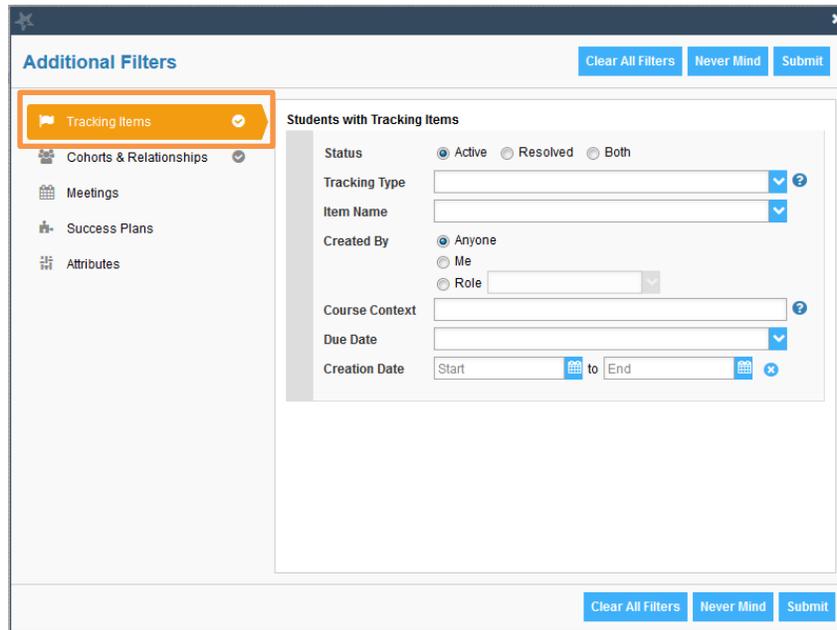
• Advanced Search through Tracking

Access **Tracking** through “Students” and then click on the “Tracking Tab.”

Note: Remember to clear filters when conducting a new search. Also, make sure to establish the term and relationship the student.



Selecting **Additional Filters** in Tracking will automatically be filtering through students who have and/or had a tracking item attached to their student profile. **Note:** This will exclude students that have not had a tracking item attached to their student profile.



- In addition to the tracking items, you can further narrow your search in the same ways as described in the previous section, including the use of Attributes.
- When searching for students with a referral, e.g. for tutoring, you can search for students with a specific course context.

- I. By utilizing the course context, you will only see the students with a referral form that type of class (MATH, ENGLISH, etc.)

• Clearing the Advanced Search Filter

- To do a new search in either the **My Students** or **Tracking** tab, click on the “X” next to “Edit Filters.”
 - This will clear all attributes and filters from previous searches.
 - This allows you to begin a new search with new search criteria.
 - It also brings you back to your main student listing under the selected *Connection*.



MU Connect
University of Missouri

For additional questions...

You can reach us at
muconnectsupport@missouri.edu.

You can find detailed resources at
muconnect.missouri.edu

Last Revised 4/4/2016