MU CONNECT – Navigating and Locating Student Information

Easier than ever to connect with your students

MU Connect
University of Missouri

Welcome to MU CONNECT – Navigating and Locating Student Information

In this guide, you learn techniques on how to navigate through MU Connect to find student information.

Finding Your Students

There are many reasons why you may want to look up student information, whether it is checking on past meeting information or notes, if they have any tracking items, or if you want to get a snap shot of the student's information.

1. Go to **http://muconnect.missouri.edu**
2. Select your preferred login through your MU PawPrint.
3. To get your main student listing, you will select the **Students** tab near the **Top Left** of the screen.
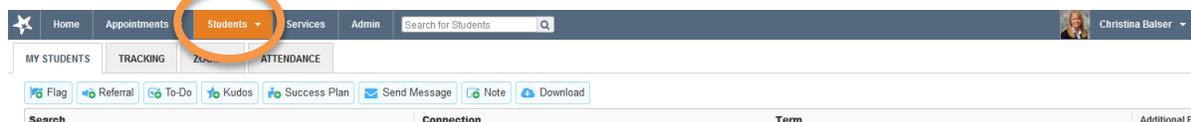
4. This will bring up your main student listing as well as all of the options and actions you can perform in regards to their student profiles.

Navigating Your Student Listings

In your student listing, you will find options for selecting your students. For the purposes of this guide, we will focus on **My Students** and **Tracking**. For instructors and TAs wanting to use the **Zoom In** or **Attendance** features, please view the **Early Alert** guide.

- **My Students Tab**
  In the **My Students** selection, you will have options to locate student information including a direct **Search**, the ability to sort through your **Connections**, and searching for a specific **Term**.
   - **Note:** All three search functions can be used in conjunction; make sure your parameters for selection are accurate.
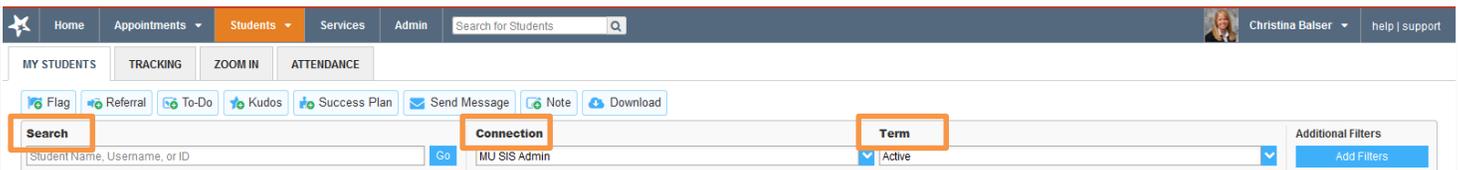
- **Search** feature
  1. If you know the student's first and last name but are not too sure of their connection to you, make sure to set your **Connection** to "All My Students" and select the appropriate **Term** for your search.
  2. In the **Search** box, type in the student's **Last name, First name, or student number** and select **"Go."**
 3. This will populate students that have either the exact information entered or similar information.
     - Example:
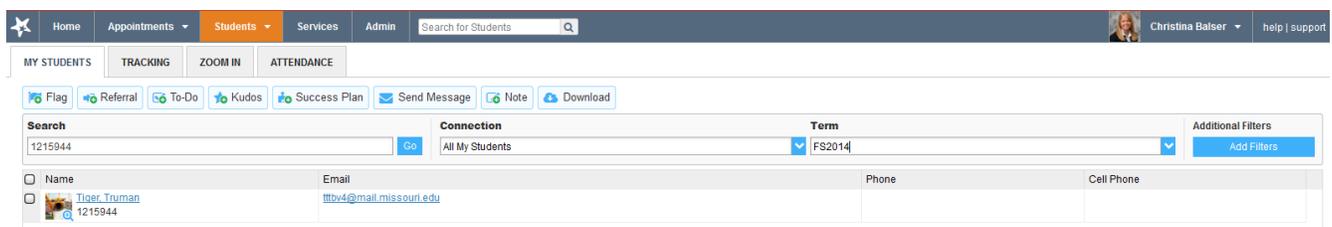
- **Connection** feature
  To view students you have a "connection" to; i.e.: academic advising, courses, all students
 1. This can be used in a number of cases, most likely to view your one-to-one students, students in your academic major or unit, students on campus, or students in your classes if you are an instructor.
  2. Select the **Level of Connection** for students you would like to view and MU Connect will automatically populate a list.
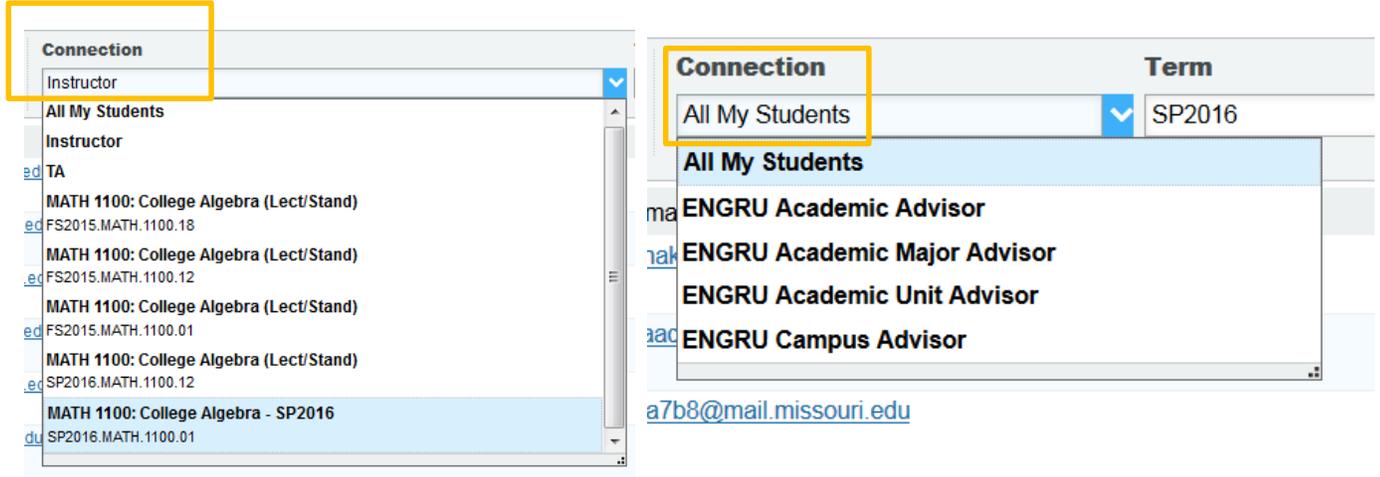
Note: The example on the left shows <u>Connections</u> for an **Instructor**. The example on the right shows <u>Connections</u> for an **Advisor**.

- **Term** function
  o You can utilize this if you want to view students from **All** of your terms or you can select a specific semester
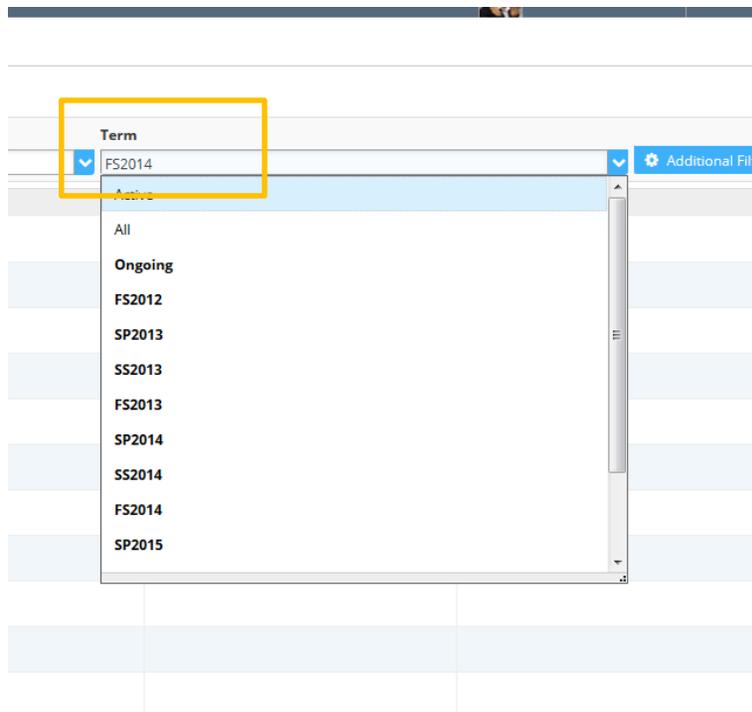
- In any populated listing, you can select any student by clicking on their hyperlinked name and it will bring up their student folder.

• Using the Tracking Tab

Utilizing the **Tracking** tab can provide you a list of students who have a tracking item raised on their account, which can be a **Flag**, **Referral**, **Kudos**, or **To-Do**.

- o Note: Students will only populate under this list if they have a tracking item in their student folder

The layout for the **Tracking** tab is slightly different than the **My Students** feature, as seen below:

- The most noticeable difference is the **View** option which provides options on tracking item parameters, as the graphic below illustrates:

- o The **Connection** tab will provide the same function as it did in the **My Students** tab.

- After determining your Tracking Item parameters, those students who fall under that search will populate.
  - o Additionally, it will state in the middle column what tracking items are tied to their student folder.

- Next to these tracking items will be a **Flag**, **Star**, **Arrow,** or **Check** that denotes if the tracking item is a **Flag**, **Kudo**, **Referral**, or **To-Do** (respectively)**.**

- These tracking items have options, which can be selected by hovering over the drop down menu:

Item Name	Status	Created ▾
🏳 Attendance Concern	Active	Today by Balser, Christina

Truman Tiger
12159944   📁

| SUMMARY | STUDENT INFO |

🏳 **Attendance Concern**
👤 Raised by Balser, Christina (Today)
ℹ MUCONNECT 2000: MUConnect Users
(SS2015.MUCONNECT.2000.02)

ℹ Details   ✏ Edit   💬 Comment   👍 Clear

- Clicking this drop down icon will give you a list of options tied to this tracking item

- You can view the tracking item details, or go directly to the student folder. For other options, please see the Early Alert and Tracking guides.

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For additional questions…

You can reach us at
muconnectsupport@missouri.edu.

You can find detailed resources at
muconnect.missouri.edu

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