Faculty/Staff Getting Started Guide
MU CONNECT

Easier than ever to connect with your students

MU Connect
University of Missouri

Welcome to MU CONNECT

MU CONNECT gives you a convenient way to connect with your students – you can set office hours, schedule times for advising appointments, create referrals, to-dos and plans. MU CONNECT also allows students to schedule appointments with you or with someone else who can help. In addition, MU CONNECT allows advisors to keep notes of their advising sessions that are visible to advisors across campus.

Getting started is easy. MU CONNECT will automatically display all students that you have been assigned. Depending on your role with students, you will have options to create office hours and document meeting/advising session outcomes.

That's it. Simple for you. Empowering for your students.

• Setting Up Your Profile

You can enter information under your 'Institutional Profile' that will allow students to search for and contact you through MU CONNECT. Your contact information is imported from MyZou, and you are able to enter additional information that details your specific interests (e.g. nanoscience, adolescent risk behavior, etc.).

When students conduct a search, the search pulls from your name as well as the biography. For example, if a student is interested in connecting with a faculty member that conducted research in 'Nanoscience'; they could search for 'Nanoscience', and if this text is part of your profile, your name would be part of their search results. The more detailed your profile, the easier it will be for students to contact you.

1. Go to **http://muconnect.missouri.edu**
2. Log in via your preferred method using your PawPrint and password.
3. Click on your name in the top right part of the screen to change your profile.
   - Your name in the upper right hand corner will always take you to your personal folder.
4. Enter your contact information and how you prefer to be reached.
5. Upload your photo to help a student put a face with your name.
   - Select the **Upload Photo** link.
   - Browse for a photo on your desktop (JPEG, GIF, PNG).
   - Click the **Upload Now** button.
6. Complete the **General Overview** and **My Biography** sections so students can learn more about you.
7. Click the **Save** button.

• Setting Your Appointment Preferences

Students are currently using MU CONNECT to schedule appointments.

You can specify the location and duration of your available appointment times. In addition, you can set a scheduling deadline and delegate others who can manage your calendar.

1. Go to **Profile > Appointment Preferences.**
2. Select your **Minimum Appointment Length.**
3. Select your **Scheduling Deadline** - e.g., if appointments must be made by 5 p.m. the day before.
4. Establish **My Locations** so students know where they can meet with you. Add location
5. Delegate **Calendar Managers** - colleagues who can see your calendar and make any edits/deletes.

6. Click the **Save** button.

• Setting Up Office Hour Appointment Blocks

On your first visit, MU CONNECT will walk you through setting up your office hours. Setting up office hours will allow students to schedule with you online and will automatically send you both a reminder message the day of the appointment. It also allows you to view your schedule in three different formats: **Agenda**, **Day**, or **Week**.

If you do not wish to provide online scheduling at this time, click **Dismiss**.

1. Go to **Appointments > Add Office Hours.**
2. Give your block a title such as 'Office Hours' and indicate which day(s) of the week this block occurs.
3. Specify the start and end time for each appointment block.
4. Set the location. You can set up multiple locations by returning to **Profile > Appointment Preferences.**
5. Specify appointment type (**Advising** or **Appointment with Instructor**).
6. Enter any special instructions. You can also specify a **Start/End Date** which allows you to set a date for your office hours to end. Use this feature if your schedule will change after a certain date.
7. You can view your schedule by clicking **Agenda, Day,** or **Week**.
8. Click the **Submit** button.
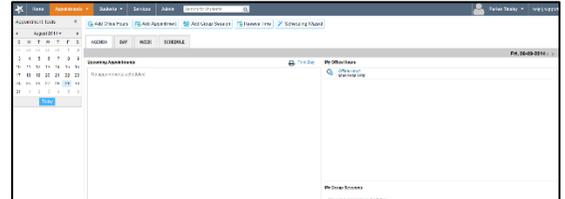
Agenda View

If you have been designated as a calendar manager for others in your area, you can view multiple calendars at one time by looking at the **Schedule View**. You can assign calendar managers under your **Profile > Appointment Preferences.**
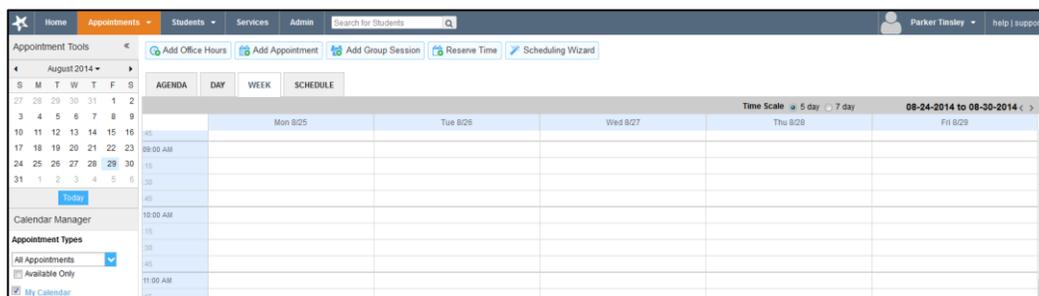
*Sample Schedule as it appears in **Week View.***

• Setting Summary Email Notifications

1. Go to Profile. Then choose **Email Notifications.**
2. Under **Appointments Notifications** and **Tracking Item Notifications**, set your preferences for if/when you want to be notified of appointments.
3. To receive **iCal** attachments, check the boxes to receive an individual email every time there is a new or cancelled appointment.
4. Click the **Save** button

Email notifications tab is to help you set up how you want to be notified of appointments.

• Viewing Your Students List

      1. Click **Students** in the top frame navigation:

    2. Search for a student by…

            • Typing the student's name into the **Search** field.

            • Choosing your **Connection** to them.

• Viewing a Student Folder

    Currently, advisors have full access to student folders and instructors have a limited access to a student folder.

    1. From your Students list, click the hyperlink associated with a student's name. Anywhere you see a student's name as a link it will take you to his or her folder.

    2. From the student's folder, depending on your level of access, you will find information on...

            • Appointments (past/upcoming)

            • Grades (past/current)

            • Notes (you added/shared with you)

            • Tracking history

            •Courses and Networks

    3. From the student folder you will be able to...

            •Add a note.

            • Email a student.

Truman's Student Folder

• Making a Note

MU CONNECT allows you to add notes to a student's folder, keeping their advising history up-to-date. You have two options for recording a note, either by directly recording a note through selecting the student or by recording a note through your calendar. Notes are visible to anyone who has been assigned an advisor role with a particular student.

To add a note from selecting a student:

- • Select your student.
- • After the student 'pop up' appears, select **Add Note. Refer to Screen 1.**
- • You can change the date to the exact date that you met with the student.
- • Please select or type in the **Subject** line.
- • Please add a short description of your session, only adding <u>objective</u> information. Other advisors will have access to your notes as well.
- • You have options at the end to send email copies to yourself or the student.
- • Click **Submit.**

Screen 1

To add a note through your calendar:

Go to your **Appointments.** You can access your students through the **Agenda, Day, or Week** mode. Next to the student's name is a calendar icon:

- • Hover over the calendar icon to populate the student <u>Contact Card</u>. You now have options of recording outcomes, editing the appointment, cancelling the appointment, or viewing the appointment.
- • Choose **Edit.** (Refer to **Screen 2**). You can change the date to the exact date that you met with the student.
- • Please add a short description of your session, only adding objective information. **Refer to Screen 3.**
- • You have an option of adding additional information under **Outcomes** as well.
- • Click **Submit**

Screen 2

Screen 3

- **Viewing Campus Support Resources**

  MU CONNECT contains a catalogue of student services across campus. This catalogue is intended to provide students quick access to faculty, advisors, and centers on campus that will enable their success. All faculty and advisors are loaded into this catalogue so that students can search by topic or name and find the individual they would like to contact. Advising services are divided by college and additional campus services (e.g. Career Services) are also listed.

  In addition, members who are associated with each service appear within the service. If you have added a 'biography' to your profile, this information is also searchable to students. Please keep this in mind, as you may want to include additional information that describes any special interests or areas of study (e.g. Nanoscience, adolescent risk behavior, etc.) that will help students contact you.

  To view this service, click on **Services.**

- **Frequently Asked Questions**

  - *How do I cancel my office hours for one week?*

    Edit and cancel options will be shown when you hover above the 🕐 icon on your dashboard or calendar. When you click on Cancel, select Occurrence to change just the current week's office hours. Students who have appointments during this time will be notified of the cancellation.

  - *How do I get more detail on a student?*

    Anytime you see a student's name as a hyperlink, in an email, on your dashboard or throughout various Web pages, this hyperlink takes you to the student's folder. The student folder contains a) the student's contact information, b) any appointment history with you, c) the grades recorded in the student's online grade book, d) and notes recorded by you or shared with you in MU CONNECT.

  - *How do I change how and when I am emailed by MU CONNECT?*

    MU CONNECT will email you a calendar appointment for each appointment you have. You can change these settings by clicking **Profile**, and navigating to the **Email Notifications** tab.

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

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