Welcome to MU CONNECT – Assign

MU CONNECT gives you a convenient way to keep track of your students – with the ability to assign referrals to your staff member’s areas of expertise you can provide assistance to your students easier than ever.

- How to Use the Assign Feature:
  1. Go to [http://muconnect.missouri.edu](http://muconnect.missouri.edu)
  2. Select your preferred login using your MU PawPrint
  3. Click on Students in the top frame navigation:
  4. Click Tracking
  5. Select your Connection

- Students with “Tutoring Referral” (among other tracking items) will be displayed.
- Note: Using filters can help find students in certain courses, programs, etc.
- Select the student(s) you wish to assign to Learning Center Staff / Faculty
There are two ways to assign a student:
  - Checking the box next to the student’s name and clicking on “Assign”
  - Hovering on the tracking icon next to the Item Name
    - In this case “Tutoring Referral”

Selecting “Assign” in either case will populate the following dialogue box.
Three options are given:
  - Leave the referral unassigned
  - Self-assign
  - Assign referral to another Provider

To assign the referral, select a Provider
  - Enter a comment to the Provider if necessary
• After assigning referral, the Tracking Item will be updated to reflect who the item was assigned to.

• Mary can see the assignment in her dashboard.

• Select the drop-down menu next to “New Referral”
• The following list will populate
• The user can / should select “View Referral Details”
Selecting “View Referral Details” will populate the following dialogue box:

- Users have multiple options in this case:
  - Complete Referral
  - Re-assign Referral to another provider
  - Add Comment to the referral
  - Edit Referral

In this case, “Clear” has been selected.
- Add comments on why referral is being marked as completed
- Close the loop to the role that created the referral
- Click “Submit”
- When submitted, MU Connect will indicate that the item has been resolved.

- Returning to Phil’s view, the user can see that the item has been resolved.
It is the policy of the University of Missouri not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

For additional questions...

You can reach us at muconnectsupport@missouri.edu.

You can find detailed resources at muconnect.missouri.edu

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