

# Faculty/Staff Getting Started Guide

## MU CONNECT- Progress Survey

*Easier than ever to connect with your students*



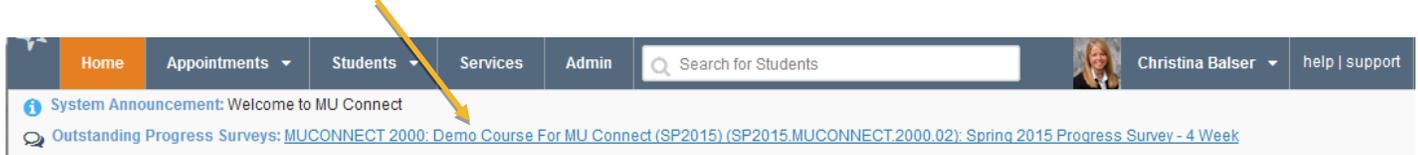
# MU Connect

University of Missouri

### Welcome to MU CONNECT – Progress Survey

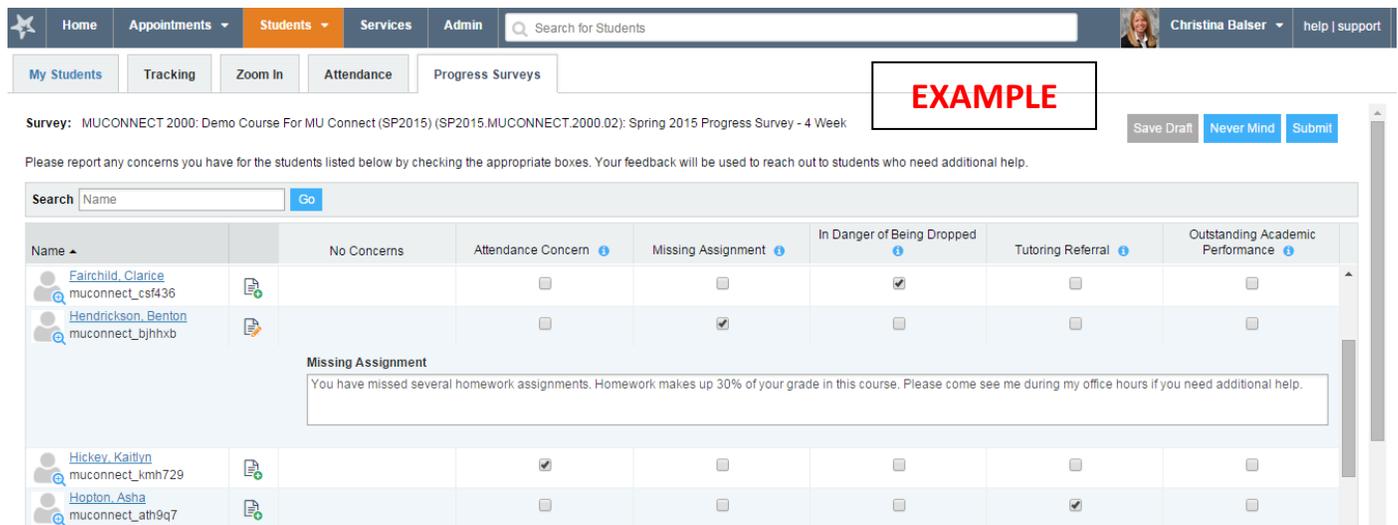
The MU CONNECT **Progress Survey** allows an instructor to send alerts at a specific point in time during the semester related to different aspects of academic performance. Each aspect identified as a concern, referral or kudos will generate its own standardized email, sent on behalf of the instructor, directly to the student.

1. Getting started is easy!
2. Go to <http://muconnect.missouri.edu>.
3. Select your preferred login through your MU PawPrint.
4. After logging into MU Connect and accessing your homepage, you will see progress survey links. Click the **survey link** for the appropriate course.



### How to complete the progress survey

1. For each student on the class roster, check the box for that area that may apply to the student. You can select multiple concerns, referrals, and/or kudos. If no concerns, do not check a box.
2. When you select a tracking item in the survey, a comments box will appear under the students name.
3. Comments are required. Comments should be addressed directly to the student. The comments you include will be emailed to the student.



**If you do not have concerns about a student**, do not check anything, leave the default “No Concerns” checked, no email is sent to the student.

Once you have completed the survey, click **Submit**.

- **If you teach a class with a large number of students** and wish to “filter out” students based on grade thresholds that you can modify easily, you might be interested in using the “Zoom-In” tool instead of filling out a Progress Survey. Instructions for using this tool (instead of the Progress Survey) can be found here: <http://muconnect.missouri.edu/pdfs/early-alert.pdf>

There is a “**Save Draft**” option available that you can use if you do not have time to complete a survey in one sitting.

**Important:** Saved drafts do not get submitted when the survey closes. Instructors must click submit before the survey closes for alerts to be sent to the student(s).

After a survey is submitted it cannot be re-opened. However you can still raise a flag, referral, or kudo at any point in the semester.

If there are no students in the course who need an early alert, you will still need to submit the survey so it is recorded as viewed/completed.



*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)

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