

MU CONNECT- Tracking Items

Easier than ever to connect with your students



MU Connect
University of Missouri

Welcome to MU CONNECT – Tracking Items

MU CONNECT gives you a convenient way to keep track of your students – set a referral, flag, kudo, or to-do when a student needs assistance, ensuring that the people on campus who can intervene are aware.

This guide highlights the steps for using and setting up your profile for tracking items in MU CONNECT:

1. How to Raise Tracking Items
2. Viewing a Student' Folder
3. Setting Up Email Notifications- Tracking Items

How to Raise Tracking Items:

1. Go to <http://muconnect.missouri.edu>
2. Select your preferred login through your MU PawPrint.
3. Click on **Students** in the top frame navigation:
4. Click on **My Students**
5. Search for a student by...
 - Typing the student's name or student number into the **Search** field.
 - Choosing your **Connection** to them.
 - **Additional Filters** for students by attribute information

Name	Email	Phone	Cell Phone
<input type="checkbox"/> Truman, Tiger 12159944	tr2tb@mail.missouri.edu		

6. Once the student search is complete select one or more students
7. Select either **Raise Flag, Refer, Create To-Do, or Add Kudos**.
8. Select the Tracking Item (**Flag, Referral, Kudos, etc.**) for the action you have requested. Default comments are available and designed to direct the student to available resource. You can personalize the message with more information.
 - Select a course if you are an instructor
 - Select Save
 - Tracking Item has now been submitted to student and viewable to all roles tied to the tracking item.
 - Students will receive an email with service details and be able to view your comments in their “My Success Path” when a student logs in to MU CONNECT

(Ie: Tutoring Referral is created and viewable by advisors and instructors. The Learning Center staff view and manage the referral once a student engages in the service.)

Raise Flag for Tiger, Truman [Never Mind] [Save]

* Flag: Attendance Concern

* Course Context: Select a Course...

Comment: Your instructor has indicated that you have not been regularly attending class. Please see your instructor to discuss how you can improve your grade.

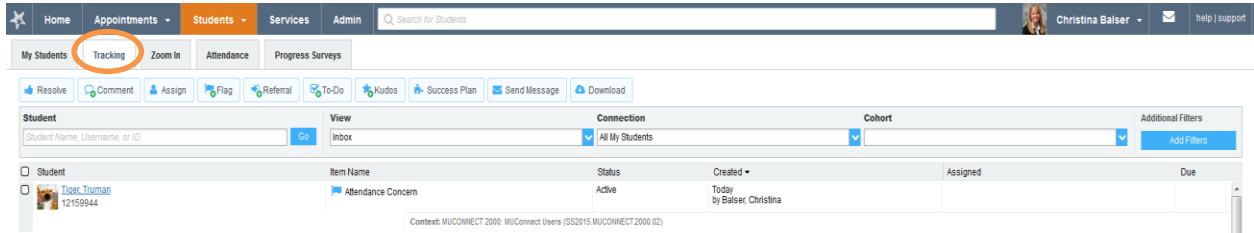
Student View: The student can view this item and the notes entered above.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

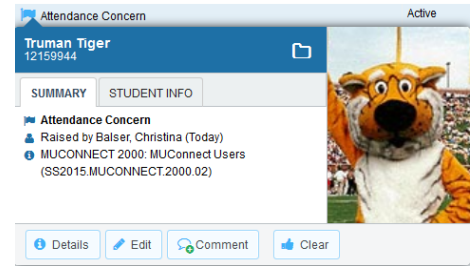
- Student Success Advocate
- ASU Academic Unit Advisor
- AFNRU Academic Advisor
- ASU Academic Advisor
- ASU Academic Major Advisor

[Never Mind] [Save]

- You can view the student's folder and click on the tracking tab to see details about the tracking item you raised and progress on the item.



- To edit a student's tracking record
 - Go to the **Tracking** tab under students.
 - Select the student and hover over the tracking item's icon.
 - You will then be able to select the appropriate action to view, complete/clear, add comment, edit or view the student folder depending on your permissions.
- Once the tracking item has been raised, the roles that have the ability to manage the tracking item can document notes on the tracking item without clearing or completing the item.
- The comments are viewable to roles that have been assigned to view the tracking item under the **Notes** tab in the student folder.
- To resolve/complete the tracking item, the roles assigned to manage will need to clear/complete the item.



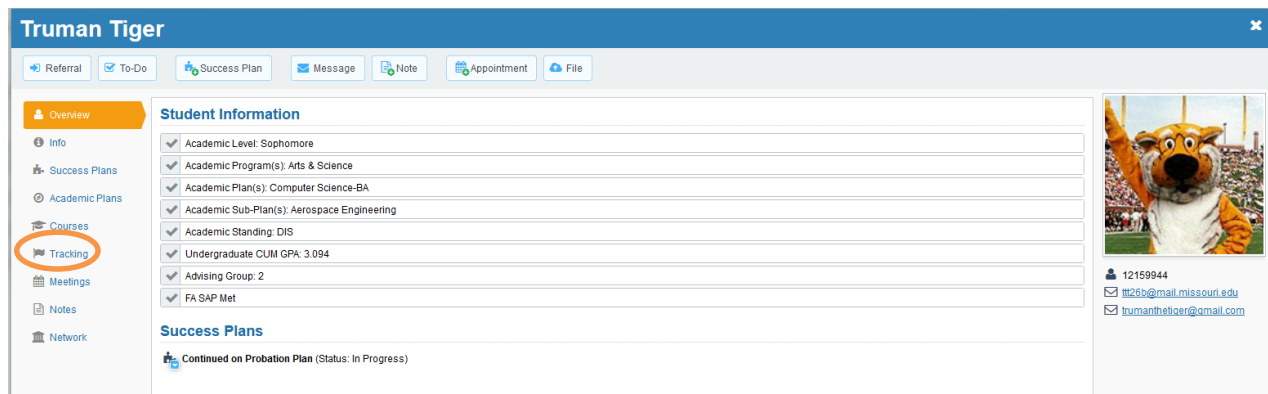
- Viewing a Student Folder:**

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

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.

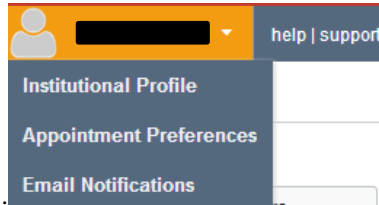
From the student's folder, depending on your level of access, you will find information on...

- Overview
- Courses (enrollments/in progress grades)
- Tracking- Flags and Kudos**
- Meetings (past/upcoming)
- Notes (you added/shared with you)



Setting Up Email Notifications – Summary Email

MU CONNECT will email you a summary of tracking activity (flags, referrals, kudos, to-dos) of your students. You can change the details of when you receive these notifications by clicking your name next to your picture in the upper right hand corner that will take you to your **Profile**, then to the Email **Notifications** tab



Setting Summary Emails

1. Go to **Profile > Email Notifications**.
2. Scroll Down to select how you want to receiving **summary emails notifications**.
3. Chose to receive a Daily or Weekly email summary and time you prefer to receive an email.
 - a. Recommended time to receive email summaries are at 7:00am.
 - b. You can also chose to receive an immediate email whenever an item is raised and/or cleared.
4. Click the **Submit** button.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

- Daily at 7:00 am
- Weekly on Monday at 7:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

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



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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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