Welcome to MU CONNECT – Searching for Students by a Specific Course

In this guide, you will learn how to navigate through MU Connect to find students based on a particular course they are taking or have taken.

Finding Your Students

There are many reasons why you may want to look up students based on a specific course, whether it is to send students reminders about course specifics, or target students to send information about available resources. (i.e. tutoring, help sessions)

1. Go to [http://muconnect.missouri.edu](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. Click on My Students. 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.

Finding a Student by Course

In your student listing, you will find options for selecting your students. For the purposes of this guide, we will focus on the Add Filters feature. For faculty and staff wanting to use search for students another way, please view the Navigating and Locating Student Information guide.

- Add Filters

In the My Students selection, you will have option to search for students using Additional Filters.

1. Click on Add Filters to get started.

2. In the pop-up box, we’re going to use the Cohorts & Relationships tab to find a specific course.
3. Select a **Term** you want to search for. You have the option to choose Active, All or a specific term. For this example, Josh wants to find his students enrolled in Accounting 2010 for Fall 2017.

4. Next choose your **Connection**. This is based on what roles you have within the MU Connect system. For this example, Josh wants all students assigned to his BUSNU Academic Advisor role.

5. Once you check-mark **Section(s)**, you are ready to search for a course.

- **Searching by Section**
  Once you have the specific section you need, you’re ready to search. You’ll need the **Course ID code**, followed by a **period**, followed by the **Course Number**. For example: ACCTC3.2010.
  1. Type in the specific section you need and hit Search.
  2. Click on the course you want. If you can’t see the entire course name, simply hover your mouse over it. This will also give you the professor of the course.
  3. Once you have the course you want, make sure it’s highlighted in blue, then hit the arrow pointing to the right (>). *If you want to select all courses, click on the double arrow (>>)*. The course will move to the opposing box titled **Selected Sections**.
  4. Hit **Submit** and you’re done! In this example, all students that took Accounting 2010 in the Fall 2017 semester under the BUSNU Academic Advisor role will display.
• **Find a Section**

To search for a specific course, you must first know the Course ID that accompanies it. If you don’t know the ID, there are numerous ways to find out!

First, we’ll use myZou.

1. In myZou, you can look through the entire course catalog. Simply click on Main Menu, hover your mouse over Self Service then Class Search / Browse Catalog, then click on Browse Course Catalog.

2. From here, you’re able to see a complete list of all courses offered at Mizzou, as well as their course ID (the abbreviation in all caps).
Or, you can find a student in the MU Connect system that is enrolled in the course you’re trying to find.
1. Click on any students’ folder that is enrolled in the course you’re trying to find.
2. Click on Courses on the left side to bring up any courses the student has previously been enrolled in.
3. Identify the course you’re looking for, and use the course ID for the next step.

In the example, the Course ID you would need is ACCTCY.2010.

For additional questions...
You can reach us at muconnectsupport@missouri.edu.
You can find detailed resources at muconnect.missouri.edu

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