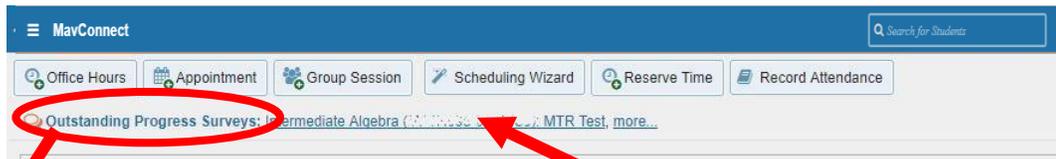


Completing an Early Alert or Mid-Term Report

Login to MavCONNECT



1. Navigate to www.mnsu.edu/mavconnect
2. Click the [Login](#) link on the MavCONNECT homepage.
3. Use your Star ID and password to login.



There will be a notice for any outstanding progress reports on your MavCONNECT home screen.

4. Click the [link](#) for the particular course that you would like to provide feedback for.

- Section numbers can be found by looking at the first two digits following a course number. E.g. Math 098 **01**20183

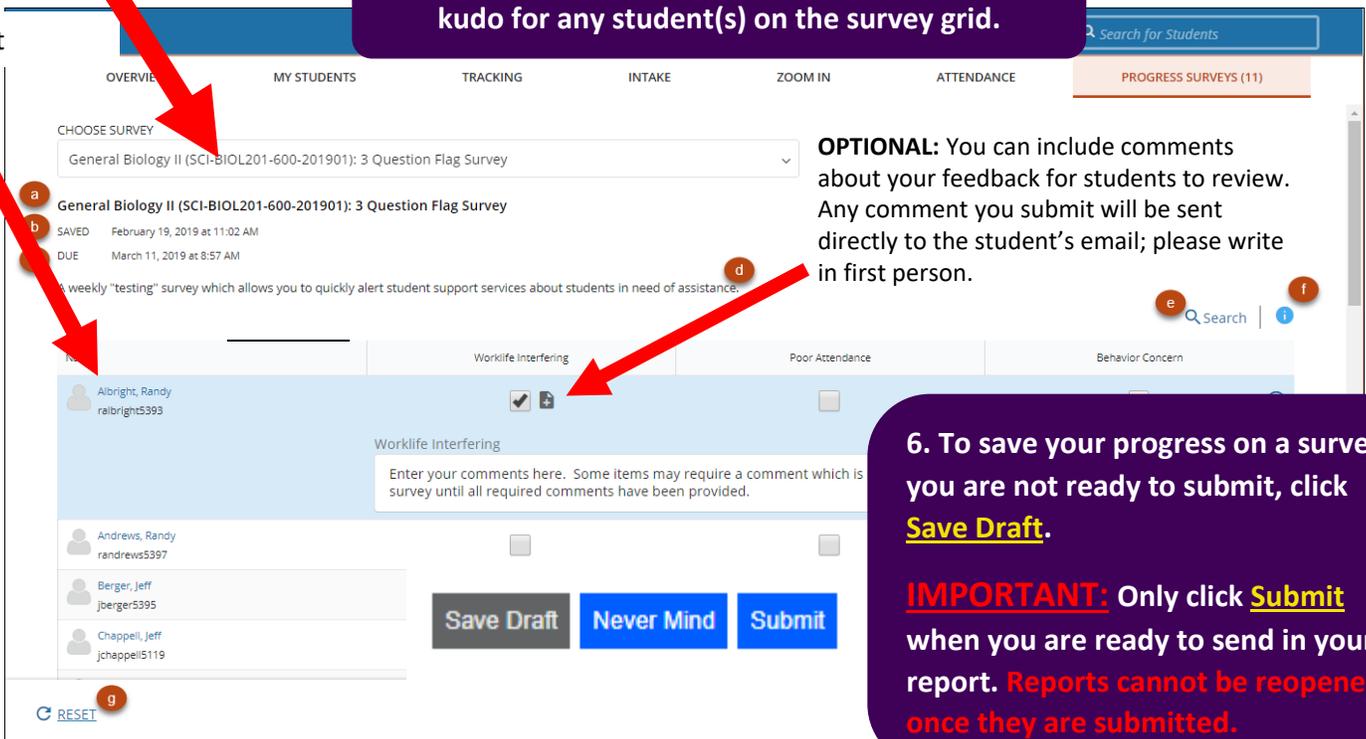
Course section number

Navigation drop down menu to move between surveys

The Survey Screen

5. Simply click a [checkbox](#) to raise a concern or kudo for any student(s) on the survey grid.

Class list



OPTIONAL: You can include comments about your feedback for students to review. Any comment you submit will be sent directly to the student's email; please write in first person.

6. To save your progress on a survey you are not ready to submit, click [Save Draft](#).

IMPORTANT: Only click [Submit](#) when you are ready to send in your report. Reports cannot be reopened once they are submitted.