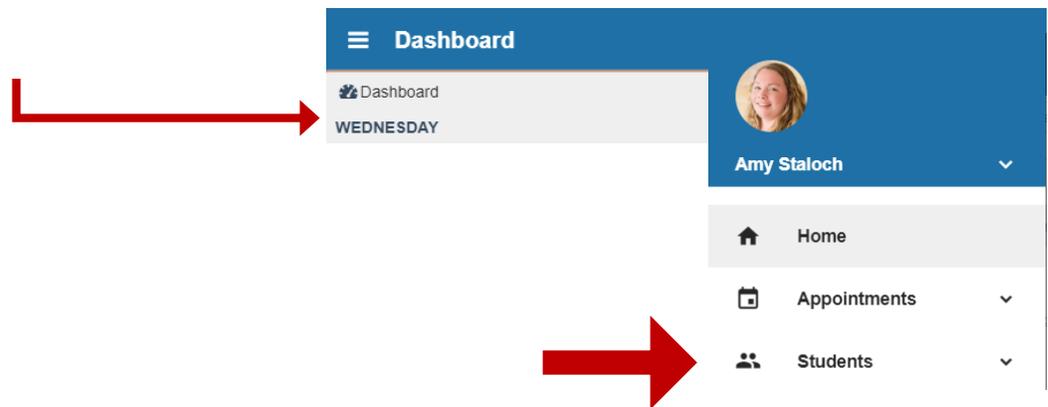
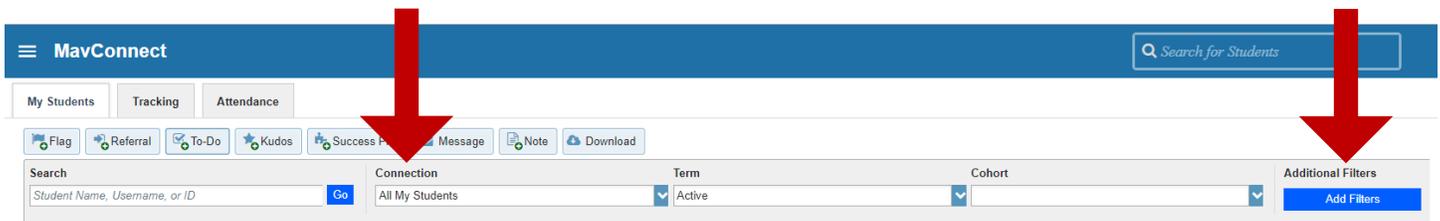


## Filtering in MavCONNECT

1. Log into MavCONNECT.
2. Click on the **Navigation (three lines)** button and choose **Students**.



3. Identify which **connection (role)** you want to use to find the group of students you are looking for and click the **“Edit Filters”** button.



4. Determine the type of filter you want to use and once you've set your filter, click **submit**.
  - **Tracking items:** Allows for filtering on flags/kudos. Can identify certain types of flags/kudos (e.g. in danger of failing).
  - **Cohorts and Relationships:** Allows for filtering based on organizations (e.g. student-athlete) or cohorts (identified groups that are set by MavCONNECT administrator-testing in progress for fall 2018)
  - **Meetings:** Allows for filtering on meetings through MavCONNECT. Can identify certain appointment types to find students that haven't met about certain required topics (e.g. warning)
  - **Success Plans:** Pilot launching soon. More to come
  - **Attributes:** Allows for filtering on student data points pulled in from ISRS (e.g. has immunization hold). Term can be important as well as value of attribute (more details on what attributes values are in MavCONNECT can be found at the end of this handout)

## Example of a filtered list: Currently Registered Advisees

1. Identify role you want to search in (e.g. Assigned Advisor). Go to “Edit Filters” button under Students tab in MavCONNECT.
2. Click on Attribute option and click “Add Attribute”.

Find “Current Term Registered Credits” attribute, list the term you are looking to find this list for, and select a value for the attribute.

The screenshot shows the 'Additional Filters' window in MavCONNECT. On the left, a sidebar lists navigation options: Tracking Items, Cohorts & Relationships, Meetings, Success Plans, and Attributes (which is highlighted). The main area is titled 'Add Attribute' and contains a form with the following fields: 'Attribute' (set to 'Current Term Registered Credits'), 'Term' (set to 'Fall 2018'), and 'Value' (with radio buttons for 'Assigned to Student', 'Not Assigned to Student', and 'Specific Value', where 'Assigned to Student' is selected). At the bottom of the form, a note states: 'This filter only returns students for whom you have permissions to view attribute data.' Buttons for 'Clear All Filters', 'Never Mind', and 'Submit' are located at the top right and bottom right of the window.

This will pull up a list of the students that you are connected to in the role you choose to filter on that are registered for the term you selected.

## FAQs

### **I tried filtering for a list of my students, but I didn't get any results. What happened?**

It could be how you built your filter (check the value you are using-most of the values are “Assigned to Student” and you can find a full list at the end of this document) or it could be based on your connection/role with the students. Clear out your filter by clicking the “Clear All Filters” button and try again. If you continue to get errors, contact [mavconnect@mnsu.edu](mailto:mavconnect@mnsu.edu) and a system administrator will reach out.

### **I am trying to filter for a list of students, but don't see the term I need in the attribute drop down.**

Contact [mavconnect@mnsu.edu](mailto:mavconnect@mnsu.edu) with the role/connection you are using to try to filter for students. A system administrator may need to adjust your role to help you filter accurately.