How to Find Outreach Comments for Tracking Items in MavCONNECT

On the Student/My Students Tab:

 From your MavCONNECT home page, select <u>Students or My Students</u> from the three-line drop down. Then select the Tracking tab.

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2. Under the View drop down, choose the "Created by Me" option to find your assigned tracking items.

	MY STUDENTS	TRACKING			
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3. Find the student/tracking item you want to review and hover over the tracking item icon to access outreach comments through the "Details" button.

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4. Click on "Details" to open the student's folder/tracking item information.

Joe Scho	lar	
🍽 Flag 🔹 Refer	ral 🗹 To-Do 🖈 Kudos 📩 Success Plan 🔤 Message 💽 Note 📸 App	pointment G File
 Overview Success Plans Courses Tracking Meetings Notes Network 	View: Inbox Status: O Active O Resolved O Both Hem Name Item Name Concern Keep Up the Good Work Keep Up the Good Work Keep Up the Good Work Keep Up the Good Work Keep Up the Good Work	Best Practice Tip: Adjust your view of the tracking items within a student's folder to see both statuses. We will only be following up on Active tracking items; however, seeing all items you have submitted can be a good way to strategize ways to support the student going
	You can click the plus sign to view comments and outreach progress. If you do not see notes and/or have additional concerns for any of your students, please reach out to <u>mavconnect@mnsu.edu</u> and a system administrator will follow up with you.	lorward.

On the <u>Student Folder Tracking tab</u>:

1. From your Home Screen, you can search for the student using their StarID/Tech ID (preferred) or their first and last name.



2. Click on the student's information that appears from the search box.

Q scholar	
Scholar, Joe joe.scholar.8@mnsu.edu 14556293	*
Scholar, Joe joe.scholar@mnsu.edu 00023565	

3. This will open the student's folder. Find the Tracking tab to view tracking items.

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Overview Success Plans Cowrees	View: Inbox Status: O Active O Resolved Both Cr	Best Practice Tip: Adjust your view of the tracking items with a student's folder to see both
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reach out to mavconnect@mnsu.edu and a system

administrator will follow up with you.