

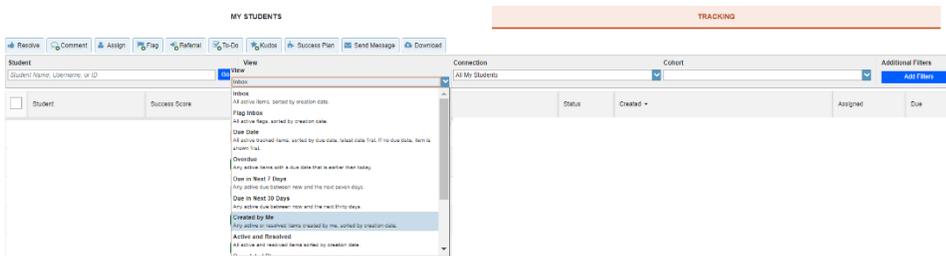
How to Find Outreach Comments for Tracking Items in MavCONNECT

On the Student/My Students Tab:

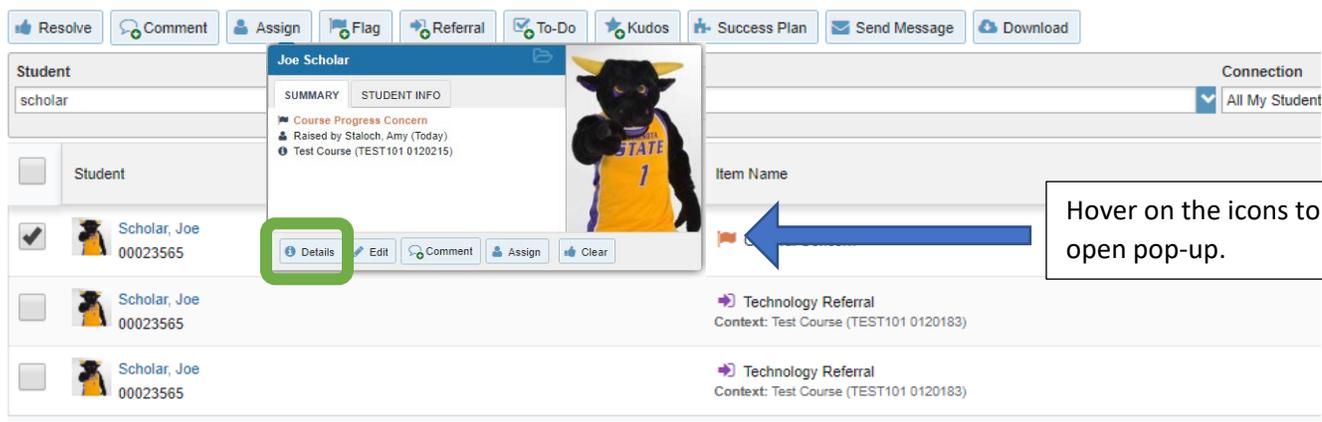
1. From your MavCONNECT home page, select **Students or My Students** from the three-line drop down. Then select the Tracking tab.



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



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.



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

Joe Scholar

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview Success Plans Courses **Tracking** Meetings Notes Network

View: Inbox Status: Active Resolved Both

Item Name	Status
General Concern	Active
Keep Up the Good Work	Resolved
Keep Up the Good Work	Resolved
Attendance Concern	Resolved
Keep Up the Good Work	Resolved

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 mavconnect@mnsu.edu and a system administrator will follow up with you.

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 forward.

On the Student Folder Tracking tab:

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.

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

Joe Scholar

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Overview

Success Plans

Courses

Tracking

Notes

Network

View: Inbox

Status: Active Resolved Both

Item Name

General Concern

Keep Up the Good Work

Keep Up the Good Work

Attendance Concern

Keep Up the Good Work

Status

Active

Resolved

Resolved

Resolved

Resolved

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