Module 1: Using MAP-Works to Understand Individual Students

Module Description: In this hands-on Module, new Direct-Connect users will work inside MAP-Works to learn about the screens and dashboards related to working with Individual Students. Additionally, an introduction to the types of Activity (Notes, Contacts, Referrals, Student Tasks) will be offered.

Main Concepts:

•   Understanding 5 Basic Individual Student Views
•   Differentiating between Activity Types

Log-In Information for North State University

•   URL: http://demo.map-works.com
•   Login: _____
•   Password: 1012014

For this Module, you will log in as:_____

Student #1: _____

Task 1: Is this student at risk? _____

Task 2: What's new? _____

Student #1 is coming for an advising appointment and you want to talk about the most recent information. Where would you look to get an update?

     Hint: The Talking Points page is chronological.

     Step by Step:
1. At the Home Page, find the "Student Search" in the upper right hand side
2. Type in student's name and click Enter
3. The default page is "Talking Points"
4. Look for "MAP-Works Risk Indicator"
5. Check the top of each list ("Weaknesses" and "Strengths") to find the item with the most current date

Student #2: _____

Task 3: Why might Student #2 want to meet? _____

Task 4: Who else might help? _____

Your second appointment is a walk-in student – you do not know the student personally. You'd like a heads up:

     Task 3 Hints:
- Talking Points
- Survey/Dashboard
- Check to see if you are looking at the most recent survey

     Task 3 Step by Step:
1. At the Home Page, find the "Student Search" in the upper right hand side
2. Type in student's name and select the student
3. The default page is "Talking Points" or whatever screen you last visited. Look there for issues
4. Also, locate and click on the "Survey/Dashboard" tab
5. Change the Select Survey drop-down to: "MAP-Works: Fall Check-Up"
6. Look at the pattern of reds

     Task 4 Hint: "About the Student"

     Task 4 Step by Step:
1. From student's individual student page, click on "About the Student"
2. At the bottom right is a box called "Direct-Connect Faculty/Staff"
3. Look at the people connected to student to find other Direct-Connects you might want to follow-up with regarding the student

Student #3: _____

Task 5: Who has had the most recent interaction with Student #3? What was the interaction about?

You have a message regarding a student. Before you return the call, you want to know who has logged activity with the student recently, what type of activity they have been engaged in, and why.

> **Hint:** Talking Points shows select activity, and the Activity tab shows the full activity

> **Step by Step:**
> 1.   From Student #3's individual student page, click on the "Activity" tab
> 2.   Click on All Activities on the left and look for the item at the top of the list

My Notes: