Module 3: New Users - Prioritizing Student Interventions in MAP-Works

Log-In Information for North State University
- URL: http://demo.map-works.com
- Login: _____
- Password: 1012014

For this set of exercises, you will log in as: _____

Three Concepts:
- Using the High Priority Student List
- Identifying Intent to Leave
- Reviewing Non-Respondents

Tasks 1 & 2: How many students are on the High Priority list: _____

Who is the first student on the High Priority list? _____

The Fall Check-Up Survey is now available to students and you want to begin to reach out to students who are having difficulty. Where would you go to view the students that need to be intervened with first?

> **Hints:** The Home Page contains useful information to get you started in MAP-Works. The High Priority list of students is not in rank order. All students on the High Priority list are considered to be in need of outreach.

> **Step by Step:**
> 1. On the Home Page, find the "High Priority Students" in the left portion of the screen
> 2. Hover over "Interaction Contacts" to see the drop-down list and better understand the definition of a High Priority Student
> 3. Click on "View Students" to be taken to the list of High Priority Students on the Talking Points page

> **Additional Task:** Send an e-mail to a student on the High Priority list asking him/her to set up a time to talk with you.

> **Step by Step:**
> 1. Choose student's name on the High Priority List and go to the drop-down menu next to his/her name, then select "send e-mail" from menu
> 2. Type your e-mail message in the space provide and click "send"

Task 3: How many High Priority Students have indicated an Intent to Leave? _____

> **Step by Step:**
> 1. Hover over "Intent to Leave" to see a brief explanation of this term
> 2. Click on the "Intent to Leave" heading to sort the list of High Priority Students by their most recent Intent to Leave

Task 4: How many of the students have not yet responded to the Fall Check-Up Survey? _____

Task 5: Who is the first student on the Fall Check-Up Survey Non-Respondent list? _____

You know that it is important for students to respond to the MAP-Works Surveys. Therefore, you want to monitor the response rate for your students and encourage those who haven't responded to complete the survey soon.

Hints:
- On the Home Page, note the current survey that is open and the date when it closes
- Scroll down to the lower right portion of the Home Page to see the data when the survey launched and also compare your students' response rate to that of all students who were invited to take the survey

Step by Step:
1. On the Home Page, find the "Non-Respondents" in the upper portion of the screen
2. Click on "View Students" to be taken to the list of Non-Respondents on the Student Tracking Screen

My Notes: