Academic Update Procedures

Fall 2013

Faculty are asked to complete Academic Updates through MAP-Works during the 5th week of class for all students in all their courses. The updates should be entered beginning September 23, 2013. The procedure for entering Academic Updates through MAP-Works is as follows:

1. https://mnstate.map-works.com
2. Login using your MNState username and password (email credentials)
3. On your home page click Academic Update Requests on the right side of your screen.
   a. Your courses should be listed with a pull down bar at the top to move between courses.
   b. You will be entering Academic Updates for all of your courses.
4. Select the first course and your student list should appear below.

NOTE: only Grade and Absences are viewable by students and only if instructors click on Viewable – please click on Viewable at the top of the list and it will check all students automatically.

5. Enter the following for each of your students:
   a. Failure Risk at this point in time
      i. At the minimum you need to enter your assessment of Failure Risk for each student at this point in time, the student does not have access to this information. We would encourage you to also input the estimated grade for the student and the number of absences for each student. The student will be able to view estimated grade and absences information only when you click on Viewable and we encourage you to allow your students to see your estimated grade at this point in time in the semester.
   b. Estimated Grade
   c. Absences if you record attendance – leave blank if you do not record attendance. “0” means no absences
   d. Option to add additional comments – again students will not see this, only Advisors and Academic Support Center response staff will be able to view the comments and Failure Risk
6. Click Viewable for all students
7. Submit updates
8. Repeat for other courses

Note: ASC staff and Direct connects will follow up with students with High Failure Risks, absences and Comments expressing concerns.

For questions or problems with entering Academic updates please contact Amy Sannes at 477-2442 or amy.sannes@mnstate.edu.