Login information for your own account:

https://mnstate.map-works.com

Login using your MnState username and password (email credentials)

**NOTE:** When faculty log in you will only be able to see students that are connected to you by being a student in your courses or one of your advisees. If you are not able to see information on these students please contact Amy Sannes at amy.sannes@mnstate.edu and she will be able to adjust your access to see all your students.

There are several ways to sort your students and view information. Keep in mind that the survey is only available for first and second year students. Juniors and seniors are loaded into the system but will only have academic update information and institution specific information.

To find group information for a specific class or group (advisees, Dragon Success)

1. Click All Students on top bar
   a. The information will be for all students you are connected with as an instructor or advisor.
2. Check the appropriate Survey Cohort on the left bar
   a. Typically first-year
   b. Note: only first year and sophomores will have taken the survey
3. Click on Create Filter – blue button in the main screen
4. Click on Global Filter
5. Under Filter options – you have many choices – for setting up groups follow below:
   a. Click on Groups/Lists/Risk/Active
   b. Select appropriate groups
      i. For courses scroll down to Choose a Course Section
         1. On the left there will be a selection of courses find your course name
         2. Click on the + symbol and it will open the different sections
         3. Click on your section by putting an check in the box
   c. Once you have selected a filter you must do the following:
i. Click on Add to Filter
ii. On the yellow bar where it says Creating: “new filter” you need to name the group whatever you want (Amy’s Dragon Success class, MW English, Denise’s advisees, etc.) or it will be called New Filter—
iii. Click Save and Apply
iv. Now it will show the number of students in this group at the top.

6. At this point there are many options for you depending on what you want to do:
   a. View students in this group
      i. Click on View these students on the yellow bar
         1. You will be able to see the risk factor of each student in this group and whether they have taken the survey
         2. When you click on the Action pull down you can see that you can send this entire group an email, or send them a task, etc. To send to all you would need to click on the box on the blue bar.
            a. Or you can send to selected students by clicking the box by their name – an example would be to click on all students with a blue ? by their name (non-responders to the survey and ask them to take the survey). You could do this as an email or a student task. The task will direct them to MAP-Works and the email will be a direct email from your MnState email.
      ii. Click on Survey Snapshot on the left navigation bar and you will get aggregate data for the students in this group who took the survey.
         1. As you scroll through this information you will see how your students answered the questions on the survey.
            a. If you want see how each student answered you can click on the “n” on the right side of the screen and it will show the students.

iii. This information will be helpful in designing course assignments or creating workshops for groups of students.

Note: There are many ways to set up groups and filter information. Please contact Amy Sannes if you need more clarification or would like individual assistance. 218-477-2442, Flora Frick 154, Amy.sannes@mnstate.edu