

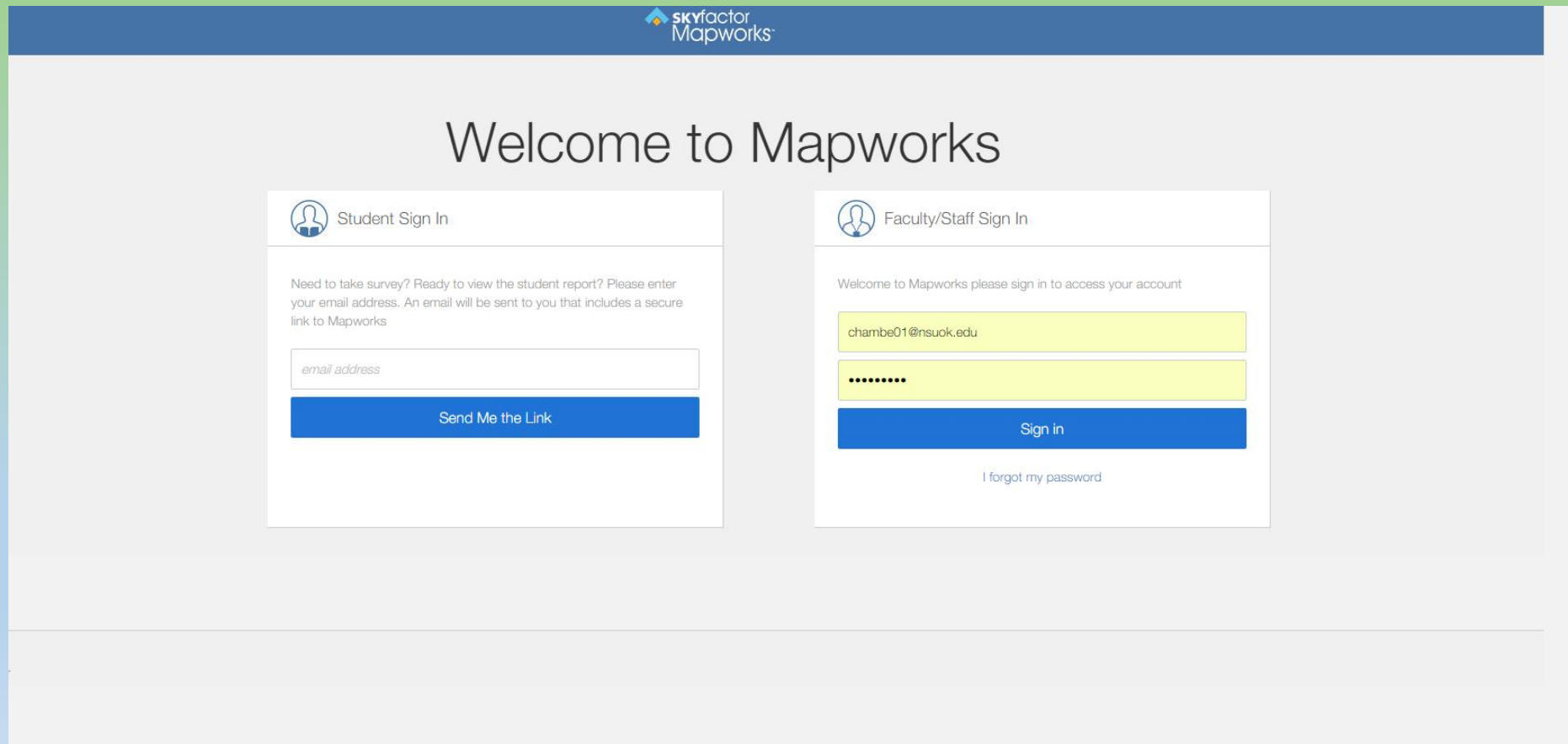
MAP-Works Advisor Training

Student Academic Success Center

Shannon Chambers

Northeastern State University

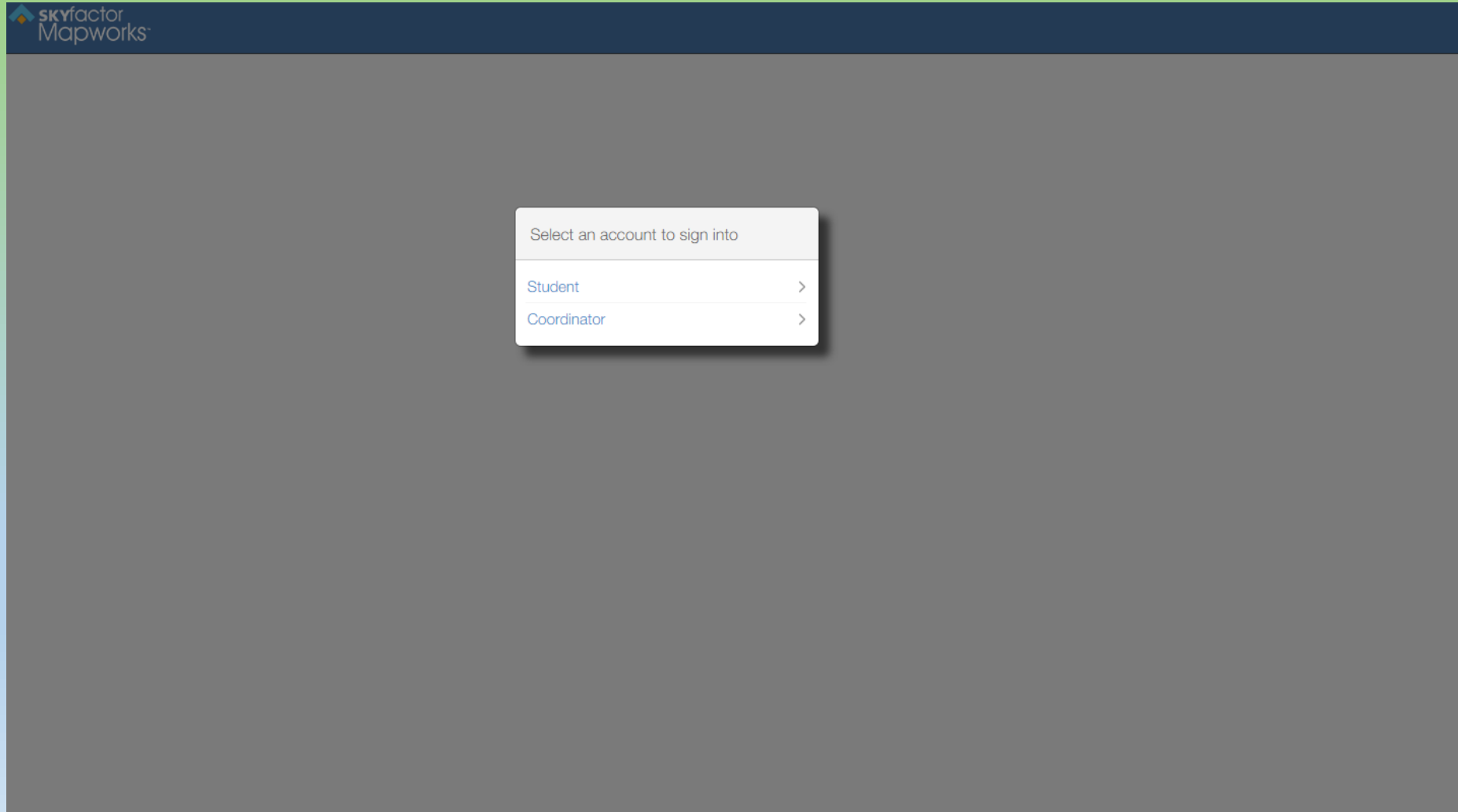
You can access the Mapworks site from both goNSU and Blackboard. Once you click on our links to the Mapworks site, this is what you will see. You will need to log in using your entire email address as your username. You will need to set up your password. You may use your NSU password, so long as you add a special character to it.



The screenshot displays the Mapworks login interface. At the top, there is a blue header with the 'skyfactor Mapworks' logo. Below the header, the main heading reads 'Welcome to Mapworks'. There are two primary sign-in options:

- Student Sign In:** This option includes a user icon, the text 'Student Sign In', and a message: 'Need to take survey? Ready to view the student report? Please enter your email address. An email will be sent to you that includes a secure link to Mapworks'. Below this is a text input field labeled 'email address' and a blue button labeled 'Send Me the Link'.
- Faculty/Staff Sign In:** This option includes a user icon, the text 'Faculty/Staff Sign In', and a message: 'Welcome to Mapworks please sign in to access your account'. Below this are two text input fields: the first contains the email 'chambe01@nsuok.edu' and the second contains a masked password '.....'. A blue button labeled 'Sign in' is positioned below the password field, and a link labeled 'I forgot my password' is located at the bottom of the sign-in box.

Some of you may see this pop- up box, if you are a student as well as work for NSU. Choose the appropriate setting.



Once your log in is complete, you should see this. This is your Mapworks Dashboard.

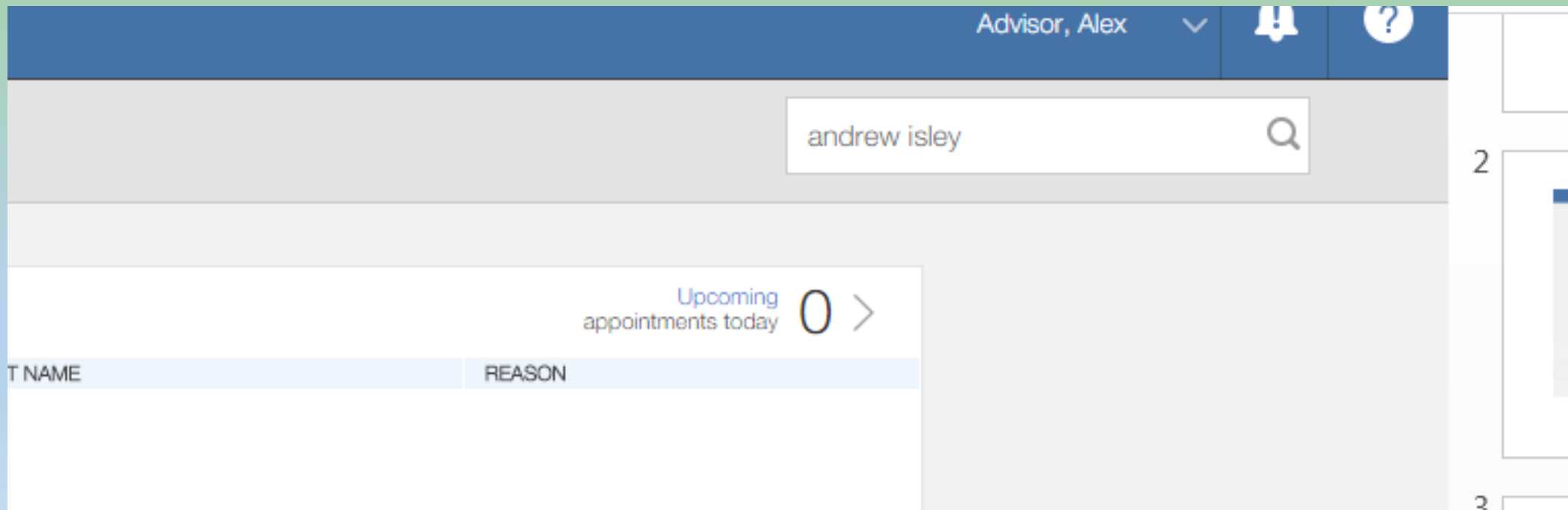
The screenshot displays the North State University Mapworks Dashboard. The top navigation bar includes the university logo, name, and menu items: Dashboard, Reports, Appointments, Search, and Static Lists. On the right, it shows the user's name (Advisor, Alex) and notification icons. A search bar is located below the navigation bar.

The dashboard content is organized into several sections:

- MY STUDENTS:** A donut chart shows the distribution of student statuses: 50% Yellow, 50% Green, 0% RED2, and 0% Red. The total number of students is 6.
- HIGH PRIORITY STUDENTS:** A large '0' indicates that there are no high priority students. A note states: "High priority students need to be contacted".
- TODAY'S AGENDA:** Shows 0 upcoming appointments today. A table header is visible with columns: TIME, STUDENT NAME, and REASON. The message "No upcoming appointments today." is displayed in the center.
- REFERRALS:** Shows 0 Open Referrals RECEIVED and 0 Open Referrals SENT for the current academic year. A table header is visible with columns: DATE, STUDENT NAME, and REASON. The message "There is no Referral" is displayed in the center.

At the bottom of the dashboard, it is noted that the system is "POWERED BY SKYfactor".

To search for a student, simply click inside the search bar and type the student's name you wish to locate. The search bar is located to the top, right side of your screen.



Once your student has been located, your student screen should look like this. From this screen you can not only make referrals but can also log notes on your interactions with your student by adding a “contact”.

The screenshot shows the North State University student dashboard for Alexandra Slattery. The interface includes a top navigation bar with the university logo, navigation tabs (Dashboard, Reports, Appointments, Search, Static Lists), and user information (Advisor, Alex). A search bar is located at the top right. The main content area displays the student's name, ID (20162365N), email (alexandra.slattery.91@...), and phone (555-222-4069). A green circle with the letter 'G' is visible. Below this, there are three summary cards: 'Open Referrals' (0 total referrals), 'Upcoming Appointments' (0), and 'Contacts' (6). At the bottom, there are tabs for 'Talking Points', 'Details', 'Activity Stream', and 'Survey Dashboard'. A section titled 'WEAKNESSES(6)' is partially visible at the bottom, showing a date of 17 AUGUST 2015 and a note: 'Expects to work more than 20 hours a week. Discuss importance of work/study balance and may refer to financial aid office.'

Further down on the student page you will notice tabs. The talking points tab gives suggestions for interactions with the student based on their survey responses.

The screenshot displays a student dashboard with three summary cards at the top: 'Open Referrals' (0), 'Upcoming Appointments' (0), and 'Contacts' (6). Below these is a navigation bar with 'Talking Points' selected, alongside 'Details', 'Activity Stream', and 'Survey Dashboard'. The main content area is divided into two sections: 'WEAKNESSES(6)' and 'STRENGTHS(13)'. Each section contains a table of survey data.

WEAKNESSES(6)	
17 AUGUST 2015	Expects to work more than 20 hours a week. Discuss importance of work/study balance and may refer to financial aid office.
17 AUGUST 2015	Struggling in two or more courses. Strong predictor of poor academic performance. Discuss issues, encourage meeting wi...
17 AUGUST 2015	Expects difficulties paying monthly living expenses. Refer to Financial Aid.

[show all weaknesses at once](#)

STRENGTHS(13)	
17 AUGUST 2015	Reports a strong commitment to major.
17 AUGUST 2015	Low high school GPA. Predictor of academic performance. Monitor academic behaviors and academic performance.
17 AUGUST 2015	Expects to study 15 or more hours a week. Students typically overestimate behaviors and their ability to judge needed stud...

The Activity Stream tab allows you to see all logged contact activity that you have had with this student.

The dashboard features three summary cards at the top:

- Open Referrals:** 0 total referrals. Button: Make a Referral
- Upcoming Appointments:** 0. Button: Book an Appointment
- Contacts:** 6. Button: Log a Contact

Navigation tabs include: Talking Points, Details, **Activity Stream**, and Survey Dashboard.

The Activity Stream section includes a filter dropdown set to "Show All (9)", an "Add New Activity" button, and a checkbox for "SHOW INTERACTION CONTACTS ONLY".

DATE	TYPE
03 NOV 2014	Appointment created by Shay Foley Reason Living environment positive See all + Add Related Activity
30 OCT 2014	Contact created by Rick Grassian Reason Academic skills See all
20 OCT 2014	Contact created by Me Reason Attended meeting / activities See all
19 OCT 2014	Appointment created by Me Reason Registration positive See all + Add Related Activity
15 OCT 2014	Appointment created by Me Reason Registration concern See all + Add Related Activity
13 OCT 2014	Contact created by Me

From the Survey Dashboard tab you will be able to see if your student has completed their survey.

Slattery, Alexandra
ID : 20162365N
EMAIL : alexandra.slattery.91@...
PHONE : 555-222-4069

RISK UPDATED: 08/09/2015
LAST VIEWED: 08/25/2015

0
0 total referrals
Make a Referral

0
Book an Appointment

6
Log a Contact

Talking Points | Details | Activity Stream | **Survey Dashboard**

Surveys Select 2-5 surveys for comparison

Mapworks: Transiti... 2015
OPEN: Oct 09,2015
STATUS: COMPLETE

Mapworks: Transiti... 2015
OPEN: Aug 09,2015
STATUS: COMPLETE

Above the tabs we have just looked at, you will see two boxes. One for making and receiving referrals and one for logging your contact with the student.

Slattery, Alexandra
ID : 20162365N
EMAIL : alexandra.slattery.91@...
PHONE : 555-222-4069
RISK UPDATED: 08/09/2015
LAST VIEWED: 08/25/2015

Open Referrals
0
0 total referrals
Make a Referral

Upcoming Appointments
0
Book an Appointment

Contacts
6
Log a Contact

Talking Points | Details | Activity Stream | **Survey Dashboard**

Surveys Select 2-5 surveys for comparison

Mapworks: Transiti... 2015
OPEN: Oct 09,2015
STATUS: COMPLETE

Mapworks: Transiti... 2015
OPEN: Aug 09,2015
STATUS: COMPLETE

Once you choose to add a contact you will get this pop-up screen that allows you to document the type of contact. This is a great way to keep track of how you have last interacted with the student and to keep track of your notes.

The image shows a screenshot of the North State University dashboard with a 'Create a Contact' pop-up form open. The dashboard background includes the university logo, a search bar, and various navigation options like 'Dashboard', 'Referral', and 'Appointment'. The pop-up form is titled 'Activity' and contains the following sections:

- Contact:** A dropdown menu with 'Select Reason' and 'Select Contact Type' options.
- Date of Contact:** A text input field containing '08/25/2015'.
- Note:** A text area with the placeholder text 'you may add comments here...'
- Details:** Four checkboxes for 'Issue discussed with student', 'High priority concern', 'Issue may be revealed to student', and 'Student indicated intent to leave'.
- Sharing Options:** Three radio buttons for 'Private' (Only you can see this), 'Public' (Any one who can see the student can see this), and 'Team' (Select one or more teams who you want to see this).
- Buttons:** 'nevermind' and 'Create a Contact' buttons at the bottom.

On the right side of the image, a vertical strip shows a sequence of seven numbered screenshots (3-7) illustrating the steps of the contact creation process, from the initial dashboard view to the final contact record.

In order to make a referral you will need to be back on this screen of your student. Then select “Make a Referral”.

The screenshot shows a web interface for North State University. At the top, there is a navigation bar with the university logo, the name 'North State University', and menu items: 'Dashboard', 'Reports', 'Appointments', 'Search', and 'Static Lists'. On the right side of the navigation bar, it says 'Advisor, Alex' with a dropdown arrow, a notification bell icon, and a help icon. Below the navigation bar is a search bar with the placeholder text 'enter student name, email, or id' and a magnifying glass icon. A 'Back' button is located on the left side of this bar.

The main content area is titled 'Dashboard > Slattery, Alexandra' and includes a 'Print' icon. The student's profile is displayed with a silhouette icon, the name 'Slattery, Alexandra', and the ID '20162365N'. Contact information includes an email address 'alexandra.slattery.91@...' and a phone number '555-222-4069'. A green circular icon with the letter 'G' is also present. To the right, there are two dates: 'RISK UPDATED: 08/09/2015' and 'LAST VIEWED: 08/25/2015'.

Below the profile, there are three summary cards:

- Open Referrals:** Shows '0' total referrals with a 'Make a Referral' button.
- Upcoming Appointments:** Shows '0' appointments with a 'Book an Appointment' button.
- Contacts:** Shows '6' contacts with a 'Log a Contact' button.

At the bottom, there are tabs for 'Talking Points', 'Details', 'Activity Stream', and 'Survey Dashboard'. The 'Talking Points' tab is active, showing a section titled 'WEAKNESSES(6)'. One entry is visible: '17 AUGUST 2015' with the text 'Expects to work more than 20 hours a week. Discuss importance of work/study balance and may refer to financial aid office.'

Once you have selected to make a referral, a pop-up screen like this should appear. From here, you can select the type of referral, list any notes you wish to attach to the referral, select any person that you wish to be included as part of the referral under “Interested Parties” drop box and you can choose to make the referral private or public and if you wish to notify the student that the referral has been made.

The image shows a 'Create a Referral' pop-up form overlaid on a dashboard. The form is titled 'Activity' and has a close button in the top right corner. On the left side, there is a vertical menu with options: Contact, Note, Referral (highlighted), and Appointment. The main form area is divided into several sections:

- Reason, Assign to, Interested Parties:** Each has a dropdown menu with the text 'Select Reason', 'Select Assignee', and 'Select Interested P...' respectively.
- Note:** A text area with the placeholder text 'you may add comments here...'.
- Details:** A section with five checkboxes:
 - Issue discussed with student
 - Student indicated intent to leave
 - Issue may be revealed to student
 - Notify Student of Referral
 - High priority concern
- Sharing Options:** A section with three radio buttons:
 - Private: Only you can see this.
 - Public: Any one who can see the student can see this.
 - Team: Select one or more teams who you want to see this.

At the bottom of the form, there are two buttons: 'nevermind' and 'Create a Referral'. The background dashboard shows a 'Dashboard' header, a 'Print' icon, a profile picture placeholder, and various data points like 'RISK UPDATED: 03/09/2015' and 'LAST VIEWED: 08/25/2015'. At the bottom of the dashboard, there is a 'WEAKNESSES(6)' section with a date '17 AUGUST 2015' and a snippet of text: 'Low interest in campus activities. Campus involvement helps students integrate. Explore lack of interest in campus involve...'.

As always, if you have any questions,
please contact Shannon Chambers in the
Student Academic Success Center at
extension 3653 or chambe01@nsuok.edu