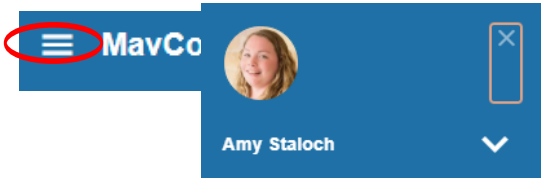


Raising Ad-Hoc Tracking Items (Flags, Kudos, Referrals)

Login to MavCONNECT

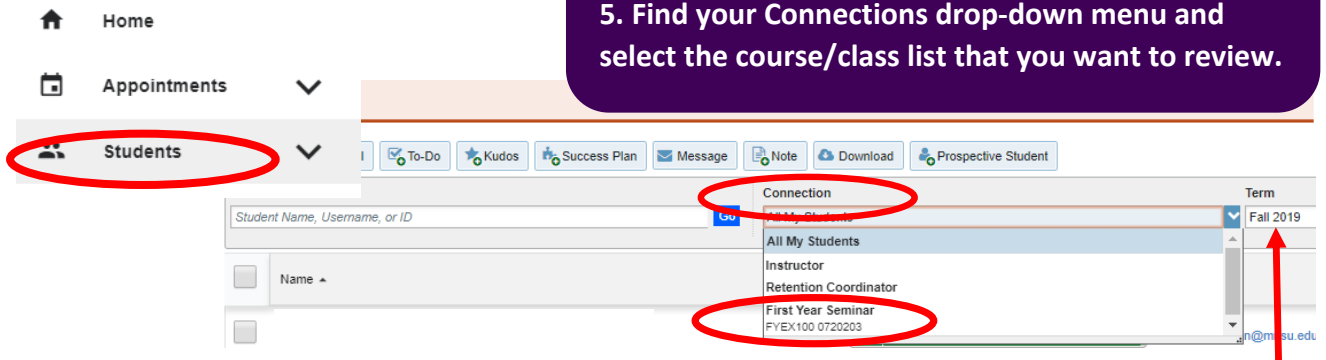


1. Navigate to www.mnsu.edu/mavconnect
2. Click the **Login** link on the MavCONNECT homepage.
3. Use your Star ID and password to login.



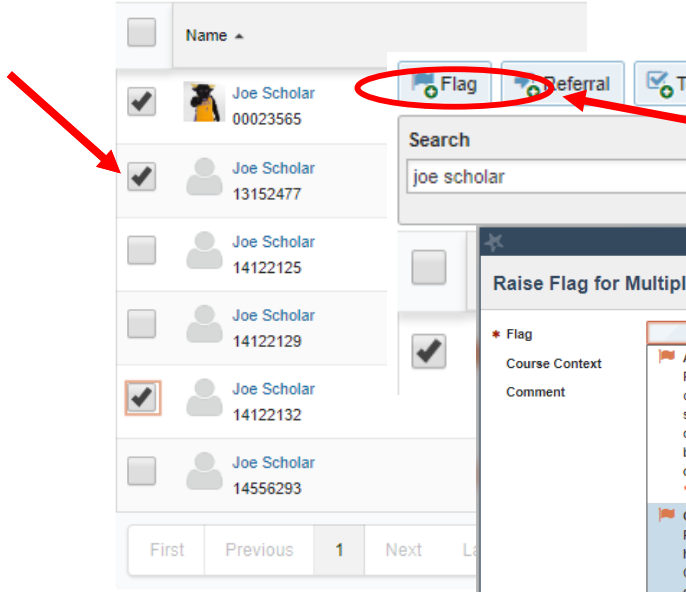
4. Click on the three-line navigation icon and click the **Students** link .

5. Find your Connections drop-down menu and select the course/class list that you want to review.

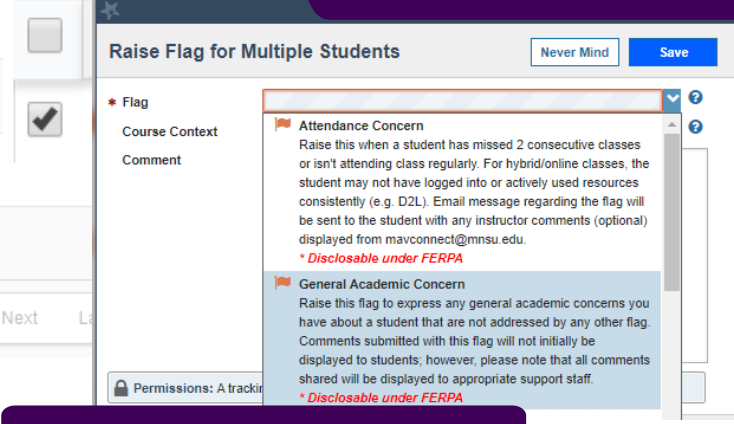


If you don't see your current courses, ensure that you have the right term selected.

6. Select the student(s) that you want to provide feedback for by **checking the box next to their name(s)**. TIP: You can raise the same flag/kudo/referral for multiple students at one time.



7. Choose which tracking item you'd like to raise for the student(s) you've selected by click on the **appropriate button** on your tool bar. This will create a pop-up screen that will allow you to choose the specific tracking item you want to submit.



OPTIONAL: You can include comments about your feedback for students to review. Any comment you submit will be sent directly to the student's email; please write in first person.

8. Click **Save** to submit your feedback.