

NOTES: Batch/Bulk add a Note

MavCONNECT Quick Guide



When to use this function? *When you want to add the **same** note to more than one student.*

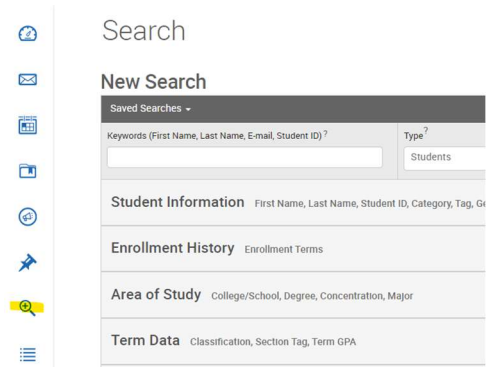
Log into [MavCONNECT](#)



FACULTY AND STAFF
LOGIN

Using Advanced Search or a list of techIDs, find your group of students

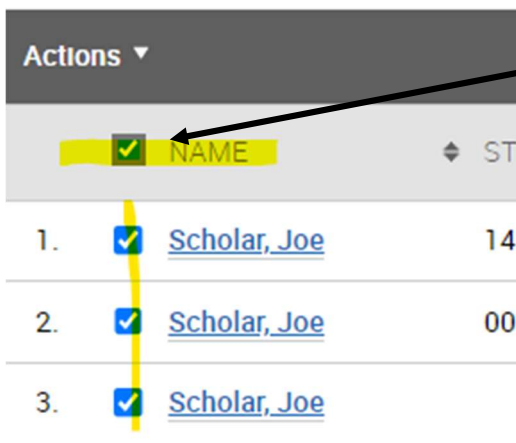
- Using advanced search parameters or
- Cut and Paste a list of techIDs into the “Keywords” section of Advanced Search



Search

Modify Search

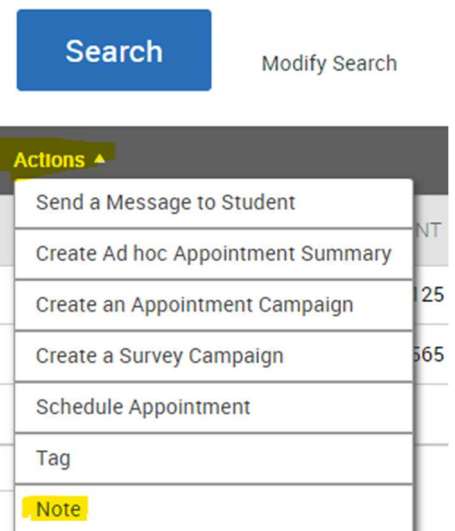
Once you have your Group in the Results sections, Click on the empty square next to “Name” to select all recipients



Actions ▾		
<input checked="" type="checkbox"/>	NAME	ST
1. <input checked="" type="checkbox"/>	Scholar, Joe	14
2. <input checked="" type="checkbox"/>	Scholar, Joe	00
3. <input checked="" type="checkbox"/>	Scholar, Joe	

IMP NOTE: there is a LIMIT of 100 Recipients for bulk notes. If your group is larger than 100, you will need to add notes in groupings of 100.

Then click on “Actions” and then choose “Note”



The “Add a Note to Multiple Users” screen will appear:

Put your Note Text (applicable to all students) here.

Notes automatically default to NOT being visible to students in MavCONNECT Student. So, if you want the student to see the note check here

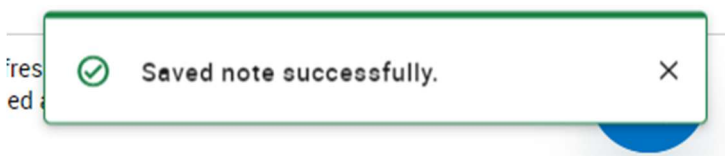
We recommend you do NOT make your note visible only to yourself. Leaving it public will allow others with deeper access to view the note, and this information may help them in their work and support of the student.

Choose a “Note Reason” from the list of choices. “Other” is a good catch-all if you do not see another applicable reason. If you would like us to consider creating a new “Note” reason, email mavconnect@mnsu.edu. The system WILL let you add a note without choosing a reason.

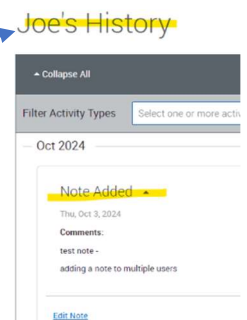
When you are finished writing your note, click “Save Note”



Once you click “Save Note” you should receive this message:



After adding a note, you can go to a student’s profile to view it, under the Student’s History Tab. The History tab may also be ‘sortable’ to see notes only.



End