What Should I Do First?

We will show you how to quickly find information on your students in order to make the most of your interactions with them!

Below we have highlighted two simple ways to get acquainted with Mapworks.

**OPTION 1** - Overview of all students assigned to you.

**OPTION 2** - View a specific student (this comes in handy if you want to review a student just before a meeting).

**OPTION 1: OVERVIEW OF ALL STUDENTS ASSIGNED TO YOU**

A. To view all of the students that are in your cohort, once you log into the system you will need to click on **SEARCH**. Search is the main area in Mapworks to help you find students you work with.

B. This screen gives you several choices to filter your students by (for more information on using search, refer to that section of this guide). To see all of the students you are assigned to, select **POPULATIONS OF STUDENT** and then select **ALL MY STUDENTS**.
C. Clicking on **ALL MY STUDENTS** will lead you to a page that provides a list of all of your students in the Mapworks Program. This page allows you to sort your students, much like an excel worksheet, by various categories boxed in **RED** below, including but not limited to Risk, Intent to Leave, and Last Activity. From this page you can also perform many tasks including bulk actions.

![Image of student search results]

**OPTION 2: VIEW A SPECIFIC STUDENT**

A. If you are searching for a specific student, you can type the student’s **NAME, EMAIL ADDRESS** or **Z-ID** in the search box and click enter on your keyboard.
B. You should be immediately directed to the overview for this student. This section compiles all of the self-reported data from the student and organizes it in a format that you can quickly review before an appointment.

C. Important sections to briefly highlight here include the four main tabs at the top of the profile, boxed in red, which will allow you to sort through student information:

- **Survey Dashboard**: Provides specific information on the student’s survey results
- **Talking Points**: Provides a snapshot of the student, including whether or not they have taken the survey, history of risk, and overall strengths and weaknesses
- **Details**: Listing of the faculty/staff linked with the students
- **Activity Stream**: Shows any faculty/staff activity related to the student.