

## MAP-Works Advisor Quick Tips

To get into MAP-Works – <https://nsuok.map-works.com>; login

### To view 1 student

**Type name in the “Student Search” box, upper right,**

- view student’s weaknesses/strengths by clicking on “Talking Points” in horizontal light blue bar
- click under each talking point for a more detailed response
- click “Activity” in horizontal light blue bar to view or create Contacts/Notes/Referrals
- click “Survey/Dashboard” for survey summary

### To view all students

**Click “Student Tracking” in top dark blue tab,**

- sort by name/risk by clicking on column headings
- on student of interest, hover on “log” under “Quick Log Activity” column to see a drop down list of different actions
- hover over name and click down arrow for a short cut to access “Talking Points” or hover over “Activity” to create...

### To create a referral

- referrals, click “Create Referral”
- Fill in front page, click continue, select priority and referral office

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