


## Identifying MAP Plus Eligible Students in MAPnet



MAPnet contains data fields that will assist schools in identifying MAP Plus eligible students. In order to create a listing of these students in MAPnet, follow the steps below.

1. Select Student List Eligibility from the side panel.
2. Go to the Filter Tab.
3. Check “MAP Plus Students Only” box found on lower left portion of screen
4. Click the View Tab to view a listing of potentially MAP Plus eligible students.

The MAP Plus added fields (Family AGI, MAP Plus Suspense and MAP Plus Shutdown), appear in far right columns of the screen and will not appear in your initial view of the list; you need to scroll right to see them. To move these fields into your view:

1. Click the Columns Tab.
2. Highlight the three fields that are found at the bottom of the Selected Columns.
3. Move the fields to the top of the list by clicking the up  arrow.
4. Click the View tab and the three new fields will appear in your view of the list without scrolling.

The list may also be further sorted and filtered. For example, the list could be sorted to display students with a \$0 calculated MAP award at the beginning of the list. To create the list sorted in this order follow these steps:

1. After following the steps above, click the Sort tab.
2. Highlight “Original Yearly Elig” from the Unselected Columns.
3. Move this field to the Selected Columns by clicking the Move  icon.
4. Highlight the “Original Yearly Elig” field and move it to the top of the column by clicking the up  arrow.
5. Click the “Ascending” order button.
6. Click the View tab and the list appears sorted with the \$0 awards at the top of the list.

For more information on sorting, filtering and moving and removing columns from your Student List: Eligibility screen, please go to the [2006-07 MAPnet User Guide, Student Eligibility](#) section found within the MAPnet section at College Zone.