FSCJ Florida State College at Jacksonville

COMMUNITY

Student Organization Advisor

For questions about information found in this manual, please contact Student Life & Leadership at community@fscj.edu

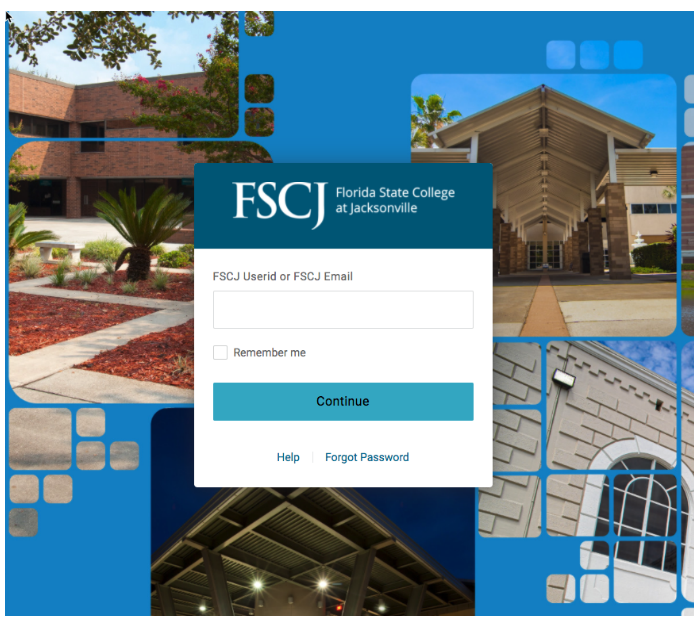
How to Set Up Your Profile

1. Send an email to FSCJCommunity@fscj.edu requesting to be added as the advisor of your Student Organization.
    a. Please include the following information:
        i. Name
        ii. Email
        iii. Phone number
        iv. EMPL ID
        v. Campus/Center that your office is located at and the room number of your office
        vi. Discipline or Department
        vii. Provide what day, time, location, how many times a semester your Student Organization meets. If you do not know this information yet, please indicate that it is being determined.
2. Once your profile has been created, you will receive an email notifying you that your profile has been created.

How to Log In

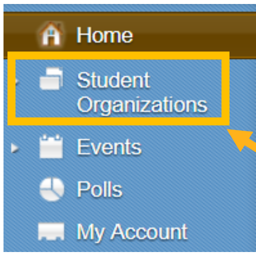
1. Log into Community by using the following this link https://shibboleth-fscj-community.symplicity.com/sso/staff.

Enter the same username and password that you would use to log into MyFSCJ.



How to Manage Your Student Organization Profile

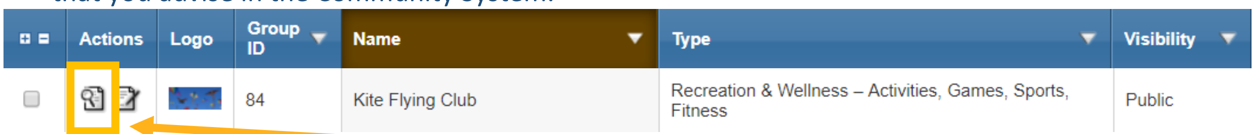
1. Once you log in, you will see the following links to your left.



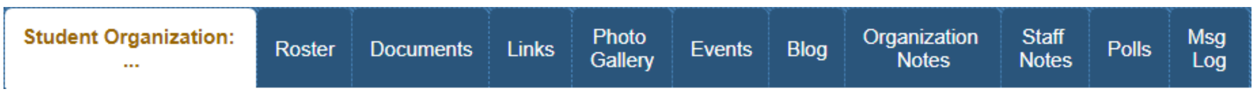
- **Student Organizations**
- **Events**
- **Polls**
- **My Account**

Click on Student Organizations

- If you click on the **Student Organizations** link, you will see all of the active Student Organizations that you advise in the Community System.

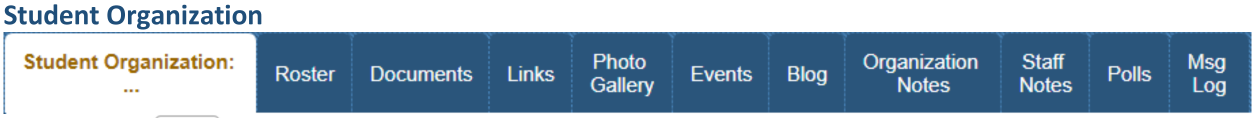


  - If you click on the magnifying glass logo ( ) next to the Student Organization that you advise, you will be taken to a page where you can edit and manage your organization's information.

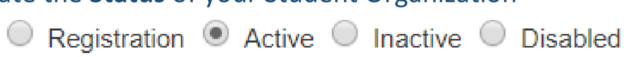


At the top of the screen, you will see a series of links that will help you manage your Student Organization: **Student Organization**, **Roster**, **Documents**, **Links**, **Photo Gallery**, **Events**, **Blog**, **Organization Notes**, **Staff Notes**, **Polls**, and **Msg Log**.

- **Student Organization**



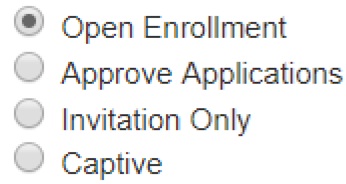
  - Click the Edit button if you would like to update any of the following information.
    - You can update the **Status** of your Student Organization



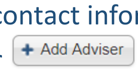
      - **Registration** – Students need to request to become members of the organization.
      - **Active** – The Student Organization is up and running.
      - **Inactive** – The Student Organization is taking a hiatus until it is ready to become Active once more.
      - **Disabled** – The account has been frozen and student access has been blocked and have very little access to the information.
    - You can add or change your Student Organization **Logo** picture by uploading a jpg file.
    - You can change your **Visibility**:

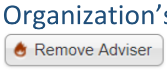
      - Public – Anyone can see your Student Organization.
      - System Users Only – Only Community users can see your Student Organizations.
      - Members Only – Only existing members of your Student Organization can see it in Community.

- You can change your **Enrollment Type**:
    - Open Enrollment – Any student can join by clicking the Join link on your Student Organization's profile page
    - Approve Applications – Students must turn in an application
    - Invitation Only – Students must be invited to join by the Student Organization
    - Captive – Students have to qualify and then be invited (ex. Phi Theta Kapa)



- You can update whether students can click the **Interest** link to request more information about the club. 

- You can change your **Administrator Designation** by designating whether your Student Organization is a **Co-Curricular** program that is not associated with an academic or professional development program or is an **Academic** Student Organization that is associated with an academic or professional development program.
- You can update the **Name** of the Student Organization.
- You can provide a **Nickname**.
- You can update the category **Type** of your Student Organization: Arts & Literature, Civic Engagement, Diversity, Honor, Professional Discipline, Recreation & Wellness, Religious, Social, or Special Interests.
- You can update the **Purpose** of your Student Organization.
- You can update **How the Student Organization ties into FSCJ's Mission**.
- You can provide **Learning Outcomes** for students that participate in your Student Organization.
- You can update the contact **E-mail** for your Student Organization.
- In the **Advisor** section, you can update the contact information for the Student Organization's Advisor, add another Advisor 

, or Remove an Advisor 

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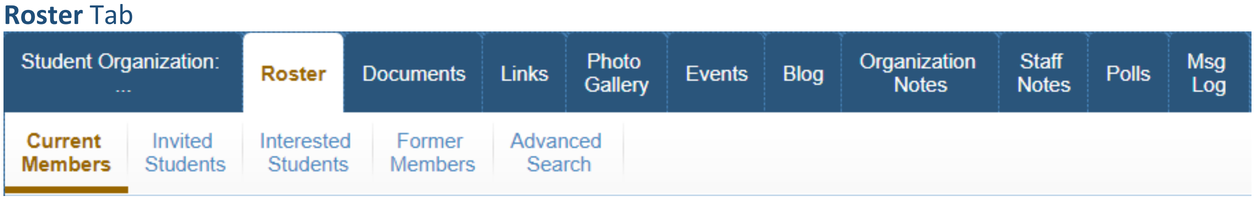
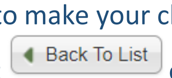
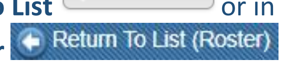
    - You can update the **Meeting Day**, **Meeting Time**, and amount of times per month that your Student Organization meets (**Time Commitment**).
    - Click the **Submit** button to make your changes active.

- **Roster** Tab



- **Current Members** – this is where you can see all of the students on your Student Organization Roster.
    - By clicking on the pen and paper logo ( ), you can:
        - Update **Status** of members, change their **Visibility** as a member in the organization, **Position** (if you need a new title added to the drop down list, please contact FSCJCommunity@fscj.edu), the **Date they joined**, the **Date they Left** your student organizations, as well as their **Contact Information**.
        - Click the **Submit** button to make your changes active.
        - Click the **< Return To List** 

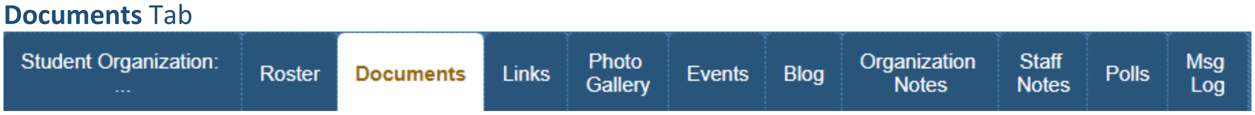
or in the top right corner of the screen **Return to the Roster** 

to go back.

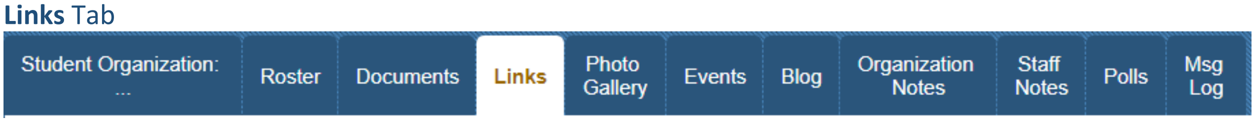
- By clicking on the **magnifying glass** logo ( ) under Actions, you will be taken to page that lists a student's information, as well as a Actions button (Actions) in the top left corner of the screen with the following drop down menu options:
  - You can make the student an **Administrator** in your Student Organization's Community profile. This will give the student Administrative Rights for your Student Organization.
  - You can **Suspend** the student's membership.
  - You can **Activate** the student's membership.
  - You can also **Remove** the student's membership.
- To return, click on the "< Back to List" link.

- **Invited Students** – this where you can see what students from the Student Directory you have invited to join your Student Organization.
- **Interested Students** – this is where you can see students that have expressed an interest in joining your student organization.
  - If you would like to add the Interested student to you student organization, click on the (Actions) link and select **Activate** or **magnifying glass** logo ( ) next to the student's name and click Edit , then select **Active** on the **Status** drop down menu and select **Save**.
- **Former Members** – this is where you can see the former members of your Student Organization that have left.
- **Advanced Search** – this is a massive search engine to help you find a student in Community if you only have minimum information about that student.

- **Documents** Tab



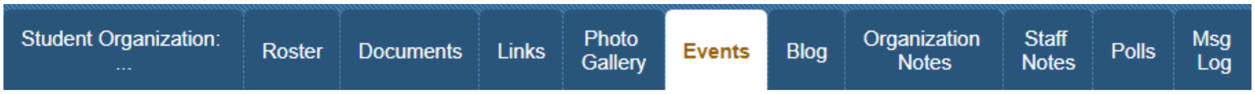
  - You can add documents by clicking the "+ Add New Document" or "+ Add New Folder" buttons.
  - Give the Document a title and a description
  - Set the visibility for the document whether you want it seen by the Public, System Users, Members, or Organization Administrators.
  - You can set dates that the documents or folders are available with Created and Modified.
  - Created refer back to the time stamp of when documents are uploaded.
  - If you remember or have a guess as when a document was uploaded, you can search the documents that were uploaded during that time.
  - Modified refers to the time stamp of when a previously uploaded document was edited and reposted.
  - You can identify what kind of document you are posting with the Type dropdown menu.
  - You can set the visibility for the documents or folders.
- **Links** Tab



  - You can share links that are associated with your Student Organization
  - Created refer back to the time stamp of when links are posted.
  - If you remember or have a guess as when a link was posted, you can search the links that were posted during that time.
  - Modified refers to the time stamp of when a previously uploaded link was edited and reposted.

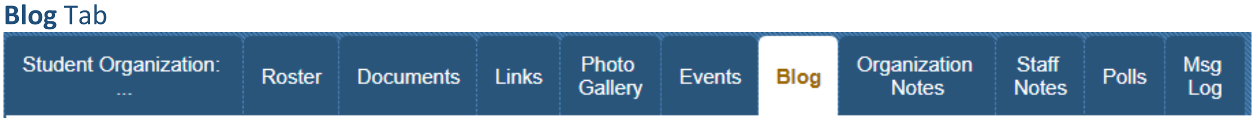
- **Photo Gallery** Tab

  - Unfortunately Student Organization Advisors cannot post photos. However, the Student Organization Advisor can replace existing photos, edit captions, change the visibility, and delete photos that have been posted by students with administrative rights in your Student Organization.
- **Events** Tab

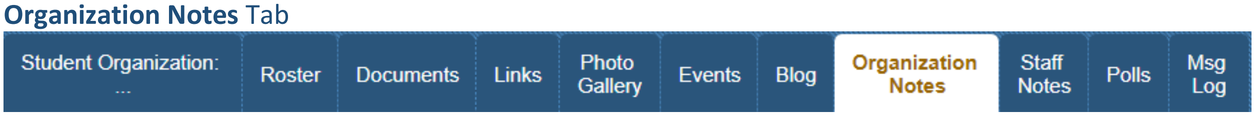


  - There are four tabs
  - Active – shows the ongoing and future events associated with your Student Organization.
  - Requested – shows events that have been requested but need to be approved by you or a Student Life & Leadership Administrator.
  - Draft – shows events that have been saved, but have not been submitted.
  - Archived – shows events associated with your Student Organization that have taken place in the past.
  - You can create Add New Event by clicking on "+ Add New Event".
    - **There are more detailed instructions on how to add and manage Events in the next section.**

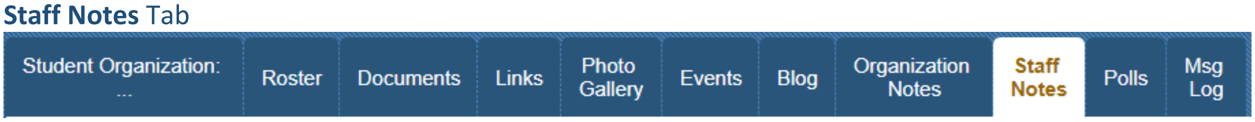
- **Blog** Tab



  - Blogs allow you to post share information about your Student Organization in a written form. You can:
  - Provide the Author's name.
  - Set the Visibility.
  - Provide a working title that relates to the subject matter so users can better follow the conversation or find the blog in a search at a later date.
  - Edit the message in the body of the Blog.
  - Choose to post the entry on top or the bottom of your Blog posts.
  - Allow comments by choosing "Yes". Click "No" on "Lock Comments" to prevent comments.
- **Organization Notes** Tab

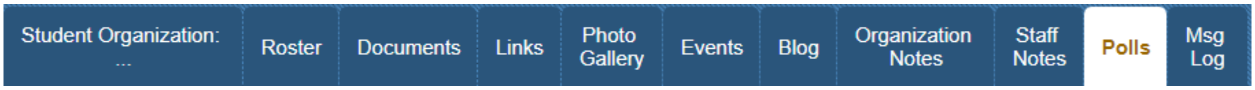


  - By clicking on "+ Add New Group Note" you can add an announcement, provide information, make a request or notification that will appear on your Student Organization Profile depending on the visibility you choose.
- **Staff Notes** Tab



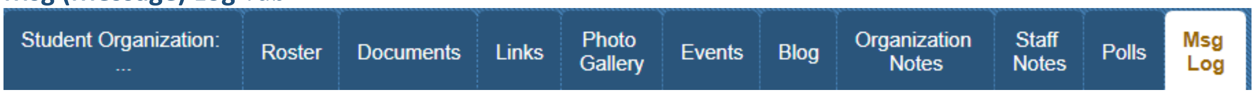
  - This is way to leave notes to officers in your Student Organizations. The general membership of your Student Organization will not have access to the information.
  - Click on "+ Add New Note"
  - Category dropdown options include General, Reminder, Sent Email, Call Note, and Other
  - A Subject line can be added as well as a message in the Body of the note.

- **Polls** Tab



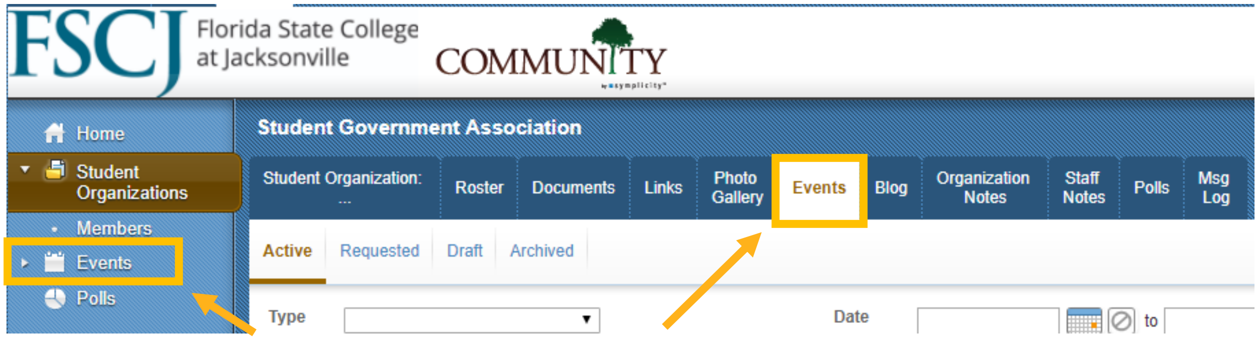
  - **There are more detailed instructions on how to create and manage Polls in the *How to Create Polls* section.**

- **Msg (Message) Log** Tab

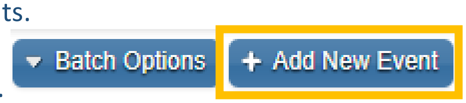


  - Whenever you send an email out to your Student Organization, it is logged in the Message Log. It shows what messages you have sent out in the past.

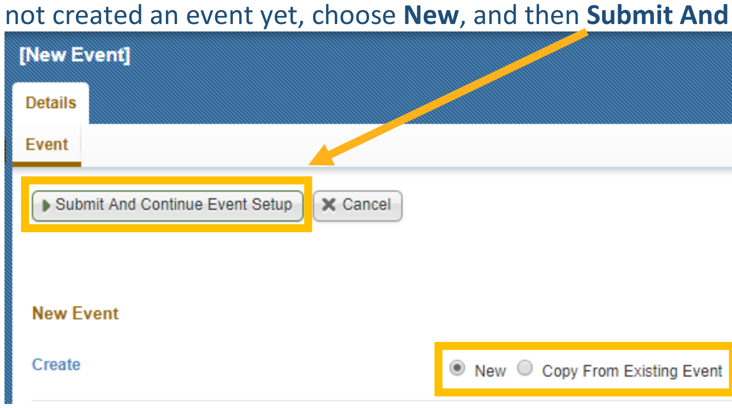
How to Create an Event



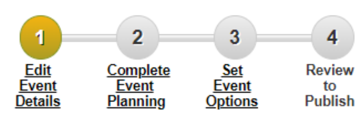
1. There are two ways to reach the screen to create events.



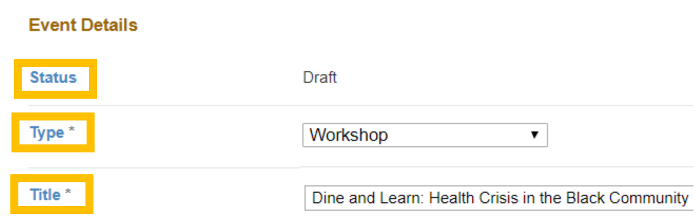
2. On the Events Page, click on the **+ Add New Event** link.
3. You will have the option to choose if you want to create a **New** event from scratch or **Copy From Existing Event**. If you have already created a similar event, copying it may save time, but if you have not created an event yet, choose **New**, and then **Submit And Continue Event Setup**.



In the top left corner of the screen you will see the four steps needed to be completed in order to create an event – **Edit Event Details**, **Complete Event Planning**, **Set Event Options**, and **Review to Publish**.

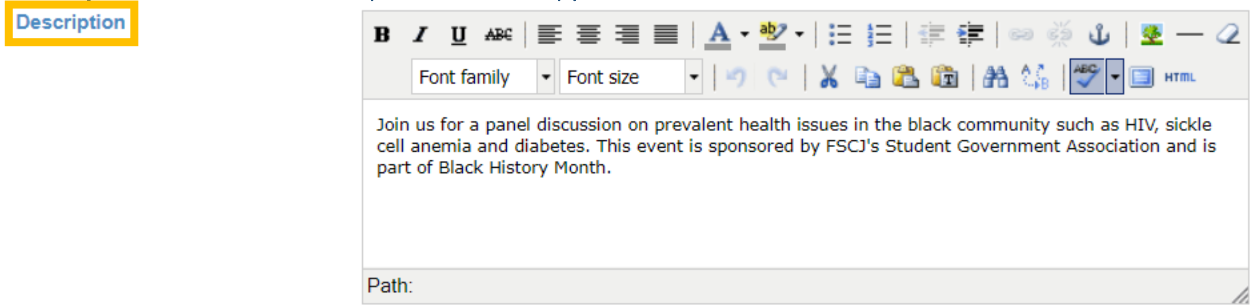


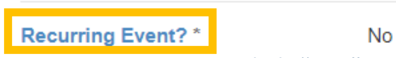
Step 1 - Edit Event Details



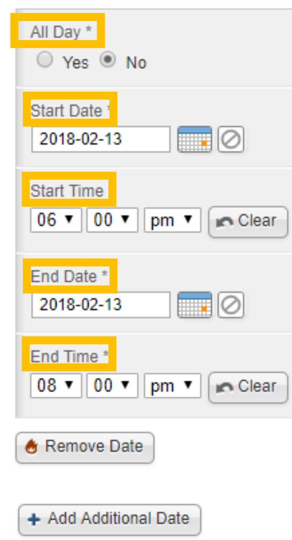
1. **Status** shows if the event is in Draft or Active form.
   a. Draft – started, but not submitted.
   b. Active – event has been submitted.
2. **Type** – There are 10 different options to choose from: Social, Cultural, Fundraiser, Information Table, Lecture, Outdoor/Recreational Sports, Performance, Travel, Workshop, or Staff Use Only.
3. **Title** – This is the title that will appear on the Calendar of Events.
   a. Make note of the exact wording of the title as this is how you would find the Event if you choose to set up a kiosk (see How to Set Up a Kiosk).

4. **Description** - This is the description that will appear on the Calendar of Events.

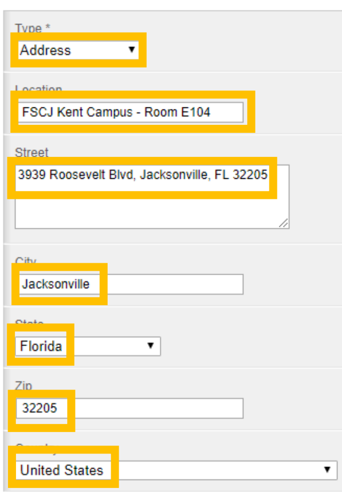




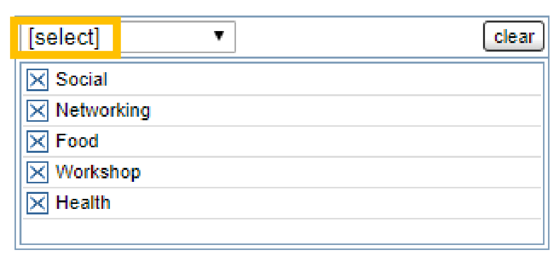
5. **Recurring Event** – Click "Yes" or "No".
    a. If you click "Yes"
        i. Provide the preference of "All Day" or not.
        ii. Provide the "Start" and "End" dates.
        iii. Provide how many Days, Weeks, Months, Years the event will repeat and for how long by selecting "Until" on the dropdown menu below "Repeat" and select a date.
        iv. If you click "No", proceed to the "Date(s)" portion.
6. **Dates**
    a. Provide the preference of **All Day** or not.
    b. Provide the **Start Date, Start Time, End Date,** and **End Time**.
    c. An additional date can be added by clicking on **+ Add Additional Date**



7. **Where** – There are two choices provided in the **Type** dropdown menu - **Address** and **Campus/Center.**

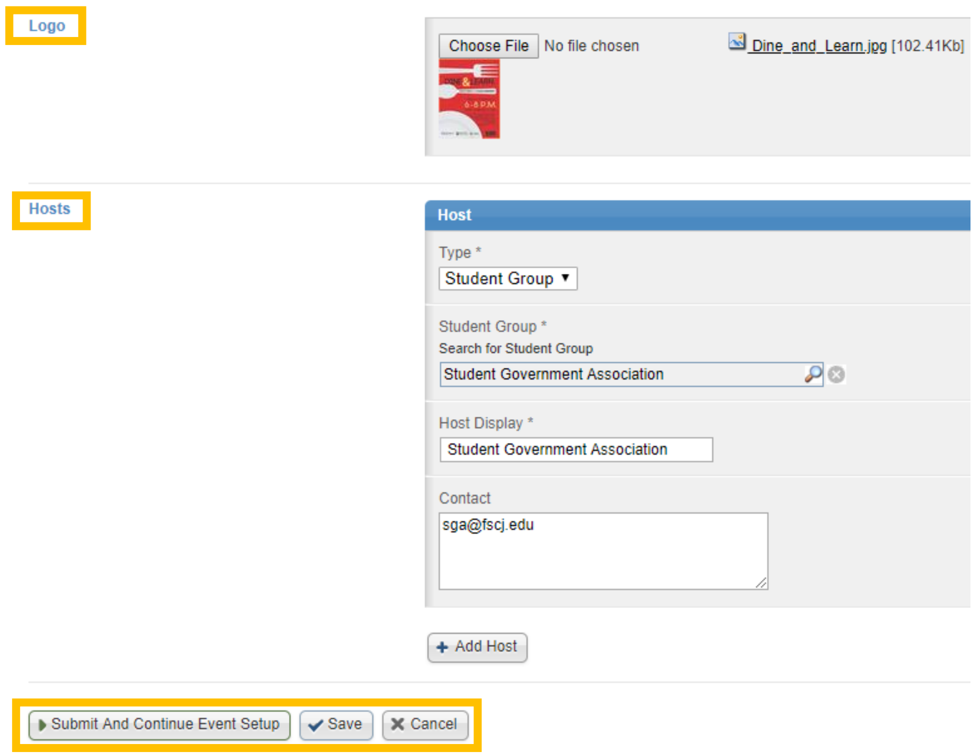


    a. **Address** will provide a blank template that can be filled out. <u>This is the recommended choice as you can type in a room location.</u>
        i. Follow your campus procedures to reserve a room before indicating which room you have reserved for the event in Community.
        ii. You will want to make sure that you actually have the room reserved before entering the room in Community. Please work with Student Life & Leadership or the office of your Director of Campus Operations to reserve a room.
    b. **Campus/Center** will provide one of the campuses or centers in a dropdown menu, but you will not be able to select a room number or specific location. This choice is not recommended.
8. **Category** – You can select more than one by making selections from the **[select]** dropdown menu. This will help student find events if they search by category. You can select multiple categories by returning to the dropdown menu.



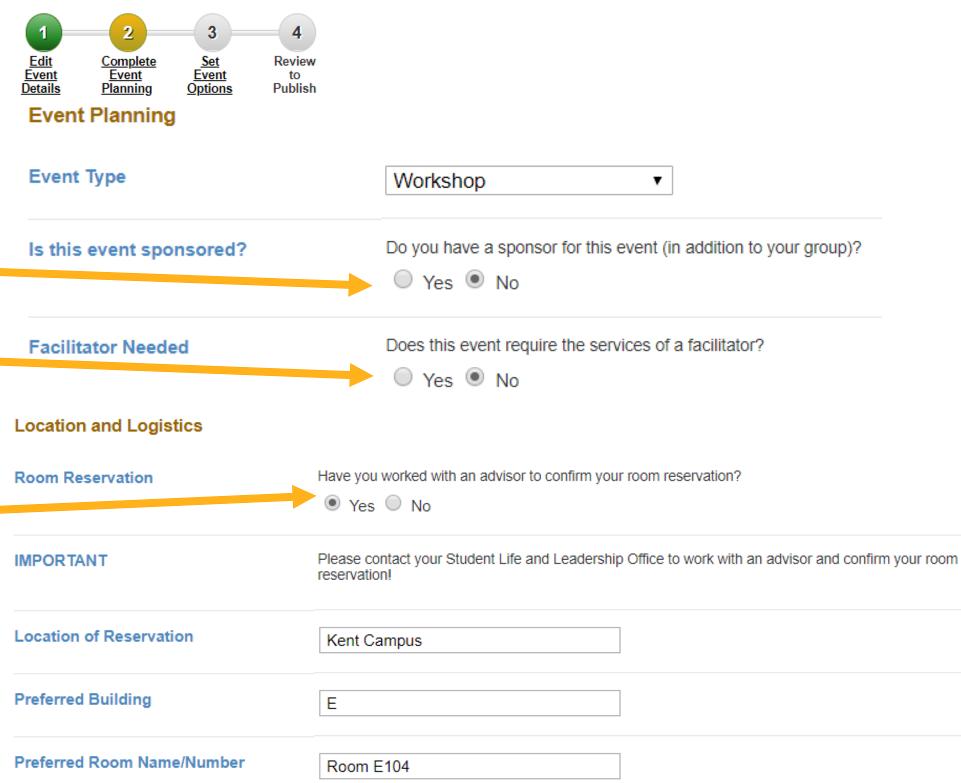
    a. Choices include Meeting, Class, Workshop, Seminar, Conference, Convention, Campus Activity, Networking, Fundraiser, Reunion, Social, Food, Holiday, Travel, Religion, Sport, Festival, Business, Career Fair, Health, Music, Performance, Arts, and Comedy.

9. **Logo for the Event** – If you want a logo for the Event other than your Student Organization logo, you can upload one here.
10. **Hosts** – Two options – “Event Host” or “Student Organization”
    a. Event Host will provide a blank template to fill out
    b. Student Group will provide search for existing Student Organization and the contact information will auto-populate once the Student Organization is selected.
        i. An additional host can be added if more than one Student Organization is co-hosting the Event.



11. There are three options at the bottom of the page – **Submit And Continue Event Setup**, **Save**, and **X Cancel**.
    a. Use **Save** if you need to step away from your computer as you set up your Event.
    b. Click **Submit And Continue Event Setup** to continue to the next step.

Step 2 – Complete Event Planning



Your **Event Type** will auto populate.

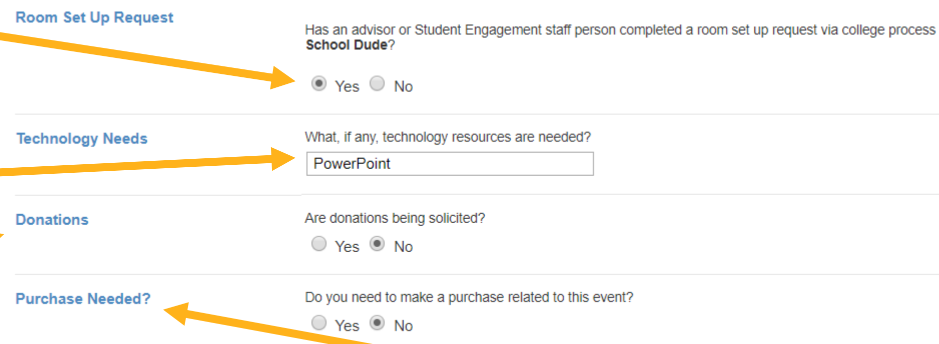
If your event is co-sponsored, select yes and list that here.

If you have a facilitator running your event, list that person here.

This question is default from the Student Officer with Administrative Rights that they have worked with their Student Organization Advisor. Select yes and share the details of the campus, building, and room number.

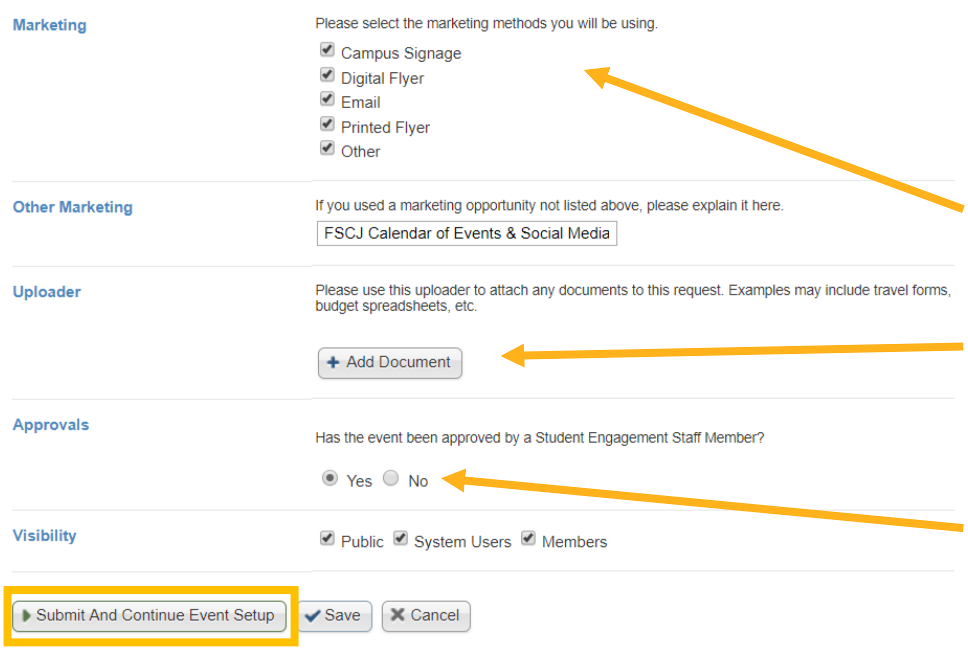
Please confirm that you have worked with Student Engagement or your Director of Campus Operations office to reserve the room?

Do you have any tech needs that Student Engagement should be aware of?



Are donations being solicited? If so, follow the donation solicitation procedures in the Student Organization Handbook.

Are there any purchases that you need? If so, complete a Purchase Request Form found in the Student Organization Handbook.



Please indicate how you will promote your event.

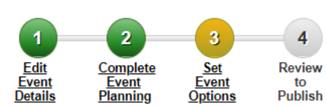
If there are any documents that you would like to submit such as Purchase Request forms, please upload them here.

Has the event been approve by Student Engagement?

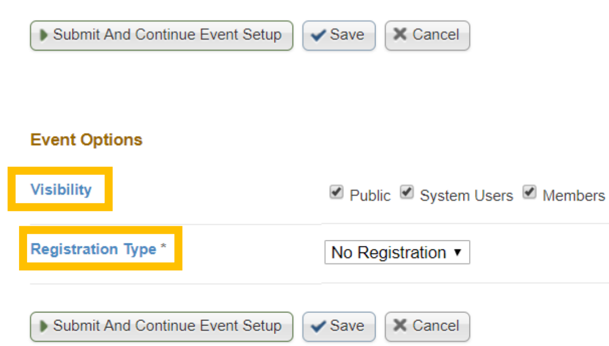
Indicate whether you want the event visible to the **Public** (anyone visiting Community), **System Users** (students and staff logged into Community), or only **Members** of your Student Organization?

Click **Submit And Continue Event Setup** to continue to the next page.

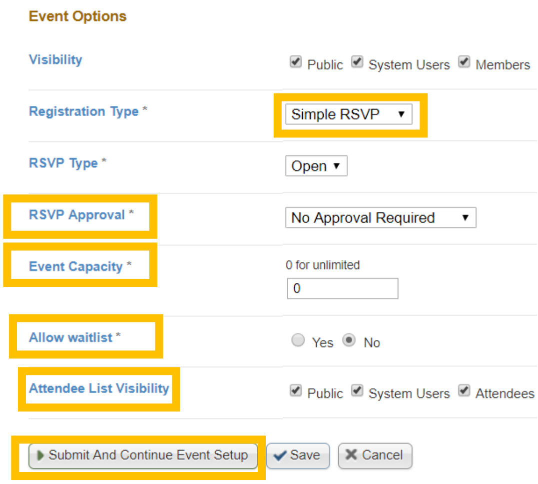
Step 3 - Set Event Options



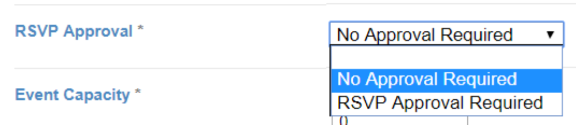
1. Choose you're the Visibility of the Registration – **Public**, **System Users**, **Members**
2. Choose your Registration Type – **No Registration** or **Simple RSVP (do not choose Registration)**
    a. No Registration – Walk ups are allowed. You are not concerned about the number of attendees. Click Submit And Continue Event Setup and proceed to the next step.
        1. However, if you are setting up a Kiosk, you will need to select Simple RSVP. The Kiosk will not work with No Registration.



b. **Simple RSVP** allows you to get a headcount on attendees in advance and to set up a Kiosk.



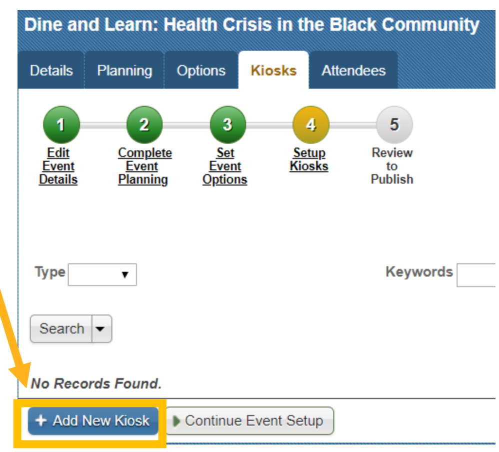
1. Skip RSVP Type as the only option is Open.
2. On the **RSVP Approval** dropdown menu, you can select either **No Approval Required** or **RSVP Approval Required** to indicate whether attendees can attend the event with or without a RSVP.



3. **Event Capacity** – You can set the number of attendees allowed. A classroom or auditorium will be limited to the number of seats determined by fire code for example.
4. **Allow Waitlist** - Do you want a waitlist if more people are requesting to come than you have room to accommodate?
5. **Attendee List Visibility** - Do you want the list of attendees to be visible to the Public, System Users, or Attendees?
6. Click **Submit And Continue Event Setup** to proceed to the next step.

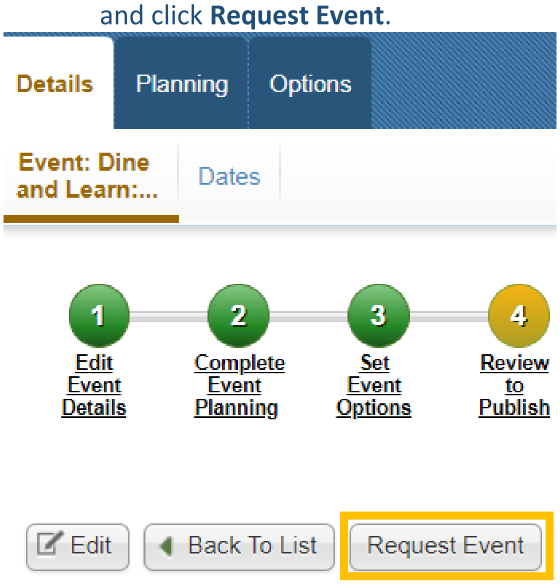
Step 4 – Setup Kiosks (if you selected Simple RSVP)

1. If you selected **Simple RSVP** as the **Registration Type** during **Step 3**, this is the step where you would step up a Kiosks by clicking **+ Add New Kiosk.**
2. Please see the instructions on **Adding a Kiosk**.



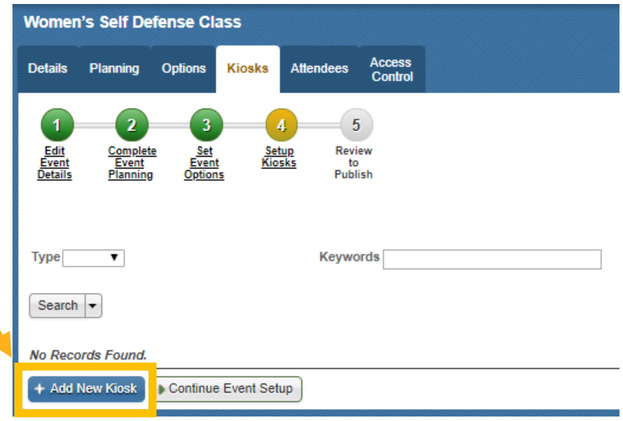
Step 4 – Review to Publish (if you did not select Simple RSVP)

1. If you did not select **Simple RSVP** as the **Registration Type** during **Step 3**, review the event and click **Request Event**.

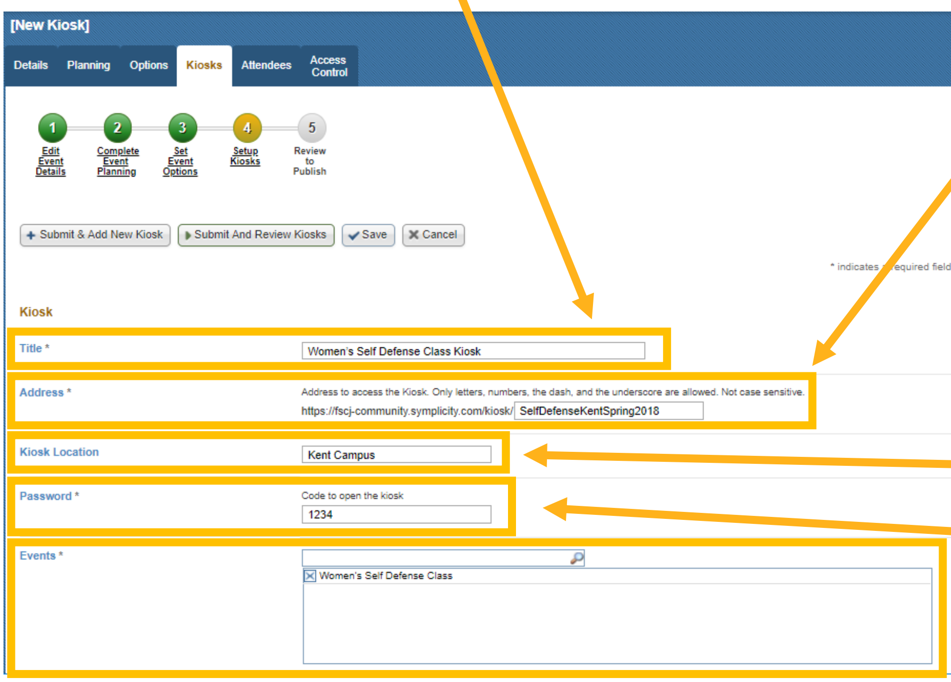


How to Create Kiosks

1. When you reach **Step 4** of **How to Create an Event**, click on **+ Add New Kiosk.**



2. Give the Kiosk a **Title**.



3. Complete the web **Address** that the Kiosk can be found. If the event will reoccur each term, include term and year, e.g. SelfDefenseKentSpring2018 .

4. List the **Kiosk Location** at which the Kiosk will physically be located.

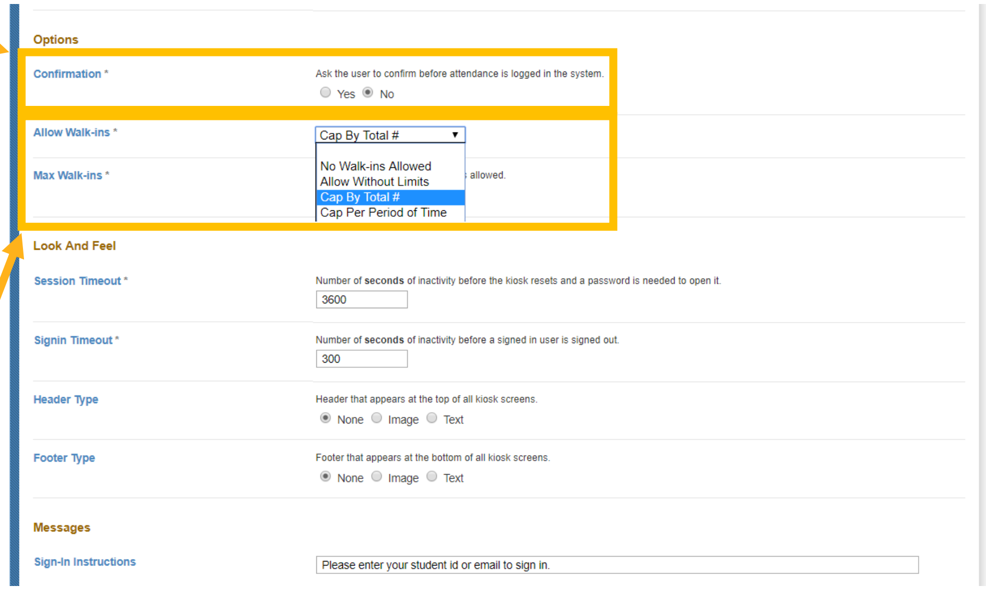
5. Give the Kiosk a **Password**. It is recommended that the password not be difficult to remember in order to open it.

6. The **Event** that is tied to the Kiosk will auto populate.

7. **Confirmation**

a. It will be easier to use if you select **No**.

b. However if you only want students that have RSVP to be able to enter their information into the Kiosk, select **Yes**.



8. **Allow Walk-Ins** – If you want any student that walks up to be able to use the Kiosk, select **Allow Without Limits** from the dropdown menu, but there are also three other options: **No Walk-Ins Allowed**, **Cap By Total #**, and **Cap Per Period of Time**.

a. **No Walk-Ins Allowed** – No one who did not RSVP in advance can use the Kiosk.

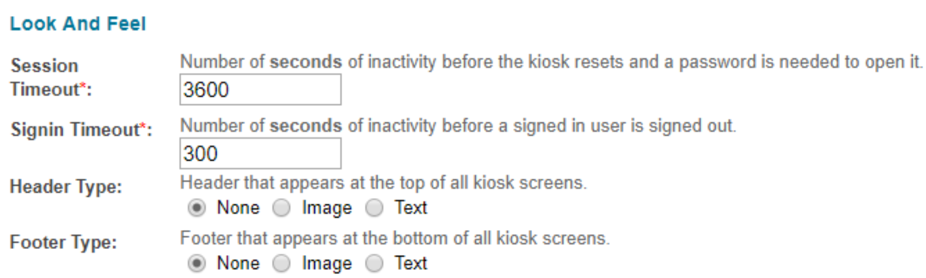
b. **Allow Without Limits** – As many students that show up can use the Kiosk.

c. **Cap By Total #** - You can set the number of students that can use the Kiosk.

d. **Cap Per Period of Time** – You can set the number of students that can use the Kiosk and the number of minutes that the Kiosk will remain open.

9. **Session Timeout** is the number of **seconds** of inactivity before the kiosk resets and a password is needed to open it.

10. **Signin Timeout** is the number of **seconds** of inactivity before a signed in user is signed out.



11. If you want to add an image or text to the **Header** or **Footer** of the Kiosk, you can do so here.

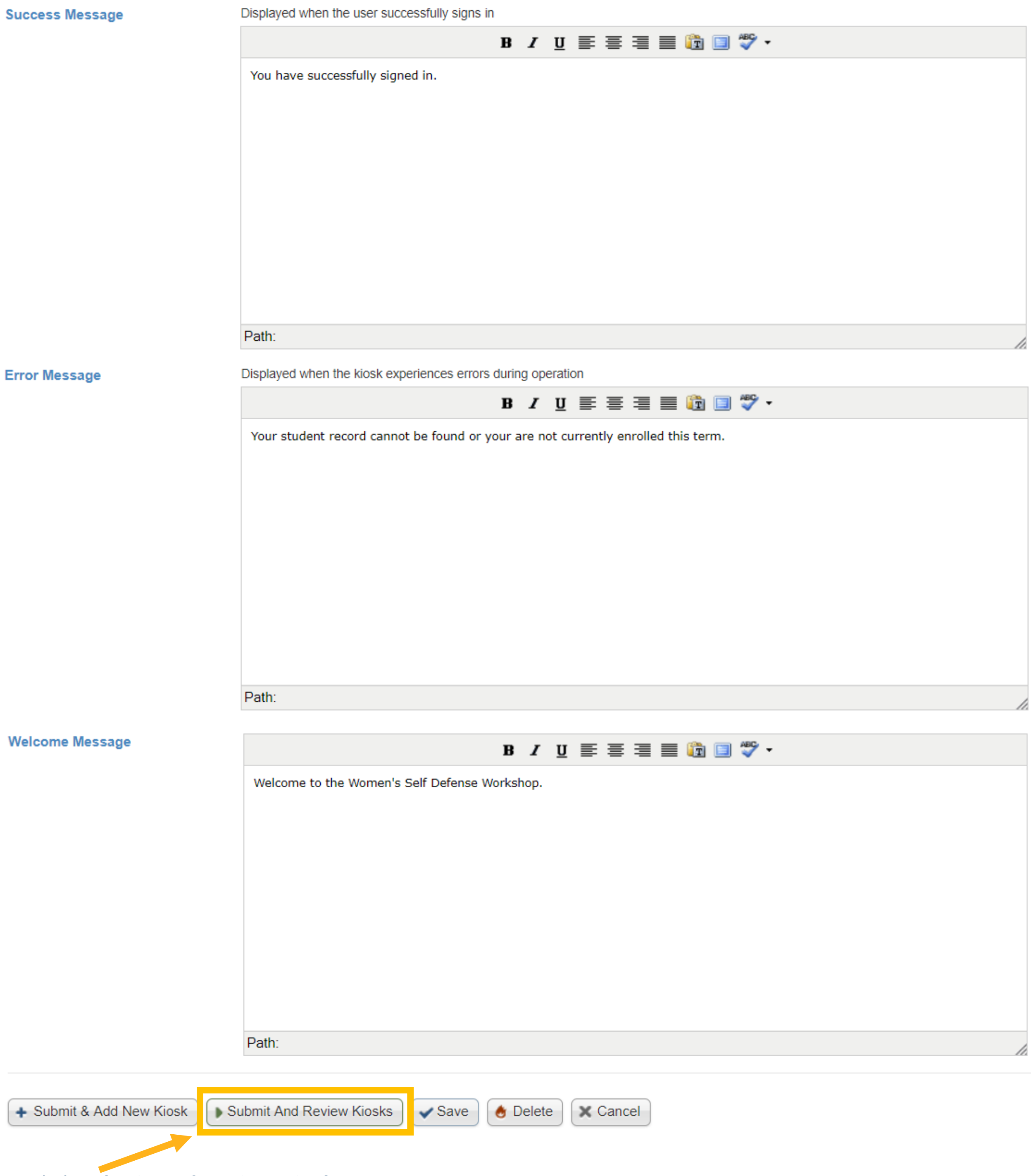
a. Students will type in their EMPLID or scan their Student ID card at the Kiosk and will not view the screen very long. Whether it is a good use of time to add a **Header** or **Footer** is up to the Student Organization Officer creating the Kiosk.

12. The message “Please enter your student id or email to sign in.” will automatically populate in the **Sign-In Instructions** field. If you want something else to appear, please change the text.

13. You can enter custom messages in the **Success Message**, **Error Message**, and **Welcome Message** boxes.

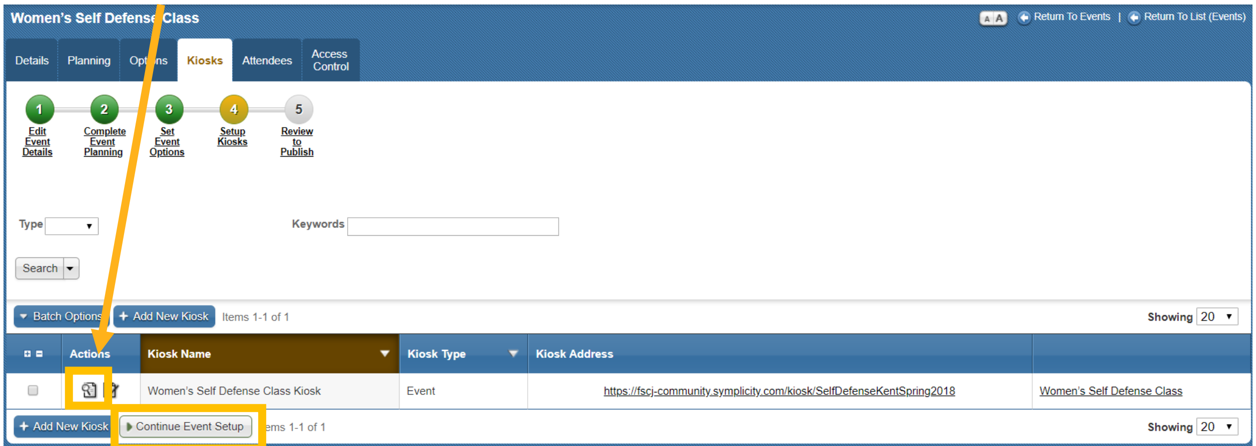
   i. If you want to submit this Kiosk and work on another, click **Submit & Add New Kiosk.** If you are not finished working on the Kiosk, but need to step away, click **Save.** If you are finished with the Kiosk and are ready to review it, click **Submit And Review Kiosks**.

   ii. Continue creating your event and send to your Advisor for approval by clicking **Continue Event Setup.**



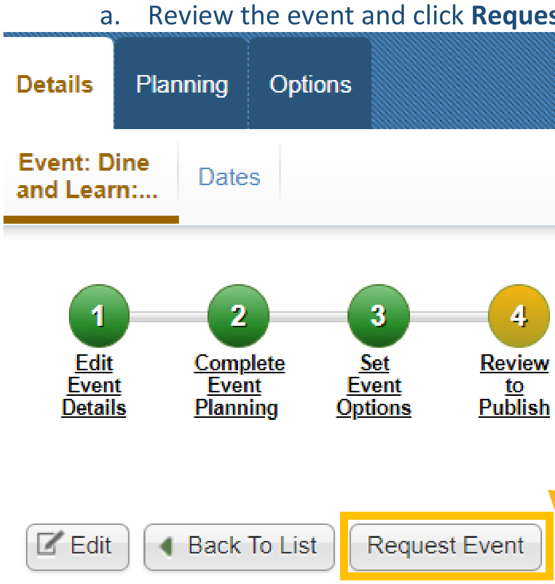
14. Click **Submit And Review Kiosks** to continue.

15. If there is something that you need to update on the Kiosk, you can edit the Kiosk by clicking on the **Hour Glass Icon**.



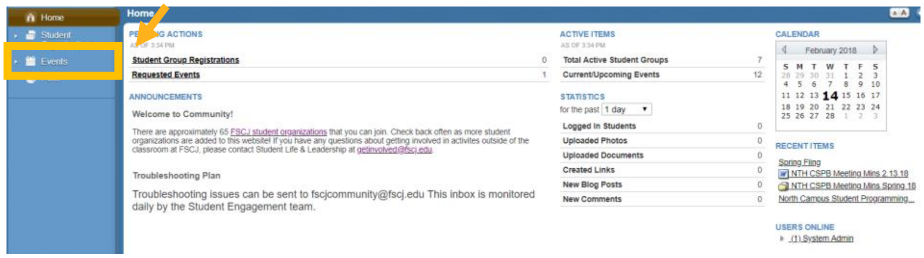
16. If you are ready to continue on to Review to Publish, the last step of your event setup, click on **Continue Event Setup**.

17. Complete **Step 4 – Review to Publish** from **Step 4** of **How to Create an Event**
    a. Review the event and click **Request Event**.

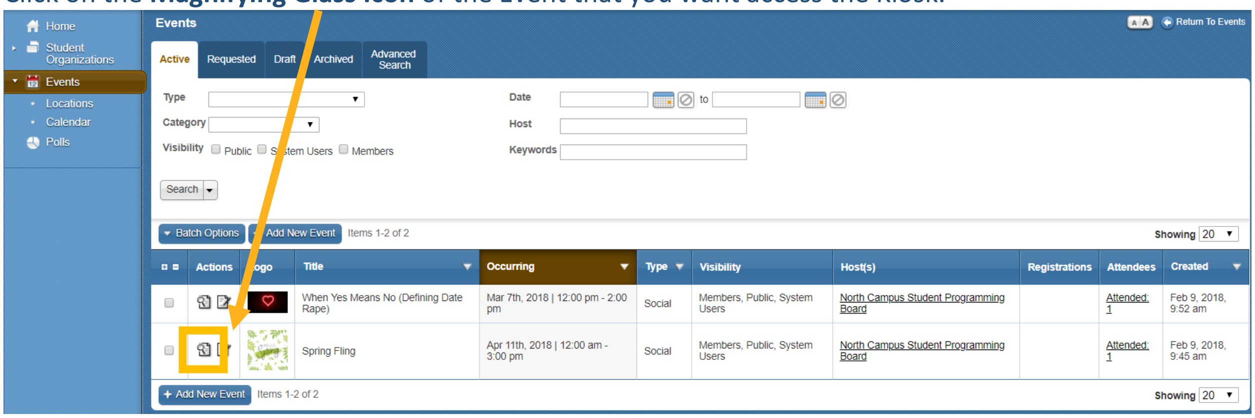


How to Sign Students into Kiosks

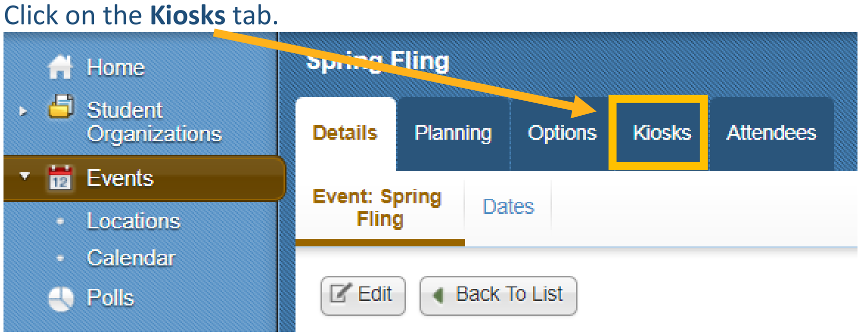
1. To log into your Community Advisor Profile.
2. Click on **Events**.



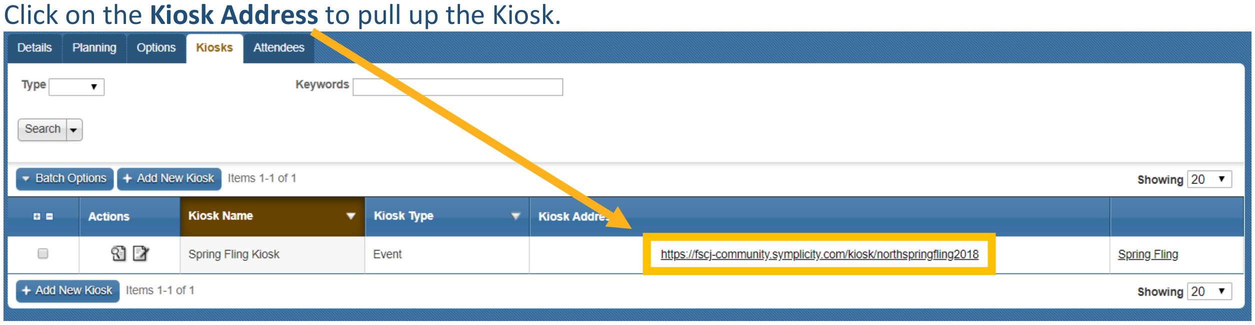
3. Click on the **Magnifying Glass Icon** of the Event that you want access the Kiosk.



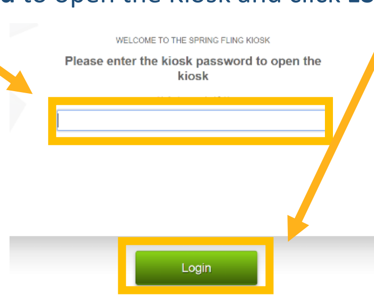
4. Click on the **Kiosks** tab.



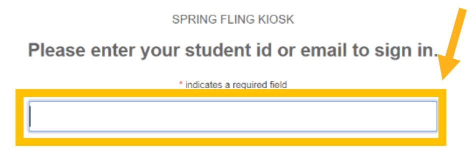
5. Click on the **Kiosk Address** to pull up the Kiosk.



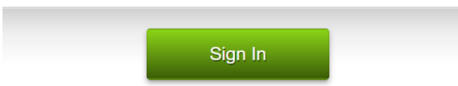
6. Enter your **Kiosk Password** to open the Kiosk and click **Login**.



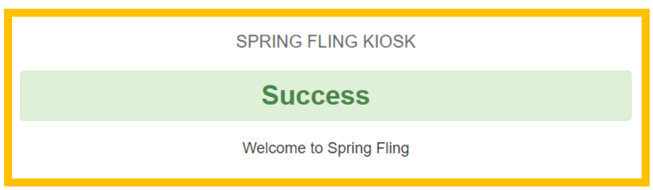
7. Have the student that you want to sign into the Kiosk type their **7 digit EMPL ID** which can be found underneath the magnetic stripe and barcode on the back of their Student ID Card.



8. If you have a magnetic card reader attached to your computer, a barcode scanner sync up to a tablet, or another device capable of reading the barcode or magnetic stripe, you may use that device as well.

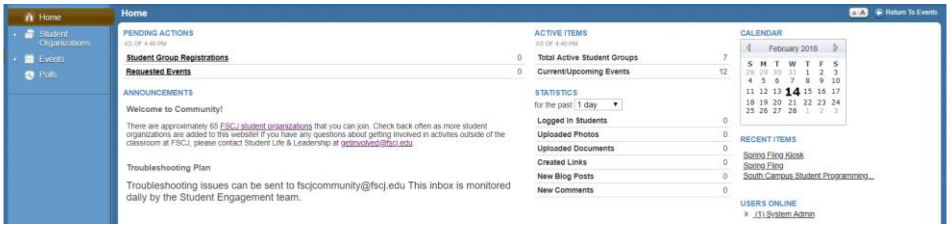


9. If the student is currently enrolled, the kiosk will provide a message of **Success** that the student successfully signed into the Kiosk.

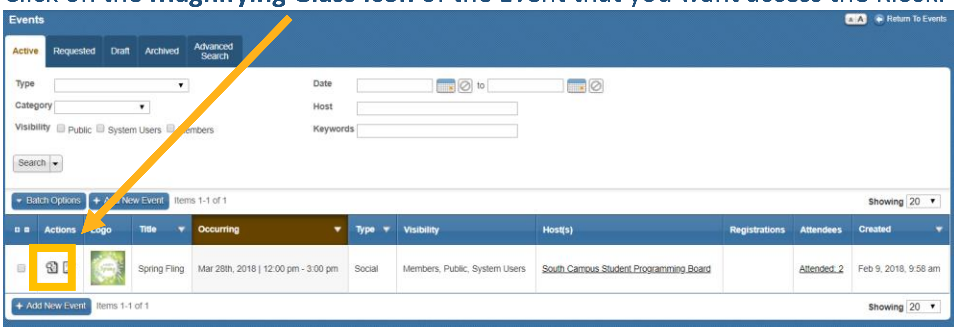


How to Track Student Kiosk Check-ins

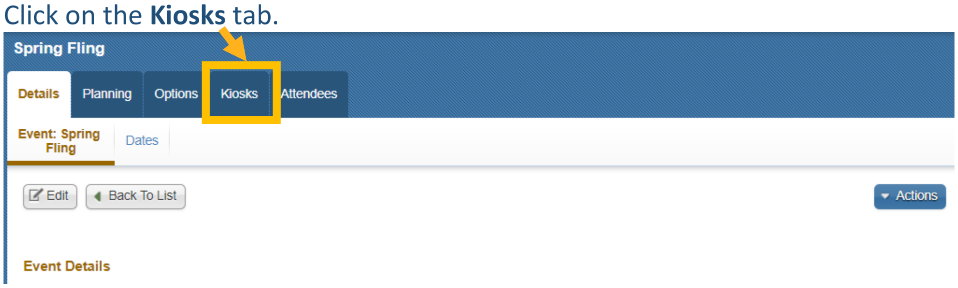
1. To log into your Community Advisor Profile.
2. Click on **Events**.



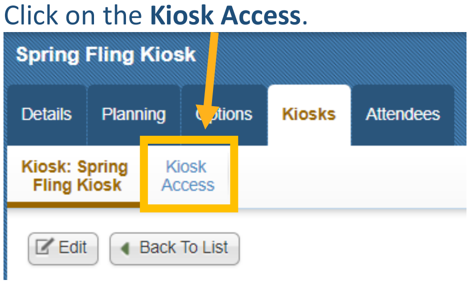
3. Click on the **Magnifying Glass Icon** of the Event that you want access the Kiosk.



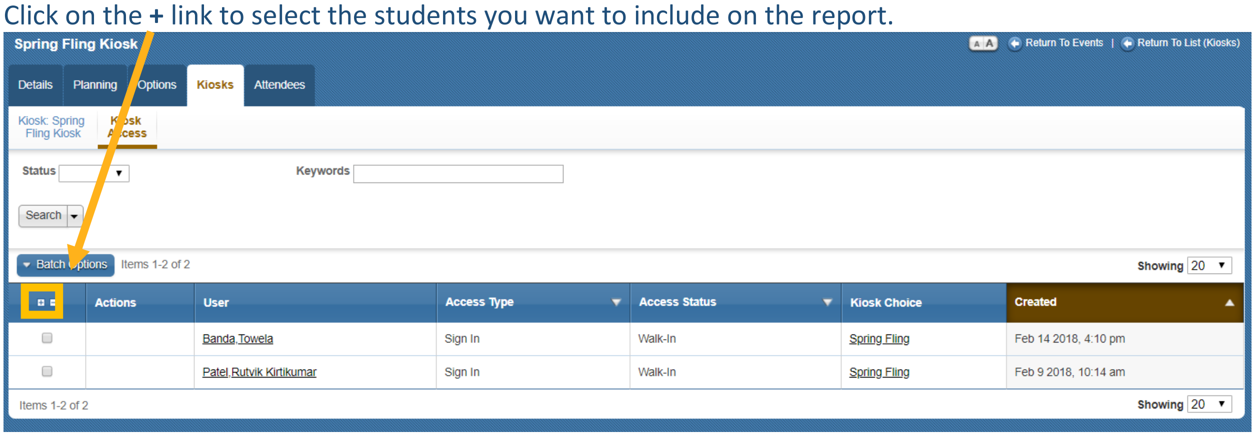
4.
5. Click on the **Kiosks** tab.



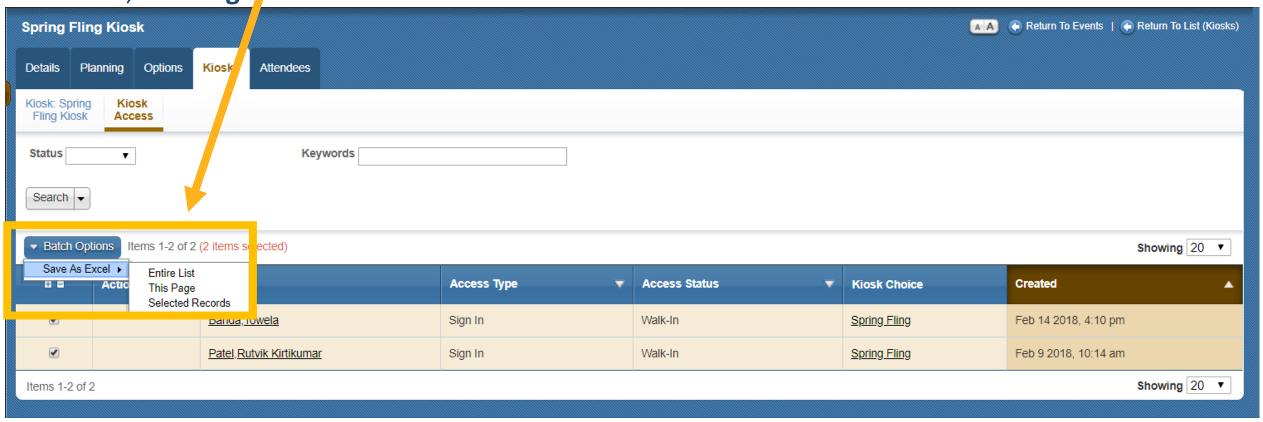
6. Click on the **Kiosk Access**.



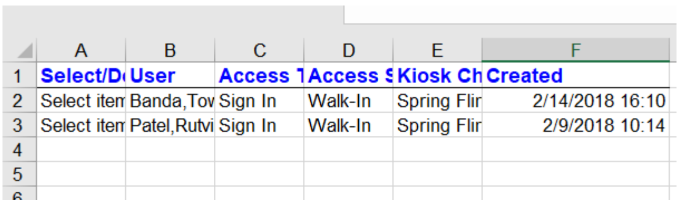
7. Click on the **+** link to select the students you want to include on the report.



a. Click on **Batch Options** and select **Save As Excel**. Choose if you want the list to include the **Entire List**, **This Page** or **Selected Records**.

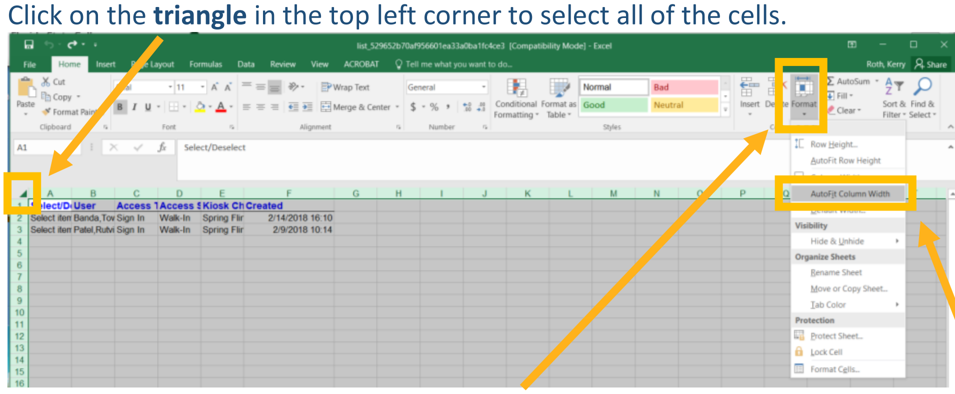


8. An Excel document will download.



	A	B	C	D	E	F
1	Select/De	User	Access T	Access S	Kiosk Ch	Created
2	Select iten	Banda,Tov	Sign In	Walk-In	Spring Flir	2/14/2018 16:10
3	Select iten	Patel,Rutvi	Sign In	Walk-In	Spring Flir	2/9/2018 10:14
4						
5						

a. Click on the **triangle** in the top left corner to select all of the cells.

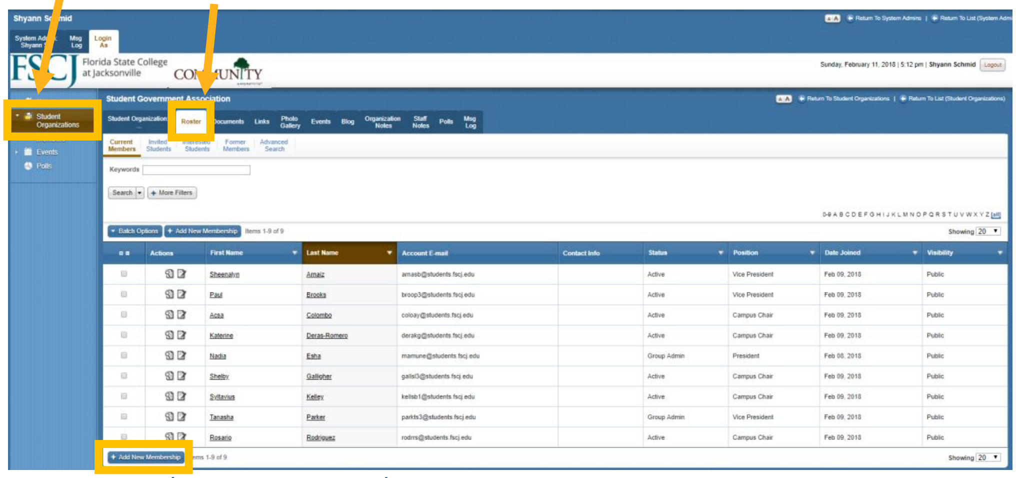


b. On the **Home** Ribbon and within the **Format** Dropdown Menu, select **Auto Column Width**.

i. This will space the columns of your report out so you can more easily read the document.

How to Management Membership

1. To log into your Community Advisor Profile.
2. Click on **Student Organizations**.
3. Click on **Rosters**.



4.
5.
6.
7.

a. **Current Members –** all of the members of your student organization.

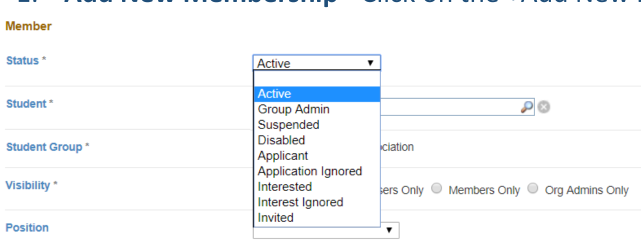
b. **Invited Members –** Students that you have invited, but have not accepted.

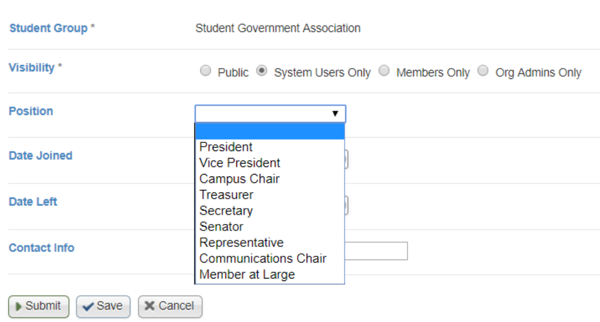
c. **Interested Students –** Students that expressed interest in joining, but you have not yet made them a Current Member of your student organization.

d. **Former Members –** Students that are no longer Current Members of your student organizations.

e. **Advanced Search –** If you are trying to find a student that expressed interest, is a former member, etc. but you cannot remember their name, you can use the Advanced Search to help identify the student you are looking for.

1. **Add New Membership -** Click on the +Add New Membership link.





a. From the **Status** dropdown menu, designate if you want to the student to be an **Active** member or a **Group Admin**.

i. **Group Admin** will have the ability to create **Events** and **Kiosks**.

ii. When editing any of your Current Members, the **Status** dropdown menu is how you would set mebership as **Suspended** or **Disable**d as well as designate if the student is an applicant, interested, invited, etc.

b. Begin typing the student's name in the **Student** text box and the student's name will auto populate.

c. Choose the **Visability** of who can see that the student is a member of your student organziation.

d. Choose Position of the student within your organizations.

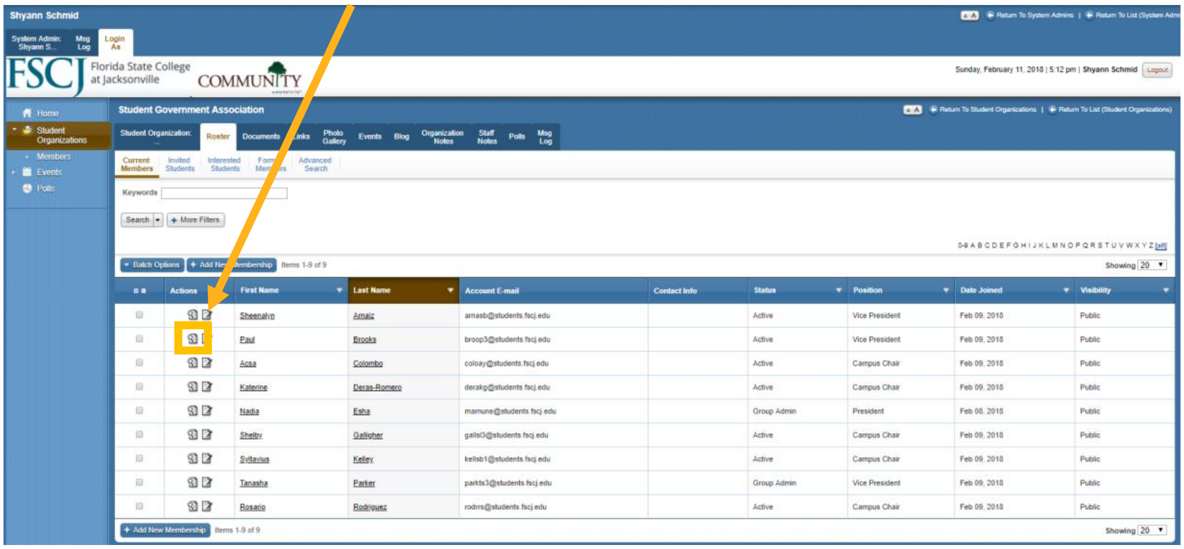
e. The date they joined will auto populate with the date you add them, but you can edit the date if they joined earlier.

f. You can update the date they left in the future if you want.

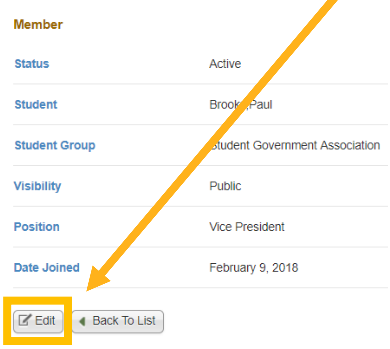
g. You can add Contact Information if you like.

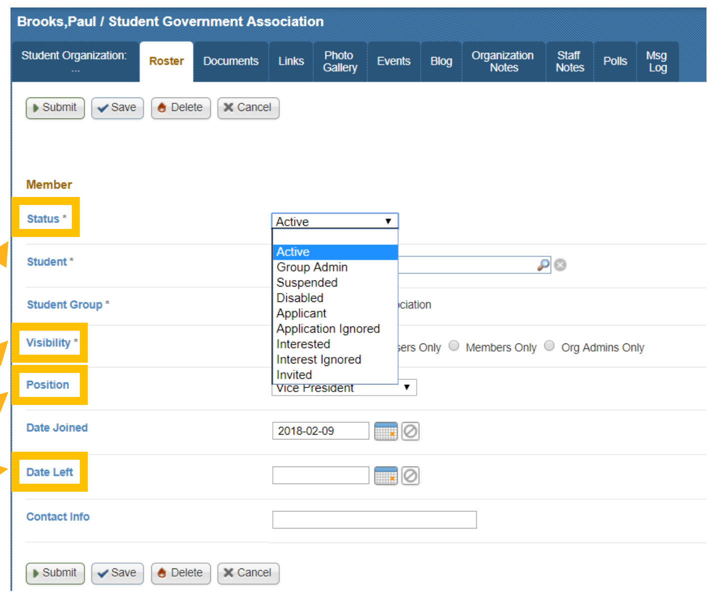
2. **How to Edit the Membership of Current Members.**

a. Click on the **Magnifying Glass Icon** next to the student who's member you want to edit.



b. Click on the **Edit** link

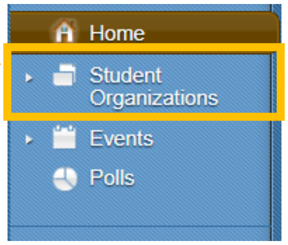




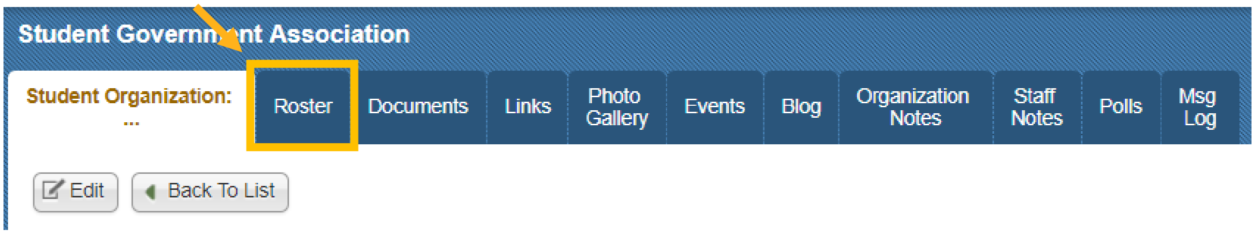
c. Update the **Status**, **Visiability**, **Position**, or **Date Left** as needed.

How to Email Members

1. To log into your Community Advisor Profile.
2. Click on **Student Organizations**.

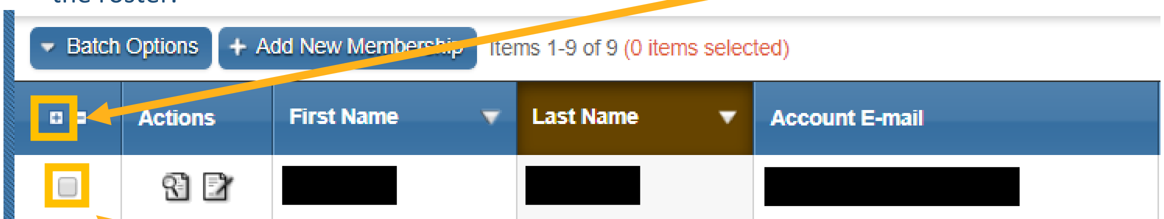


3. Click on **Roster**.



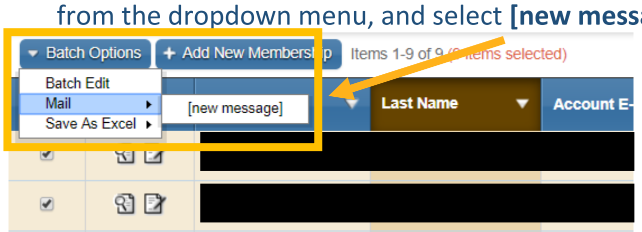
4.

5. If you want to email everyone in the organization, click on the **+ Link** to check all of the members on the roster.



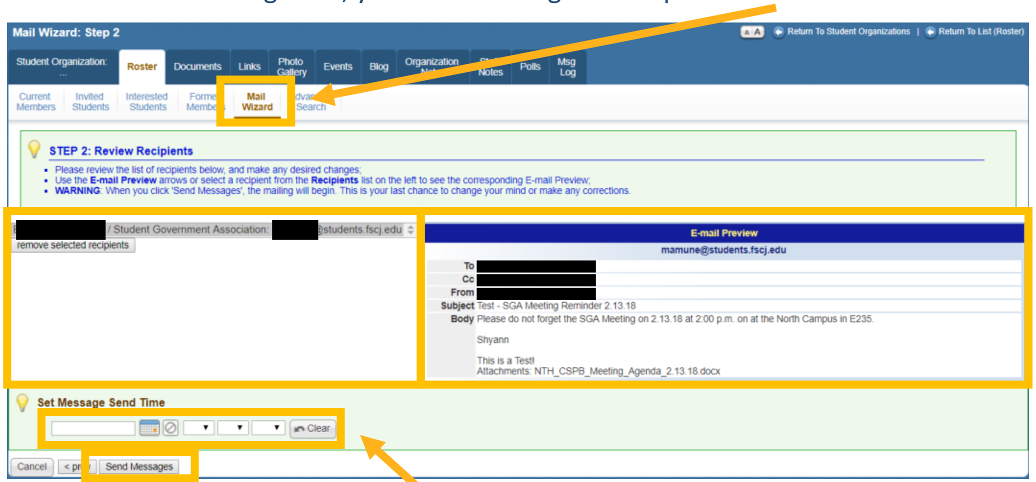
   a. If you only want to email one or a few of your organization, click their **Individual Check Boxes**.

6. Once you have the selected the student(s) you want to email, click on **Batch Options**, select **Mail** from the dropdown menu, and select **[new message]**.

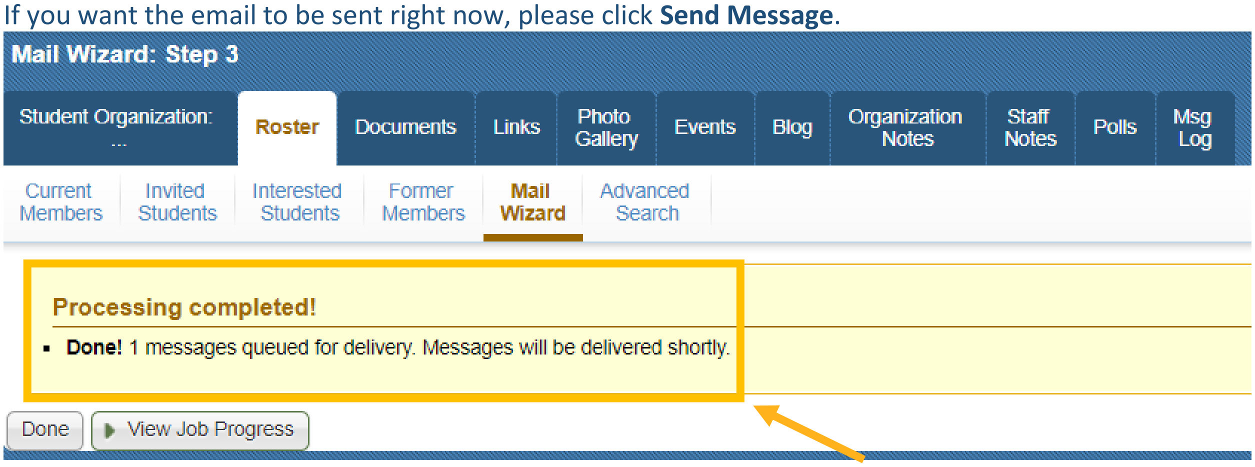


1. Complete Step 1 of the **Mail Wizard**.
2. The **Message Target** will auto populate with the Membership that you want to contact.
3. Determine if you want to see if the email has been opened by clicking **Yes** or **No** for **Message Tracking**.
4. Enter a **Message Identifier** so ….
5. Enter a **Subject** so the recipient(s) know what the email pertains to.
6. Your email will auto populated in the **From** portion.
7. If you want to b (Carbon Copy) anyone on the email outside of your Student Organization, you do so here.
   a. Also, if you want to blind copy someone the email, you can do so by entering their email in the **Bcc** section.
7. If you want to copy someone on the first email of the chain, you can do so by entering their emailing in the **Send Copy To** section.
8. If you would like to have font choices, colors, bullets, etc. then select **Yes** for the **HTML Format** and you will receive the following options.
   a. If **HTML Format** is not a big deal, select **No** and write your message in plain text in the Message Body as shown in this example.
9. If you want to attached any documents, you can do so in the **Attachments(s)** section of the form.
   a. If you have more than one document that you would like to attach, you can do so by clicking **Add Additional Attachments**.
10. Click **Next** to continue.

11. After clicking **Next**, you will be brought to Step 2 of the **Mail Wizard**.



12. If you notice that you accidentally included someone on the email that you want to remove, click on their email and click **Remove Selected Recipients**.
13. There is an Email Preview box that shows who the email is to, who is copied on it, who it is from, the subject, and the message body of the email.
14. Adjust **Set Message Send Time** if you want your email to be sent in the future rather than right now,
15. If you want the email to be sent right now, please click **Send Message**.



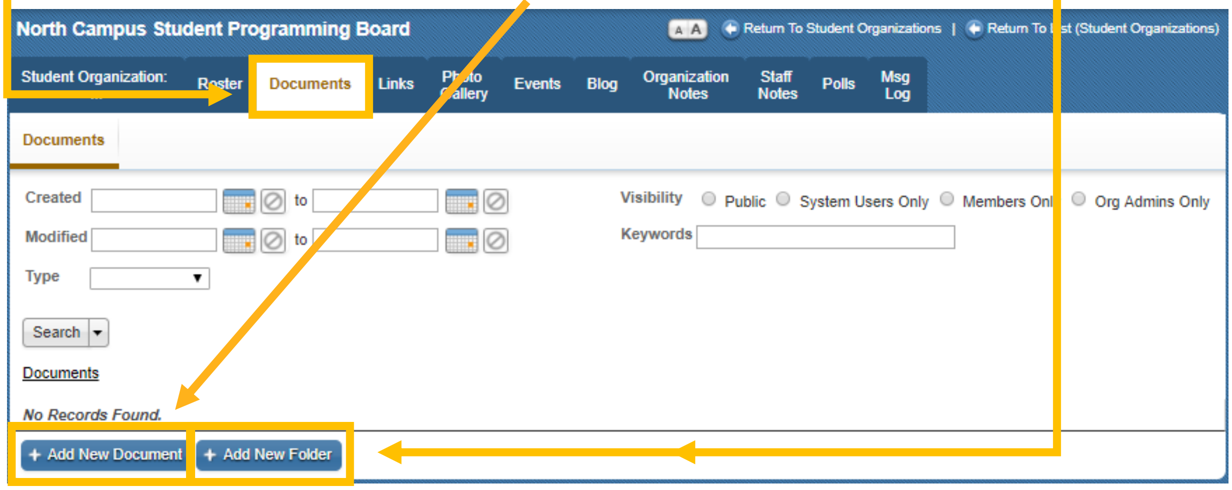
16. After you send the message, you will see message that states **Processing Complete**.

How to Post documents

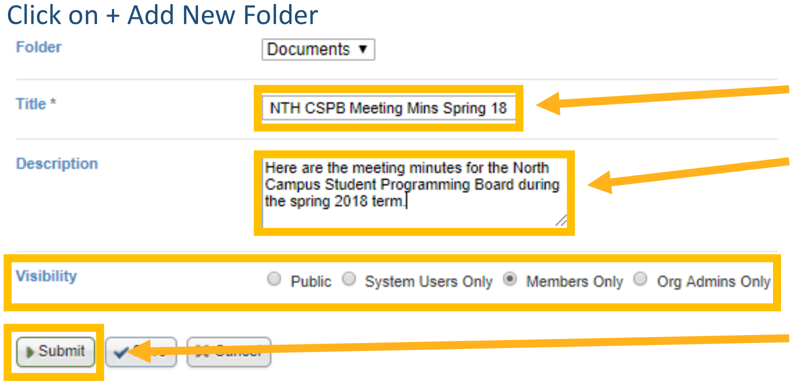
1. To log into your Community Advisor Profile.

2. Click on the **Documents** tab.

3. Folders can help keep your documents organized. If you have created a folder yet, you may want to do this first by clicking on **+ Add New Folder**. If you want to post the document without a folder or a folder that you want to use already exists, click **+ Add New Document**.



4. Click on + Add New Folder



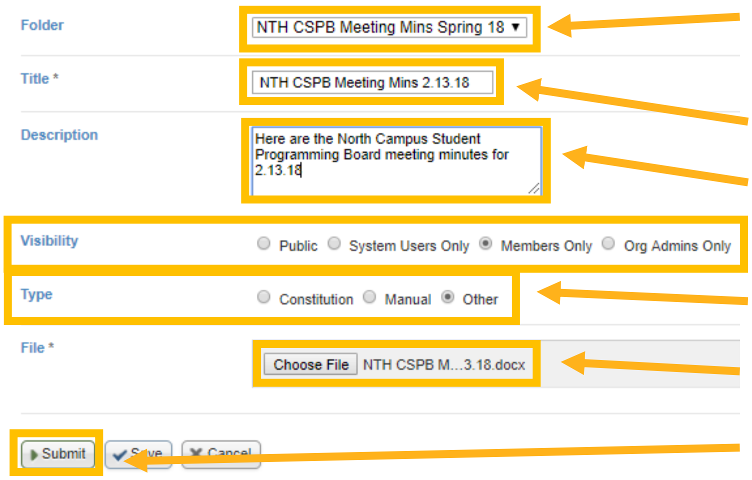
a. Give the Folder a **Title**.

b. Give the Folder a **Description.**

c. Determine the **Visibility** of the Folder.

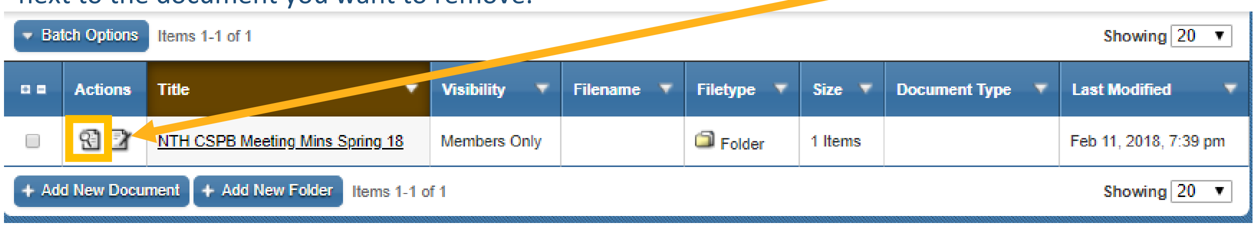
d. Click **Submit**.

5. Click on + Add New Document

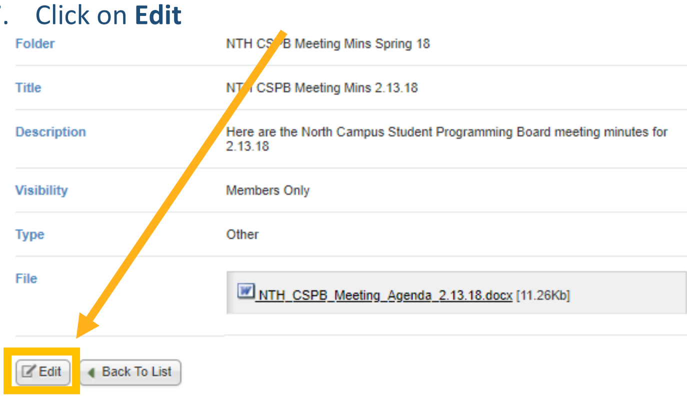


a. Select which **Folder** you want the document to be stored in from the drop down menu.
b. Give the Folder a **Title**.
c. Give the Folder a **Description.**
d. Determine the **Visibility** of the Folder.
e. Indicate the **Type** of document is being uploaded.
f. Select the document you want to upload by selecting **Choose File**.
g. Click **Submit**.

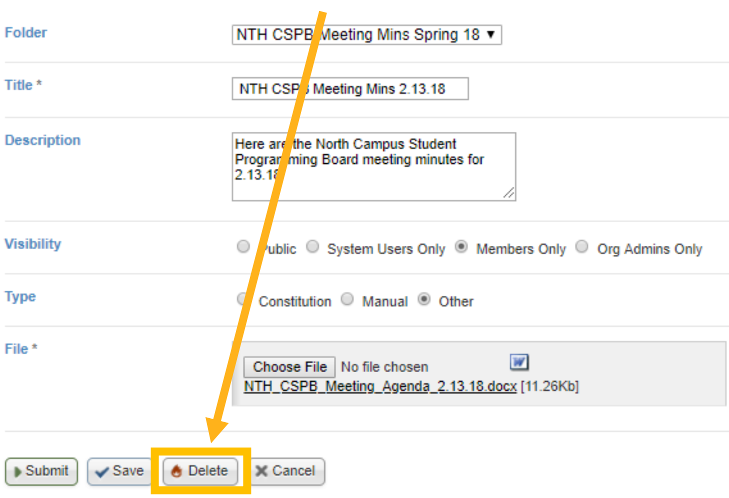
6. If you accidentally upload a document that you want to remove, click on the **Magnifying Glass Icon** next to the document you want to remove.



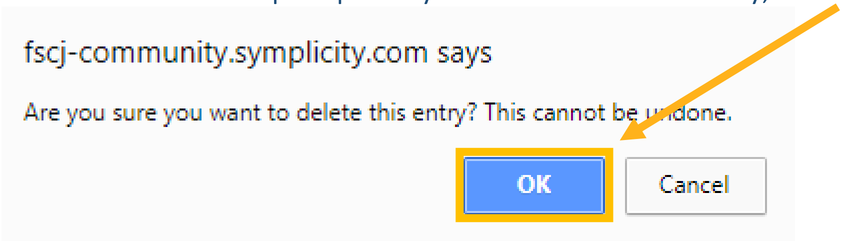
7. Click on **Edit**



a. Click on **Delete**



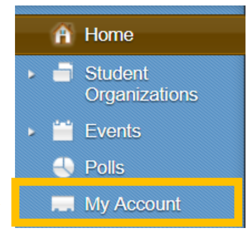
b. When prompted if you want to delete the entry, click **OK**.



How to Create Polls

These instructions are for Advisors on how to create Polls. Polls will allow Student Organizations to gather feedback from members and can be utilized for elections.

8. **Advisor Instructions**



   a. On the left side of the screen in-between Events and My Account is a link for Polls.
   b. Click on the **+Add New Poll** 

   link.
   c. Give the Poll a **Name**.
   d. Add a **Description**.
   e. Select the date and time that **Voting Begins**.
   f. Select the date and time that **Voting Concludes**.
   g. **Publish Results** - Select if how you want the results published.
      i. Select **Yes** if you want users to be able to view poll results as soon as they have voted.
      ii. Select No if you want users to see the results only after voting has concluded and the results are certified.
   h. **Auto-Close** – Select **Yes** if you want the poll to close once all members have voted.
   i. **Opening Alert** – Select **Yes** if you want a reminder email sent to users when the poll opens.
   j. **Closing Alert** – Select **Yes** if you want a reminder email sent to users when the poll closes.
   k. **Target** – Select where you would like to make the poll available to a particular
      i. Student Group – Type the name of the Student ORganziation that you would like to send the poll to. **Polls should only be sent to groups that you advise unless the advisors for the other groups are given a heads up that you are going to include their groups in the poll.**
         1. 
         2. **Visibility**
            a. Public – If members of the general public could access the poll, they could participate. Most likely, you would not want to use this option.
            b. System Users Only – Only currently enrolled students could participate in this poll.
            c. Members Only – Only the members of the Student Organization sponsoring the poll could participate.
            d. Org Admins Only – This would be a poll one for the Advisor and Student Officers granted Administrative Rights.
      ii. Student Group Type – Select this option if you want to send a poll the Student Organizations that fall into one or more various categories.
         1. You can select multiple categories before if desired.
         2. **The advisors for the other groups are given a heads up that you are going to include their groups in the poll.**
      iii. Student Class –
         1. If you only want to reach students that
   l. **Questions** – Click on the Add Poll Question link.
      i. **Question:** Give a title to the question. E.g. “Candidates for Kite Flying Club President” or ” What time should our next meeting occur?”

ii. **Options:** Provide choices that can be selected such as the names of the students running for president or times that the meeting could occur. E.g. "Jane Doe. John Doe. Sally Tomatoes." Enter one option per line.
iii. **# of Allowed Sections:** The number of allowed responses for this specific question.
iv. **# of Allowed Write Ins:** Provide how many Write In options you will allow.
v. **# of Required Selections**: The minimum number of responses for this particular question.
vi. **Order:** Depending on the number of questions, use this part to place the questions in order. If your poll has 3 items, the numbers put into this box will range from 1- 3.

m. The Poll will appear on the right side of the student's home page.