

10 Hidden Gems in Engage

ENGAGE



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Today's Learning Outcomes

- At the end of today's session, attendees will be able to:
 - Identify at least 3 features of Engage that are underutilized by campuses
 - Understand best practices for implementation of hidden-gem features for their campus

A high-angle, dimly lit library with rows of bookshelves. The shelves are filled with books, and the lighting is soft and focused on the text. A person is visible at the bottom center, sitting on the floor and reading a book.

#1

Custom Branch Notifications

Custom Branch Notifications

- Engage offers Branch Administrators the ability to customize Notifications users receive from the Branch
- Event Submissions, Form Submissions, and Organization Registration Submissions
- Allows you to customize notification language to include auto-populated fields

Custom Branch Notifications

Submissions - Event Approved

Get notified when your event submission is approved

EMAIL

SYSTEM

Subject Content

Your event submission {{EventName}} has been approved!

Heading Content



Your event request {{EventName}} has been approved by {{SenderName}} in {{OrganizationName}}.

Body Content



{{Comments}}

CANCEL

SAVE

Fields

Placeholder tokens that can be used within the content of the template.

Placeholder	Example Value
{{Comments}}	Great Job!
{{EventName}}	Officer Meeting
{{EventSubmissionUrl}}	https://example.com/subm...
{{ManageEventsUrl}}	https://example.com/actio...
{{OrganizationName}}	Chess Club
{{CommunityDisplayname}}	Community Display Name

Live Preview

Your event submission Officer Meeting has been approved!

Your event request Officer Meeting has been approved by Sender Name in Chess Club.

Great Job!

[View Submission](#)

[Go To Manage Events](#)

You are receiving this email because you are a
Manage your [email preferences](#).



#2

Hidden & Admin Only Categories

Hidden and Admin Only Categories

- Event and Organization Categories can be hidden from General Users
- Can also be set for "Admin Use Only"
- Allows for behind the scenes reporting
- Admin Only Categories can ensure specialized categorization is being used effectively

Hidden Categories

Event Category Details

Properties

Events

* Name

Description

For Administrator Use Only

Shown On Public Site

Update

Cancel

Organization Category Details

Properties

Organizations

Name

Description

Settings For Administrator Use Only

Shown On Public Site

Update

Cancel



#3

Messaging

Messaging

- Engage offers the ability to generate custom-filtered lists of users for messaging purposes
- Can be leveraged for Email Relays or Text Messaging*
 - *Users must opt in to receiving Text Messages from Engage
- Can be generated at the Community or Organization Level
 - Community Level – filter based on Position Template, Organization Types, and Organization Categories
 - Organization Level – filter based on Positions or Specific Members

Community Level Messaging

Send Message

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to these
Position Templates

Select

None

In any of these
Organization Types

Select

All

Who are also in these
Organization Categories

Select

All

2) Enter Title

3) Generate Relay Address

Generate

Cancel

Total recipients: 0

Organization Level Messaging

Create Message Relay

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these
Positions

[EDIT...](#)

None

and/or these specific
Members

[EDIT...](#)

None

2) Enter Title

Subject

3) Generate Relay Address

Total recipients:

0

[GENERATE](#)

[CANCEL](#)



#4

Community Form Reviewer Workflow

Community Form Reviewer Workflow

- Community-level Forms offer the ability to build-in a workflow for your reviewer process
- Allows admins to set different levels for each reviewer in the process
- Will stagger notifications for reviewers based on the level to which they are assigned

Community Form Reviewer Workflow

Form Details

Properties | **Notifications** | **Reviewers**

Select the users you wish to give the necessary access to review all submissions for this Form. Reviewers can view, comment on, and vote on submissions by recommending the form for approval or denial. Reviewers cannot change the status of a submission without additional access to Forms.

Reviewer Workflow On Off

Reviewers

<input type="checkbox"/>	Steph Morales-Johnson smorales@hometown.edu Level 1	✖
<input type="checkbox"/>	Aaron Allen aaronallen@engageu.edu Level 1	✖
<input type="checkbox"/>	Aaron Pauku aaronpauku@engageu.edu Level 2	✖
<input type="checkbox"/>	Aadil Enberg aadilenberg@engageu.edu Level 3	✖

Select All Notify Selected

Available Users

Search

Name	Campus Email
+ A.J. Haney	a.j.haney@engageu.edu
+ Aadil Enberg	aadilenberg@engageu.edu
+ Aaron Allen	aaronallen@engageu.edu
+ Aaron Bonke	aaronbonke@engageu.edu
+ Aaron Brosseau	aaronbrosseau@engageu.edu
+ Aaron Fasching	aaronfasching@engageu.edu

A high-angle, dimly lit library with rows of bookshelves. The shelves are filled with books, and the lighting is soft and focused on the central area. A person is visible in the lower center, looking down at a book on the floor. The overall atmosphere is quiet and scholarly.

#5

Additional Fields

Additional Fields

- Additional Fields allow campuses to gather more customized data in various data sets within Engage
- Can be added to the User Profile, the Organization Profile, Events, Funding Requests, and Purchase Requests
- Leverages most of the familiar question types from Forms
 - Not able to include Ranking Questions
- Gives Administrators the ability to determine visibility levels across different audiences.

Additional Fields

Additional Fields

Show Additional Fields for:

Event

Edit Fields

Field

Logged-in Users

Anonymous Users

Manager/Owner

Reports

Is there a cost associated with attending this event? If yes, list the price below. If no, please write N/A.

Show Hide

Show Hide

Edit Show Hide

Show Hide

Alternate location in the event of inclement weather:

Show Hide

Show Hide

Edit Show Hide

Show Hide

Is your event open to the public?

Show Hide

Show Hide

Edit Show Hide

Show Hide

EMS Confirmation #:

Show Hide

Show Hide

Edit Show Hide

Show Hide

Upload supporting documents

Show Hide

Show Hide

Edit Show Hide

Show Hide

Update



#6


Homepage Alerts

Homepage Alerts

- Alerts help make your content more visible and promote traffic because they appear in a prime location that users are highly likely to see
- You can have up to three at any given time and include hyperlinks

Alerts

Explore Hometown University

 Search Events, Organizations, and News Articles

Prepare for the Involvement Fair!

Are you an organization officer or leader? Get ready for the Fall Involvement Fair by signing up your organization [here!](#)

Re-register your organization

It's time to re-register your organization on campus. Stop by the Office of Student Involvement's organization [page](#) for more information.

Major & Career Advising

Looking to change majors? Drop by the Career Center for 1:1 advising. Click [here](#) for more information.



#7

Self-Reported Experiences

Self-Reported Experiences (SREs)

- Self-Reported Experiences are meant to provide institutions with a way to collect information from students on things that they do outside of the classroom that aren't already being tracked in Engage.
- These experiences can include anything from honors and awards received, employment or internships held, to off-campus memberships and event participation.

Self-Reported Experiences (SREs)

- Event Pass
- Paths
- Event History
- Memberships
- Experiences**
- Service Hours
- Co-Curricular Transcript
- Submissions
- Notifications
- Downloads
- Get Ready to Vote

My Experiences

Show

Experience	Last Modified	Status	Type
Semester Abroad in Argentina	1/22/2019 1:21:30 PM	Approved	Study Abroad/International Programs
Outstanding Graduate Student	1/22/2019 1:19:52 PM	Approved	Awards

Showing 1 - 2 of 2

[ADD EXPERIENCE](#)

- Awards
- Career Development
- Certifications
- Community Service
- Conferences and Institutes
- Cultural Experiences
- Employment
- Internships
- Leadership Development
- Lectures
- Research
- Study Abroad/International Programs

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#8

Opportunity Wall

Opportunity Wall

- An embeddable widget that a campus can put on institution websites with minimal HTML experience
- Pulls a listing of upcoming public events, giving visitors of your webpage easy access to details and information about events they might be interested in attending


Opportunity Wall

Opportunity Wall

Create

Width (Pixels) **Height** (Pixels) **Embed Code** Use the HTML code below to add the Opportunity Wall to your learning management system or webpage.
`<iframe src="https://hometown.campuslabs.com/engage/opportunityboard" width`

Preview



The Opportunity Wall displays a grid of eight event cards, each with a unique image and a title. The cards are arranged in two rows of four. The first row includes 'Habitat for Humanity Build' (wooden houses), 'College Writing 101 Workshop' (a hand writing on a scroll), 'Mock Interviews' (a conference room), and 'Ice Cream Social' (a pink ice cream cone). The second row includes 'Study Break at the Union' (a person holding their head), 'Study Abroad Info Session' (a teal circle with arrows), 'Social Justice Dinner Dialogue' (a pizza on a plate), and 'Yoga in the Quad' (people practicing yoga on a beach). Navigation arrows are visible on the left and right sides of the grid.

- Habitat for Humanity Build
- College Writing 101 Workshop
- Mock Interviews
- Ice Cream Social
- Study Break at the Union
- Study Abroad Info Session
- Social Justice Dinner Dialogue
- Yoga in the Quad



#9

Event Conditional Reviewers

Event Conditional Reviewers

- Event reviewers can be setup to only be notified if certain conditions are met.
- For example, you may decide that your campus security officer only needs to review events with attendances over 100 students, or that your catering department only needs to review events that have identified needing university catering.


Event Conditional Reviewers

Conditions:


ALL Events

Events with ANY of the following Conditions

Events with ALL of the following Conditions

Select a question = Select an answer 

Where will your event be he... = On Campus

Select a question = Select an answer 

Where will your event be he... = Off Campus - Out of Town

[+ ADD CONDITION](#)

B	Brandon Diniz View Only All Events
M	Marqui Lammers Can Vote Conditional
R	Ryan O'Connell Can Vote All Events
K	Katie Beach Can Vote Conditional
R	Rosy Lee View Only All Events



#10

Co-Curricular Transcript

Co-Curricular Transcript

- Students can use Engage to generate a record of their involvement to document experiences gained outside the classroom.
- This document is called the Co-Curricular Transcript (which can be rebranded to fit campus needs), and can be used when applying for grad school, provide speaking points for job interviews, and to showcase your students' leadership experience.

Co-Curricular Transcript Example



Hometown University Co-Curricular Transcript

The Co-Curricular Transcript is an unofficial transcript of a Hometown University student's co-curricular involvement. Hometown University recognizes the impact that out-of-the-classroom experiences have on a student's learning and overall campus experience. Students are encouraged to utilize the Co-Curricular Transcript to track and reflect upon their co-curricular experiences and use the document as a record of their personal Hometown University experience.

Name: Kelly Ormsby

Date: May 17, 2019

Organization Membership

Campus Programming Board

Position(s) Held

Vice President for Membership (5/9/2018 - 6/3/2018)

University Ministry

Position(s) Held

Coordinator (7/19/2018 - Present)

Biology Club

Position(s) Held

Member (5/15/2019 - 5/16/2019)

Events

Social Justice Dinner Dialogue

Host(s): Center for Civic Engagement , Cross Cultural Connections

Date: 6/27/2018

Mock Interviews

Host(s): Career Center , Business Leaders of Tomorrow

Date: 6/3/2019



Any questions regarding this transcript can be directed to Amber Wilson, Director of Student Life, 302-224-5797


Amber Wilson
Director of Student Life


Scott Andrews
VSLC, Coordinator

Thank You!

Questions?

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