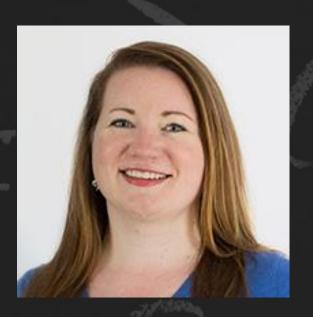
10 Hidden Gems in Engage



Katie Felton Senior Onboarding Consultant kfelton@campuslabs.com

Today's Learning Outcomes

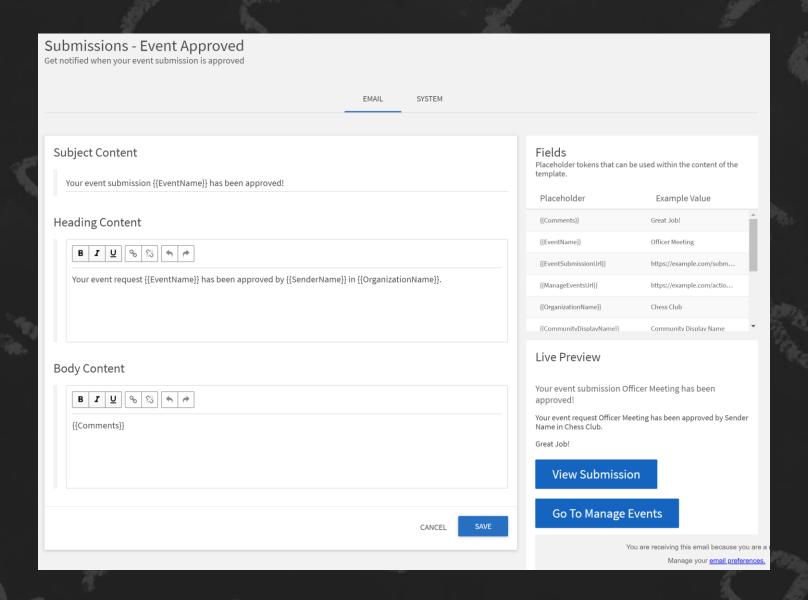
- At the end of today's session, attendees will be able to:
 - Identify at least 3 features of Engage that are underutilized by campuses
 - Understand best practices for implementation of hidden-gem features for their campus



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

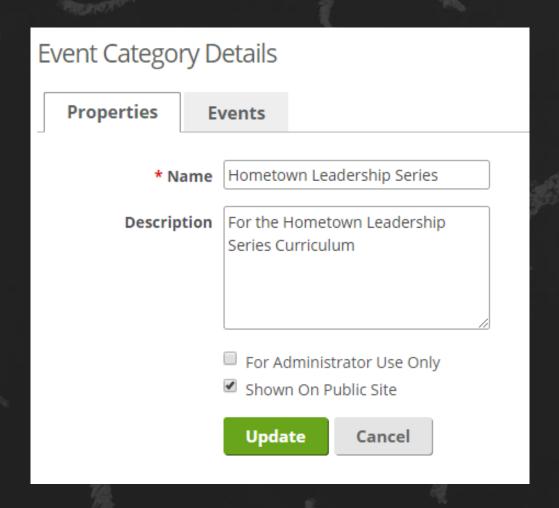


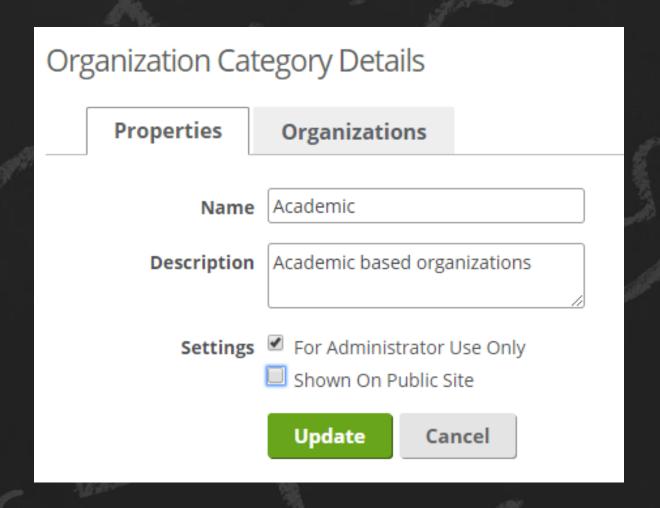


Hidden and Admin Only Categories

- 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







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

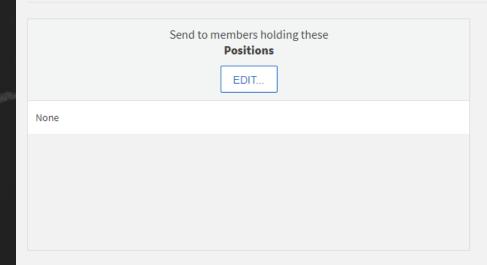
Send Message Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours. 1) Select Recipients Send to these In any of these Who are <u>also</u> in these **Organization Types Organization Categories Position Templates** 2) Enter Title Email Subject 3) Generate Relay Address Total recipients: 0 Generate Cancel

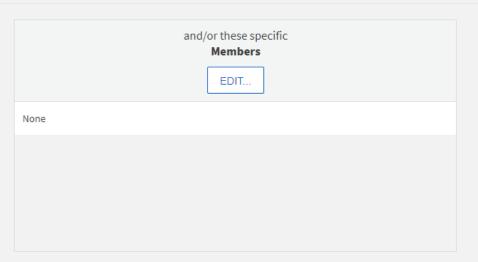
Organization Level Messaging

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





2) Enter Title

3) Generate Relay Address

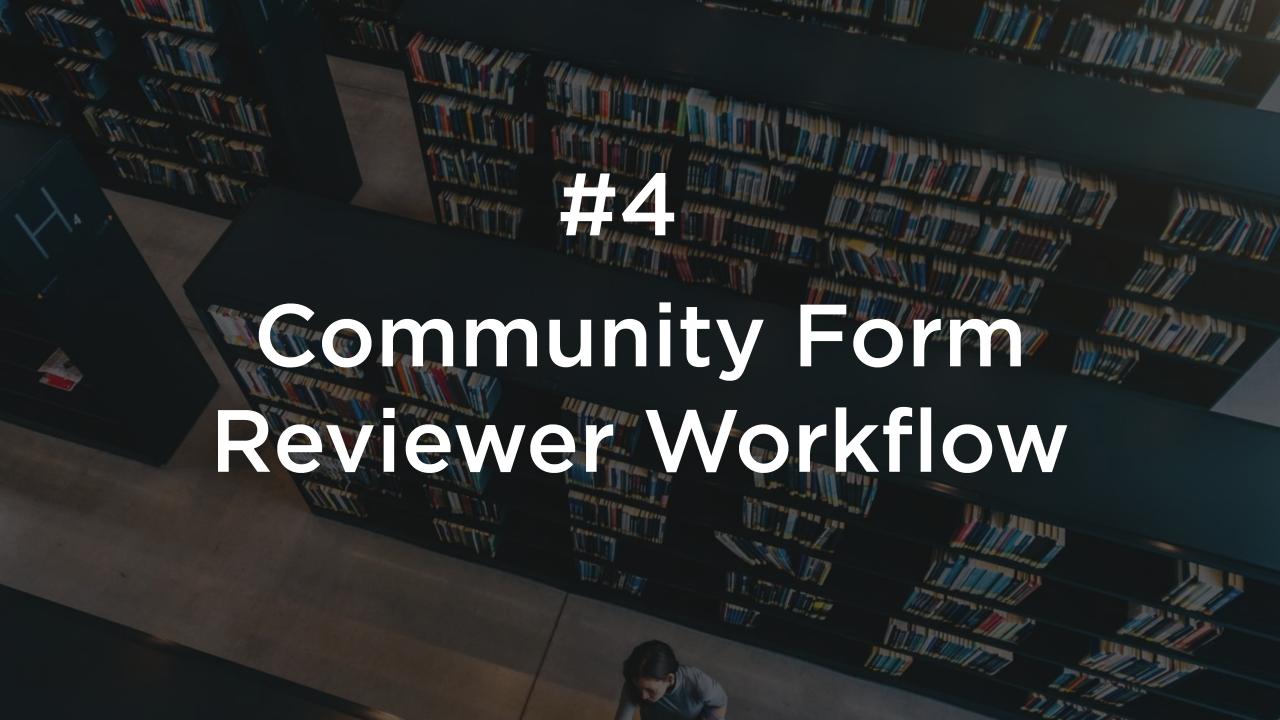
Subject

Total recipients:

)



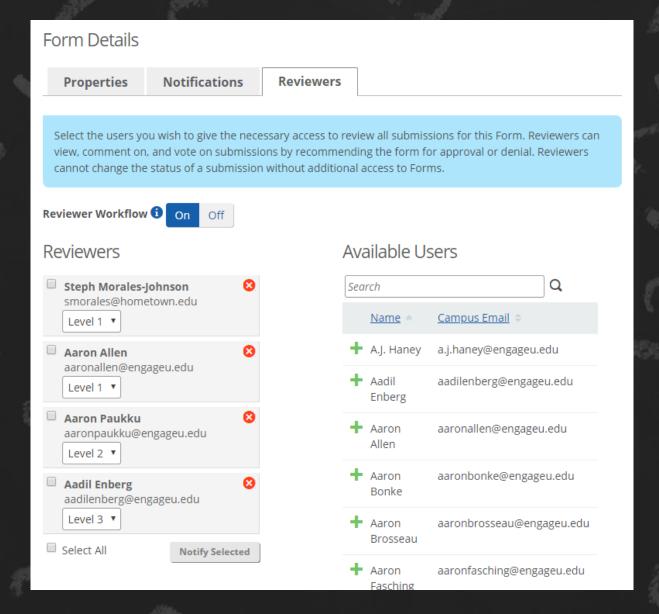
CANCEL



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



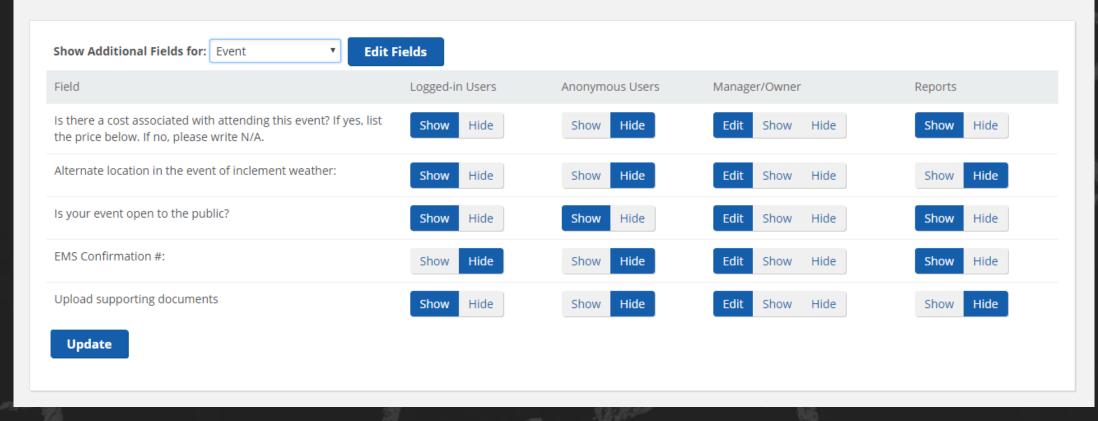


Additional Fields

- 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





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

Q 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.

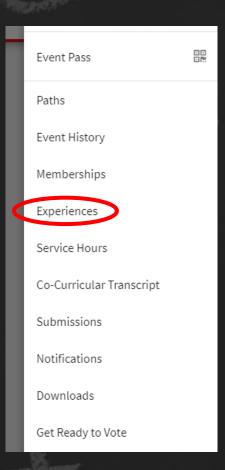


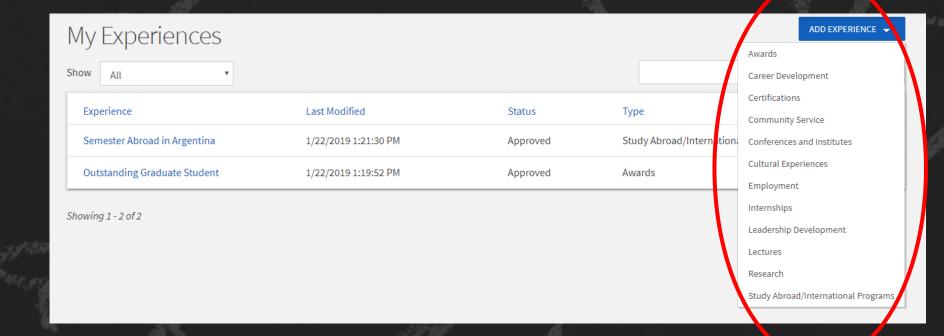
Self-Reported Experiences (SREs)

 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)





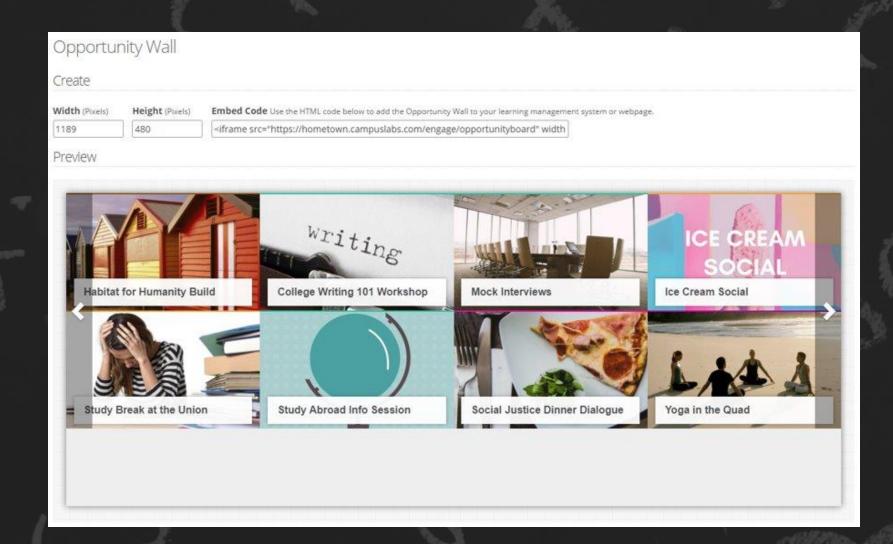


Opportunity Wall

 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

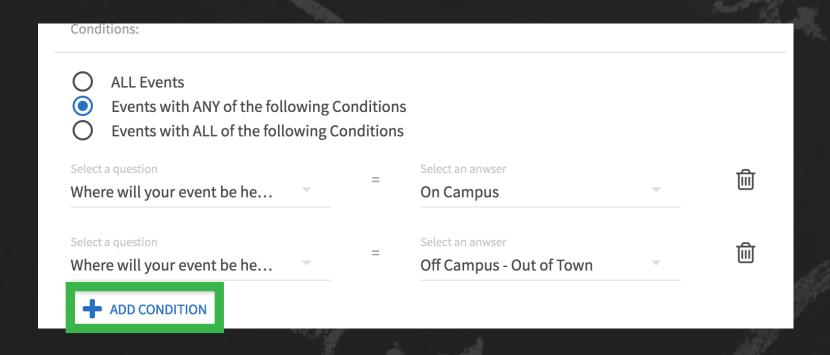


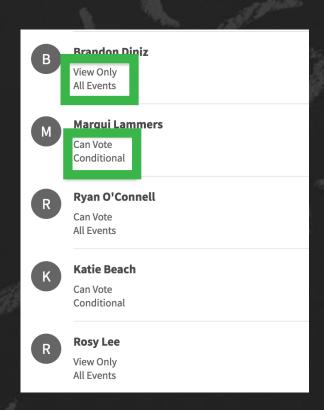


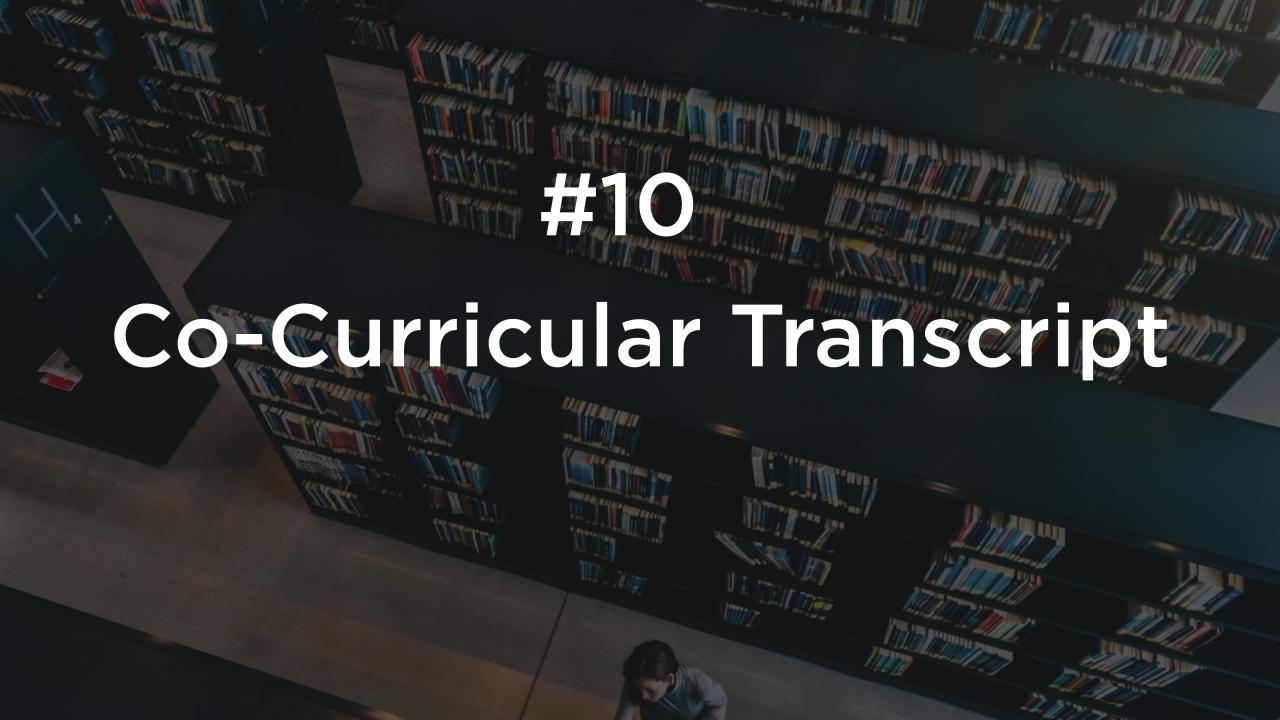
Event Conditional Reviewers

- 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







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 - 6/5/2018)

University Ministry

Position(s) Held Coordinator (7/29/2018 - 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







This is an official document for the students of Hometown University approved by the Division of Student Affairs. For more information about the Co-Curricular Transcript at Hometown University, please visit https://www.hometownm.edu/cct.

Thank You! Questions?

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