

Involve 101

Learn about the platform and the basics to get started!

Agenda

1. What is Involve?
2. Student Portal
3. Forms
4. Organizations
5. Events
6. Support
7. Q&A
8. Close



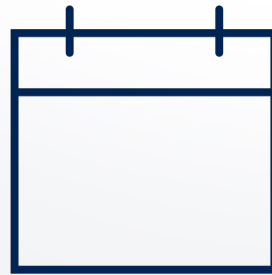
We had a screen sharing
technical difficulty!



Student Engagement



Event Management












Involvement Tracking



5


What can I do with Involve?

Create ✕

 Organization	 Event	 Form
 User	 Experience	 Poll
 Tag	 Waiver	 Pathway

Cricket University modern campus

2023 Student Leader Excellence Award Nomination

 **Cricket University**
Student Leader Awards

Your Name

Email Field
Email must be from one of these domains: 'cu.edu'.

Student Leader Awards

- Outstanding Student Leader of the Year:** This award recognizes an individual who has shown exceptional leadership skills, dedication, and impact on their campus organization.
- Emerging Leader Award:** Given to a newer member who has demonstrated significant growth in leadership potential.

Are You Nominating For this Award?

YES NO

Create ✕

Organization

Event

Form

User


Experience

Poll

Tag

Waiver

Pathway



Pin Trading Event

Hosted by Hey Arnold! Fan Theory Club

📅 February 15 - April 17

🕒 1:37 PM - 1:38 PM

📍 Haley 404


[SHARE](#) [ADD TO CALENDAR](#)


Earn Opportunities


Earn opportunities by attending this event


1	1	10
Experience	Skill	Levelment


Create ✕



Organization



Event



Form



User



Experience


Poll


Tag


Waiver


Pathway



Dog Walkers of CU

Club, Student Organization • 13 Members

[Details](#) [Documents](#) [Contact](#) [Share](#)

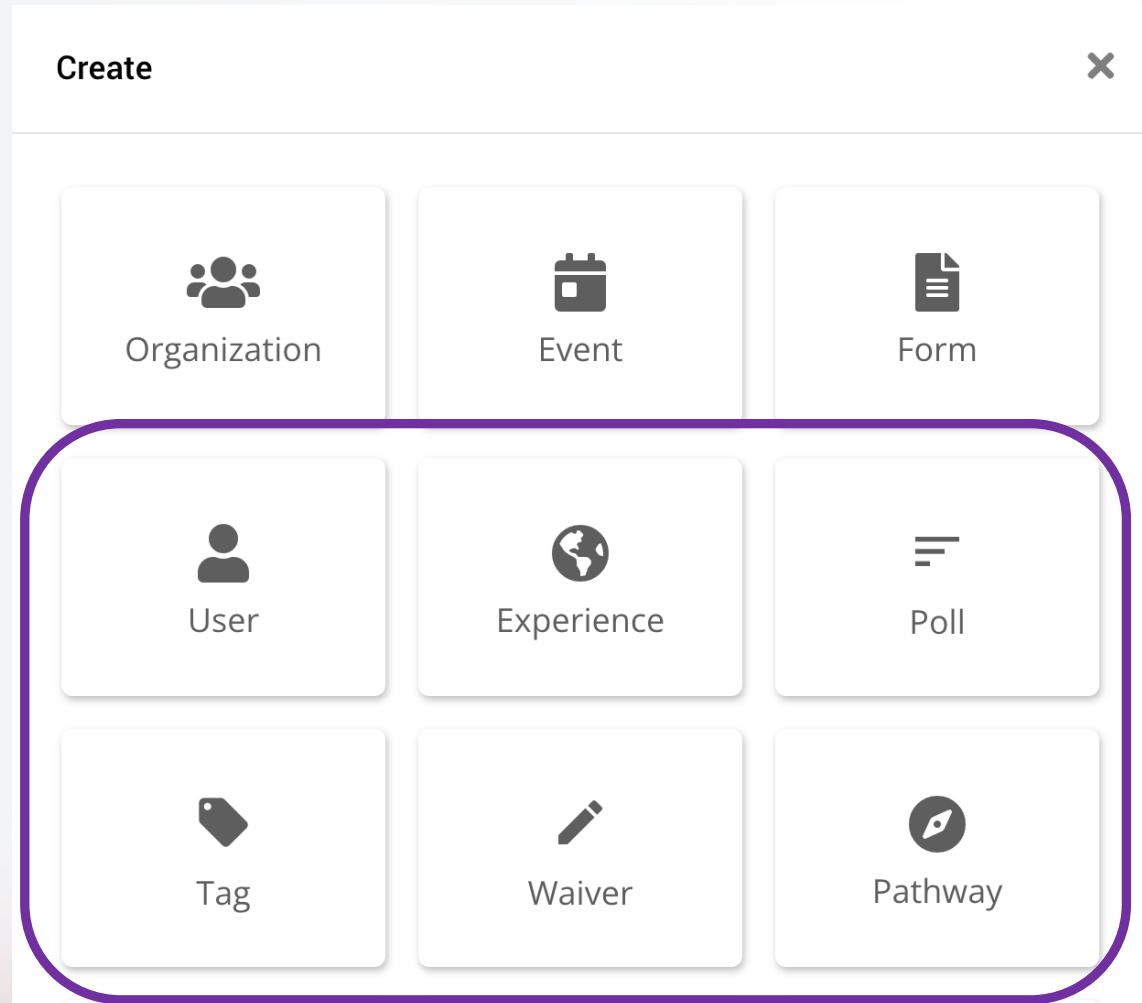
Basic Information

About
Bring your dog, a leash, and a dream in your heart.

When and where?
We meet each week at 8am at Kensington square.

What?

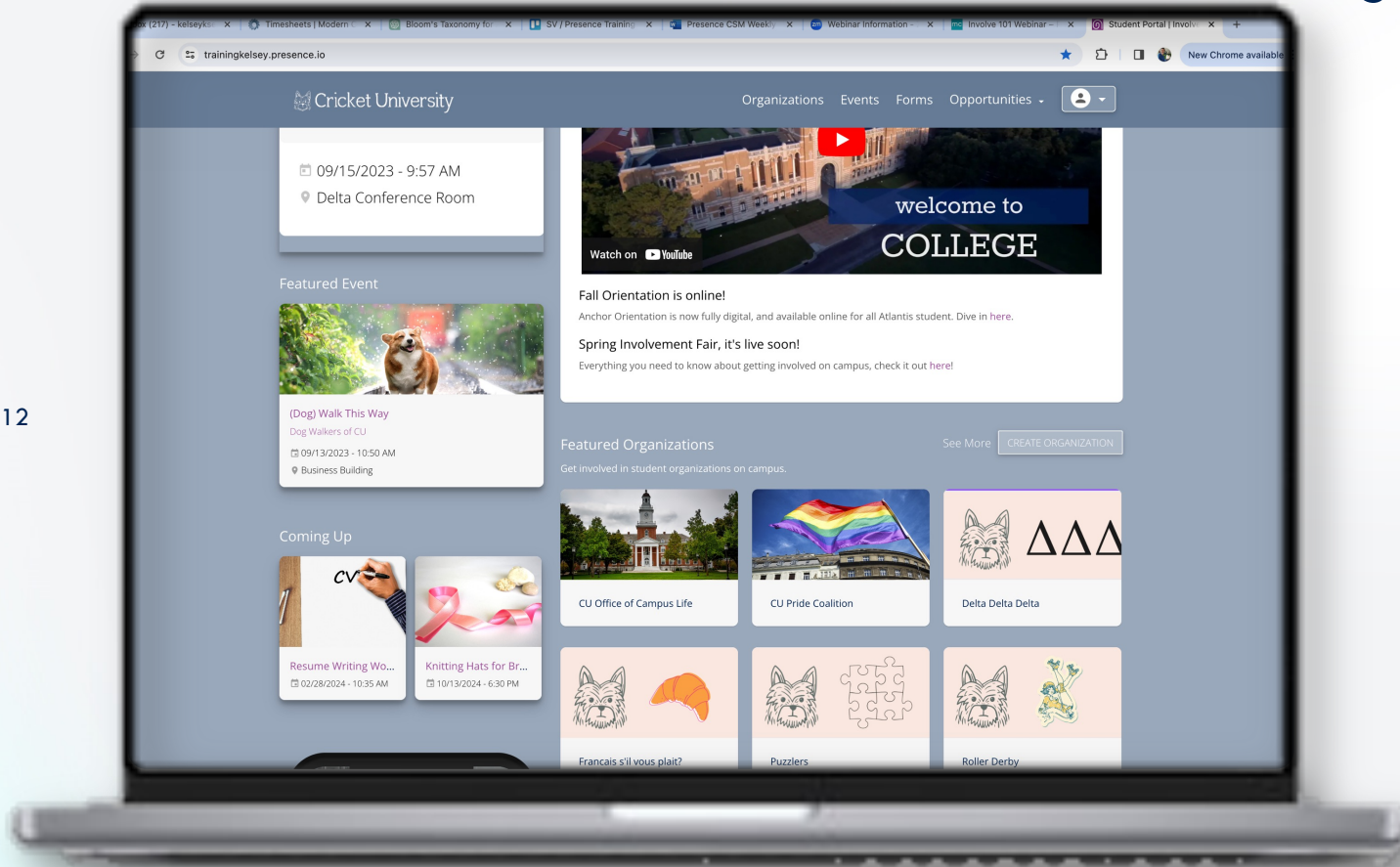
What can I build?



10

The Student Portal

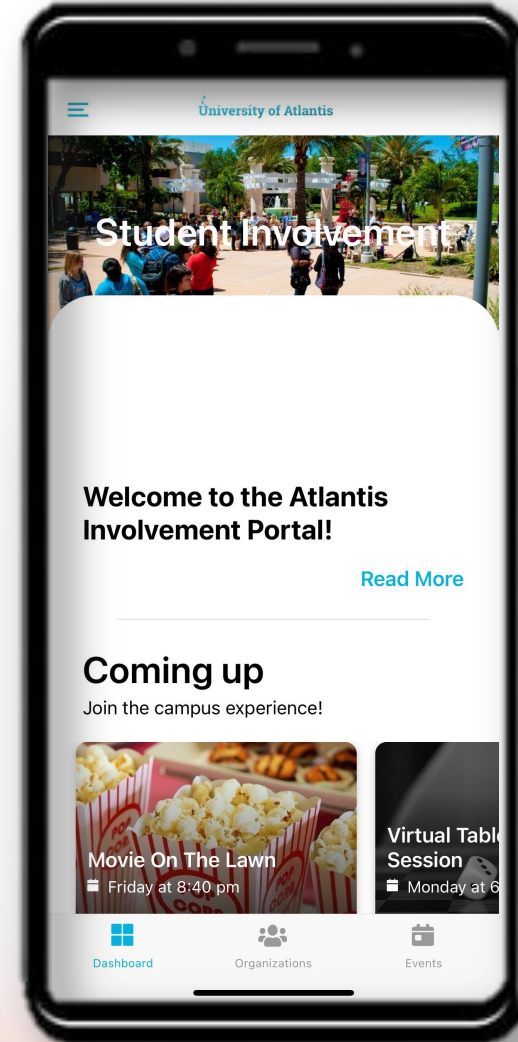
Web App



12

Mobile App

Search "Modern Campus Involve"



Student Portal

13

The screenshot shows the Cricket University Student Life portal. At the top, there is a navigation bar with the Cricket University logo, a menu with 'Organizations', 'Events', 'Forms', and 'Opportunities', and a user profile icon. Below the navigation bar is a large banner with the text 'Cricket University Student Life'. The main content area is divided into two columns. The left column features a user profile for Kelsey Seale, with her email 'kseale@moderncampus.com' and a 'View Profile' link. Below this is a section for 'Identity Development' with a progress bar. At the bottom of the profile section, it shows '30 Cricket Points' and '18 Service Hours'. The right column contains a welcome message: 'Welcome to Cricket University's involvement portal! An entire world awaits you: points that earn you cool stuff, exciting clubs to join, skills you can develop to impress employers, and other meaningful experiences that help you make the most of your time as a Cricketer. Jump in!'. Below the text is a video player showing an aerial view of the university campus with a red play button overlay. The video title is '"Welcome to college" for middle school and high school stude...' and it has 'Watch later' and 'Share' options.

Organizations

14

Cricket University

Organizations Events Forms Opportunities

Organizations

Search Organizations

CATEGORIES OPTIONS

- Career Services
- Cooking Club
- CU Methodists
- CU Office of Campus Life
- CU Office of Health and Wellness
- CU Pride Coalition
- Delta Delta Delta
- Dog Walkers of CU
- Film Club
- Food Pantry

Rows per page: 10 1-10 of 18

Events

15

Cricket University

Organizations Events Forms Opportunities

Events

Search Events

EARN CATEGORY ORGANIZATIONS TAGS DATES

- Pin Trading Event**
Hey Arnold! Fan Theory Club
02/15/2024 - 1:37 PM
Haley 404
- Eras Tour Livestream**
Delta Delta Delta
02/20/2024 - 10:38 AM
Campus Green
- Resume Writing Workshop**
The Creme de Bananas
02/28/2024 - 10:35 AM
Zoom

<https://trainingkelsey.presence.io/events>

Forms

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Cricket University

Organizations Events Forms Opportunities

Forms

Search Forms CATEGORY

Title	Description
2023 Student Leader Excellence Award Nomination	
Apply For Opportunity	Fill out to apply for a skill, experience, points, or service hours.
Event Registration	Register an event hosted by your organization.
Organization Registration	Register your campus group.
Reflection Form	
Reservation Request Form	Want to reserve somewhere on campus? Fill this out!

<https://trainingkelsey.presence.io/forms>

Profile / SmartTranscript

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Cricket University

Organizations Events Forms Opportunities

Kelsey Seale

PROFILE EXPERIENCES SKILLS RESPONSES SHARE

Membership

- Dog Walkers of CU Member
- CU Pride Coalition Member

Skills

1 Skills

0 Competencies

Timeline [APPLY FOR OPPORTUNITY](#)

Search Timeline [DATES](#) [TYPE](#)

- 2 - Apply level of Creativity Skill 02/20/2024 at 1:21PM
- 1 - Know level of Creativity Skill 02/20/2024 at 1:18PM
- Member - Dog Walkers of CU Membership 08/21/2023 at 11:21AM

Admin Dashboard

Getting to the Admin Dashboard

19

Cricket University

- Organizations
- Events
- Forms
- Experiences
- Skills
- Points
- Account
- Profile
- Admin
- Sitemap
- Logout

RESPONSES SHARE

APPLY FOR OPPORTUNITY

Timeline

Search Timeline DATES TYPE

- 2 - Apply level of Creativity Skill 02/20/2024 at 1:21PM
- 1 - Know level of Creativity Skill 02/20/2024 at 1:18PM
- Member - Dog Walkers of CU Membership 08/21/2023 at 11:21AM

Cricket University

Organizations Events Forms Opportunities

Kelsey Seale

PROFILE EXPERIENCES SKILLS RESPONSES SHARE

APPLY FOR OPPORTUNITY

Membership

- Dog Walkers of CU Member
- CU Pride Coalition Member

Skills

- 1 Skills
- 0 Competencies

Timeline

Search Timeline DATES TYPE

- 2 - Apply level of Creativity Skill 02/20/2024 at 1:21PM
- 1 - Know level of Creativity Skill 02/20/2024 at 1:18PM
- Member - Dog Walkers of CU Membership 08/21/2023 at 11:21AM



Organizations

Events

Forms

Experiences

Skills

Points

Account

Profile

Admin

Sitemap

Logout

RESPONSES SHARE

APPLY FOR OPPORTUNITY

Timeline

Search Timeline

DATES

TYPE



2 - Apply level of Creativity
Skill

02/20/2024 at 1:21PM



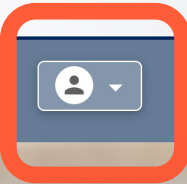
1 - Know level of Creativity
Skill

02/20/2024 at 1:18PM



Member - Dog Walkers of
CU
Membership

08/21/2023 at 11:21AM



Kelsey Seale

PROFILE EXPERIENCES SKILLS RESPONSES SHARE

Membership

Dog Walkers of CU

Member

CU Pride Coalition

Member

Skills

1

Skills

0

Competencies

Timeline



Search Timeline

APPLY FOR

DATES

2 - Apply level of Creativity

Skill

02/20/2024 at 1:21PM

1 - Know level of Creativity

Skill

02/20/2024 at 1:18PM

Member - Dog Walkers of CU

Membership

08/21/2023 at 11:21AM

Profile

Admin Dashboard

Sitemap

Logout

Admin Dashboard

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Training Kelsey

STUDENT PORTAL

Good afternoon, Morrie!

Let's do something.

It's been 303 days since you've created an event. [Create one now.](#)

Looks like you haven't made a form yet. [Create one now.](#)

You haven't attended an event in 157 days. [Find one.](#)

Action Items

- The organization "Dog Walkers of CU" needs your approval.
- The timeline "5 Service Hours" needs your approval.
- The organization "Cricket Watercolor Club" needs your approval.
- The organization "Delta Delta Delta" needs your approval.
- The organization "Walking Around" needs your approval.

18	14	2	1	2%
Organizations	Organization Members	Upcoming Events	Monthly Unique Attendees	Students Attended Events

Help

Forms

Forms on the Admin Portal

The screenshot displays the 'Forms' section of the Modern Campus Admin Portal. The interface includes a sidebar with navigation icons, a top navigation bar with tabs for 'RESPONSES', 'MY FORMS', 'CAMPUS FORMS', and 'FORM CATEGORIES'. A search bar labeled 'Search My Forms' is positioned above a table listing various forms.

Title	Created by	Responses	Views	Status
Apply For Opportunity	Mike Janofsky	13	31	⋮
Create Allocation	Mike Janofsky	7	20	⋮
Event Registration	Mike Janofsky	14	41	⋮
Organization Registration	Mike Janofsky	19	32	⋮

Additional UI elements include a '+ Add Form' button in the top right, a 'Help' button in the bottom right, and a settings gear icon in the bottom left of the main content area.

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Forms on the Admin Portal

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The screenshot displays the 'Forms' section of the Modern Campus Admin Portal. The page has a teal header with the title 'Forms' and a search bar labeled 'Search Campus Forms'. Below the header, there are four tabs: 'RESPONSES', 'MY FORMS', 'CAMPUS FORMS' (which is selected), and 'FORM CATEGORIES'. The main content area contains a table of campus forms. The table has five columns: 'Title', 'Created by', 'Responses', 'Views', and 'Status'. The data in the table is as follows:

Title	Created by	Responses	Views	Status
2023 Student Leader Excellence Award Nomination	Kelsey Seale	10	20	⋮
Apply For Opportunity	Mike Janofsky	13	31	⋮
Event Registration	Mike Janofsky	14	41	⋮
Organization Registration	Mike Janofsky	19	32	⋮
Reflection Form	Mike Janofsky	1	9	⋮
Reservation Request Form	Kelsey Seale	2	6	⋮

At the bottom right of the page, there is a 'Help' button. The left sidebar contains various navigation icons, including a plus sign, a grid, a document, a group of people, a calendar, a dollar sign, a bar chart, a person, and a speech bubble.

Creating from the Admin Dashboard

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The screenshot displays the Modern Campus Admin Dashboard. At the top, it says "Training Kelsey" and "Good afternoon Kelsey!". Below this, there are several prompts: "Let's do something.", "You haven't created an event! [Create one now.](#)", "It's been 157 days since you've created an experience! [Create one now.](#)", and "You haven't attended an event! [Find one.](#)". A "STUDENT PORTAL" button is visible in the top right corner. A "Create" modal is open in the center, showing a grid of nine options: Organization, Event, Form, User, Experience, Poll, Tag, Waiver, and Pathway. A peace sign emoji is placed to the right of the modal. At the bottom, a dashboard summary shows: 18 Organizations, 14 Organization Members, 2 Upcoming Events, 1 Monthly Unique Attendees, and 2% Students Attended Events. A "Help" button is located in the bottom right corner of the dashboard.

Organizations

Organization Registration Form

Title	Description
2023 Student Leader Excellence Award Nomination	
Apply For Opportunity	Fill out to apply for a skill, experience, points, or service hours.
Event Registration	Register an event hosted by your organization.
Organization Registration	Register your campus group.

Organization Registration

Register your campus group.

Basic Information

Organization Name *

About

H1 H2 H3 H4 H5 H6 P PRE " " B I U S ☰ ☷ ↺ ↻

☰ ☷ ↺ ↻ WORDS: 0 CHARACTERS: 0

Categories

- Find the right org
- Refine the list
- Transition control
- Insightful data

29

The screenshot shows the 'Organizations' page on the Cricket University website. At the top left is the 'Cricket University' logo. A search bar contains the text 'Search Organizations'. To the right of the search bar are buttons for 'CATEGORIES', 'OPTIONS', and a grid/list toggle. A dropdown menu is open under 'CATEGORIES', listing various organization types: Affinity, Club, Department, Faith Based, Gaming, Greek Life, Intramural Sports, Language, Service, and Student Organization. Below the search bar is a grid of organization cards, each with an image and a title: Career Services, Cooking Club, CU Methodists, CU Office of Health and Wellness, CU Pride Coalition, Delta Delta Delta, Dog Walkers of CU, Film Club, and Food Pantry. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-10 of 18'.

Create Categories

To make a new category...

1. Organizations
2. Manage
3. Create

The screenshot shows the 'Organizations' management interface. At the top, there is a navigation bar with tabs for ORGANIZATIONS, REQUESTS, OFFICERS, MEMBERSHIP, DRAFTS, and MANAGE. The 'MANAGE' tab is currently selected. Below the navigation bar, there is a 'Categories' section with a 'CREATE' button in the top right corner. A search bar is present with the placeholder text 'Search Organization Categories'. Below the search bar is a table listing organization categories.

Title	Organizations	
Affinity	1	⋮
Club	8	⋮
Department	3	⋮

30

Add Members to Organizations

Add Individually

Add In Bulk

32

The screenshot shows the 'Organizations' dashboard. At the top, there are three summary cards: 'Active Organizations' with a count of 18, 'Unique Members' with a count of 14, and 'Average Members' with a value of 2.17. Below these is a search bar for organizations and filter buttons for 'STATUS', 'AND', 'CATEGORY', and 'FILTER'. A table lists various organizations with columns for Title, Category, Meeting Time, Meeting Location, Members, and Status. A 'Help' button is visible in the bottom right corner.

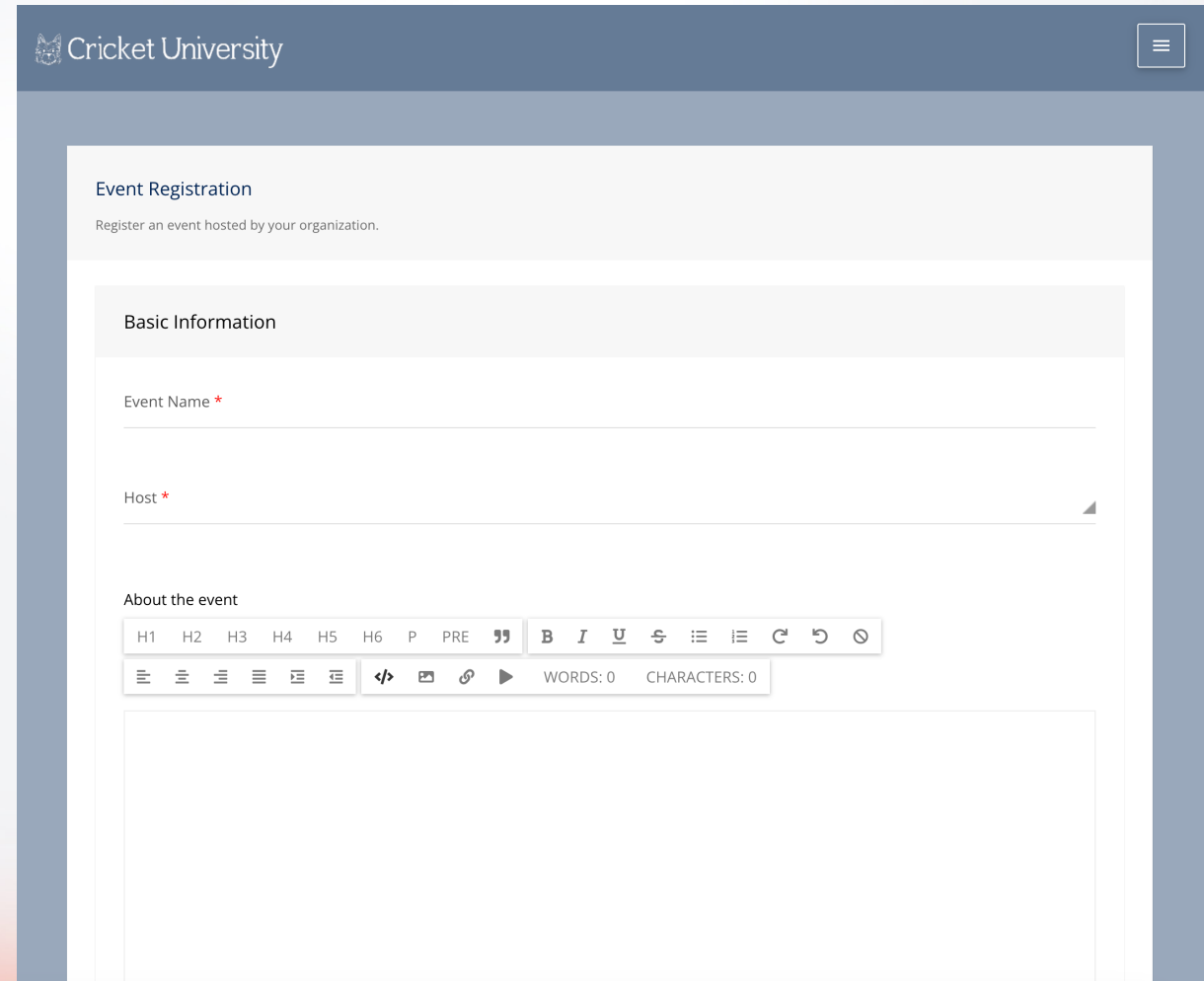
	EMAIL	POSITION	STATUS
	A	B	C
1	Email	Position	Status
2	alex@presence.io	President	Active
3	mike@presence.io	Member	Active
4	franklin@presence.io	Member	Inactive
5			

Events

Event Registration Form

- Title
- Hosting Organization
- Time
- Location
- Cover Image

34



The screenshot shows a web form for Cricket University. The header includes the university logo and name, and a menu icon. The form title is "Event Registration" with a subtitle "Register an event hosted by your organization." The form is divided into sections: "Basic Information" and "About the event".

Basic Information

Event Name *

Host *

About the event

Rich text editor toolbar: H1 H2 H3 H4 H5 H6 P PRE " " B I U S ☰ ☷ ☰ ☷ ↺ ↻

☰ ☷ ☰ ☷ ☰ ☷ </> 📧 🔗 ▶ WORDS: 0 CHARACTERS: 0

Edit an Event

35

The screenshot shows the 'Events' management interface. At the top, there's a navigation bar with 'EVENTS' selected, and other tabs for 'REQUESTS', 'ATTENDEES', 'DRAFTS', 'TAGS', 'WAIVERS', and 'POLLS'. Below this is a search bar labeled 'Search Events' and a filter section with dropdowns for 'DATE/TIME', 'CATEGORY', 'ORGANIZATIONS', 'TAGS', and 'FILTER'. The main content is a table of events. A red arrow points to the settings gear icon for the first event, which has opened a context menu with options: 'Edit', 'Attendees', 'Duplicate Event', and 'Delete'.

Event Title	Organization	Location	Date/Time	Pin	Attendees
Pin Trading Event	Hey Arnold! Fan Theory Club	Haley 404	02/15/2024 - 1:37 pm	Y799	
Eras Tour Livestream	Delta Delta Delta	Campus Green	02/20/2024 - 10:38 am	R3	
Resume Writing Workshop	The Creme de Bananas	Zoom	02/28/2024 - 10:35 am	KV	

EXPORT ▾

Event Tags

36

The screenshot shows the 'Events' page for Cricket University. At the top left is the Cricket University logo. The main heading is 'Events'. Below this is a search bar labeled 'Search Events' and a series of filter buttons: 'EARN', 'CATEGORY', 'ORGANIZATIONS', 'TAGS', and 'DATES'. A red arrow points to the 'TAGS' button, which has a dropdown menu open showing two options: 'Academic' and 'Virtual'. Below the filters are three event cards:

- Pin Trading Event**
Hey Arnold! Fan Theory Club
02/15/2024 - 1:37 PM
Haley 404
- Eras Tour Livestream**
Delta Delta Delta
02/20/2024 - 10:38 AM
Campus Green
- Resume Writing Workshop**
The Creme de Bananas
02/28/2024 - 10:35 AM
Zoom

Create Event Tags

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The screenshot shows the 'Events' management interface. The 'TAGS' tab is selected, displaying a list of existing tags. A 'CREATE' button is visible in the top right corner of the content area, highlighted with a red arrow.

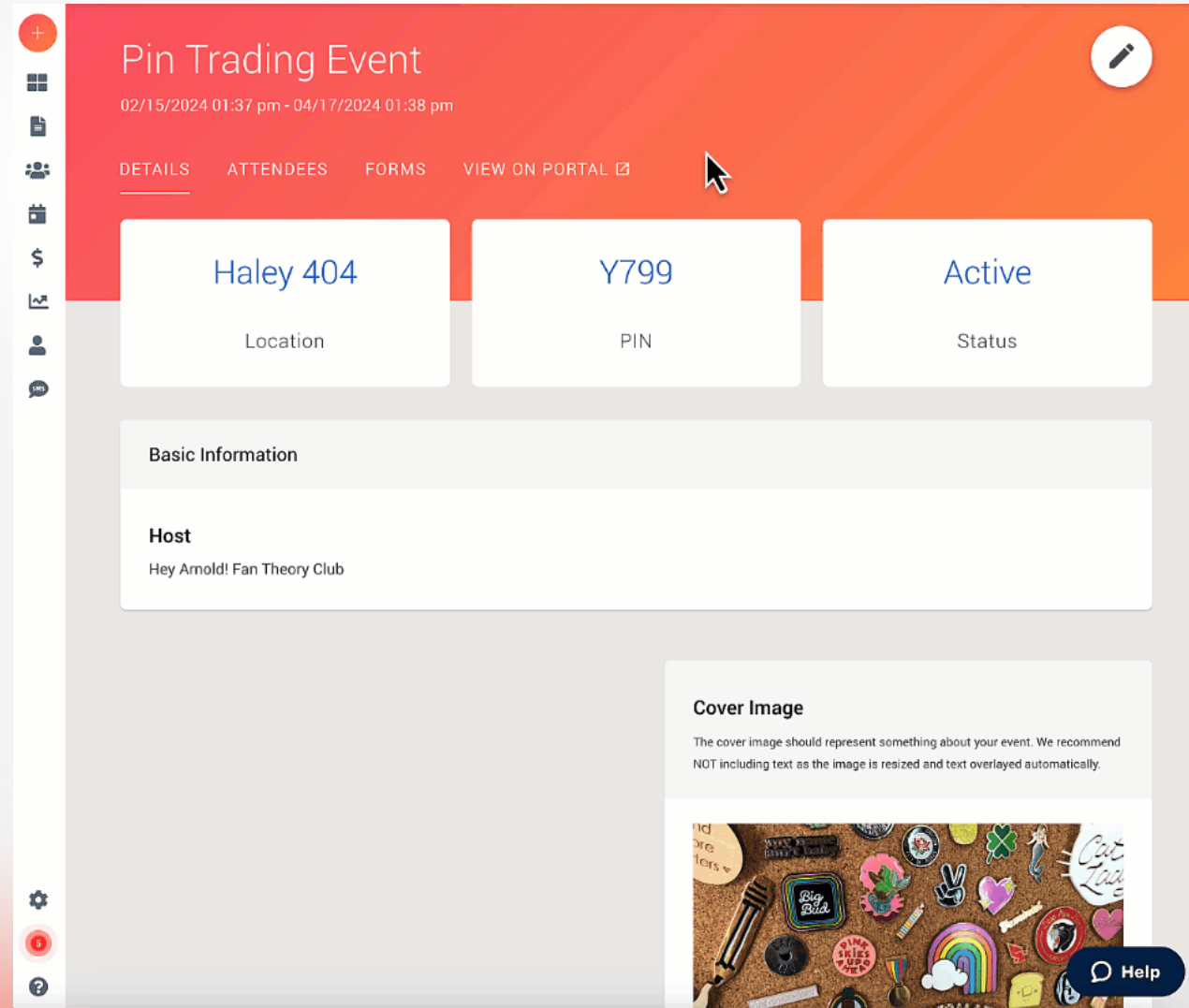
Title	Events	
Academic	2	⋮
Active	1	⋮
Athletics	0	⋮
Civic Engagement	0	⋮

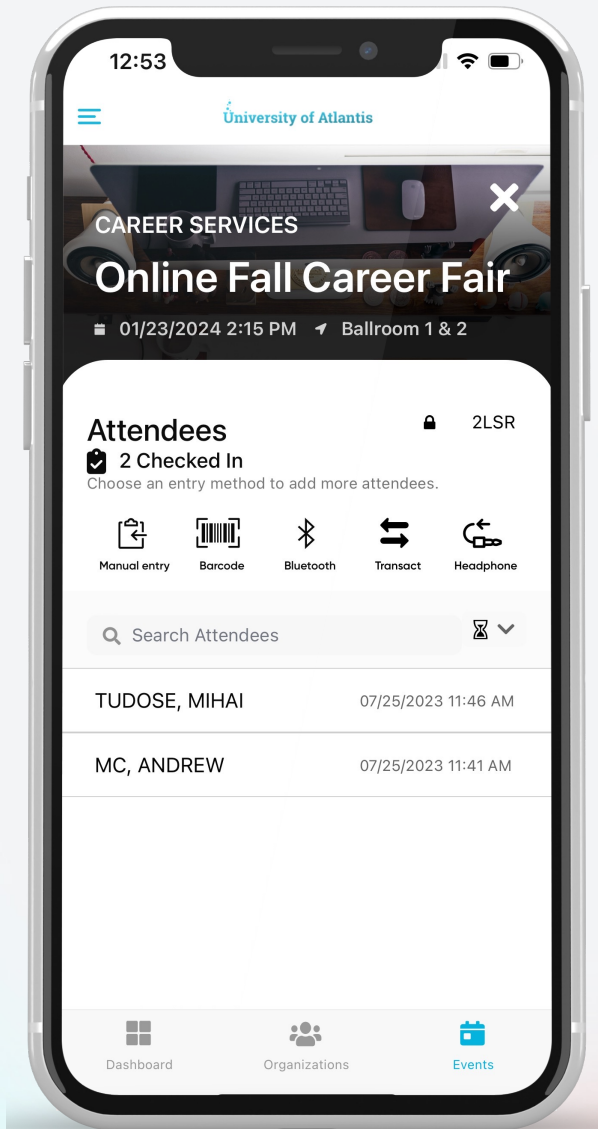
Event Check-In

Manual Event Check In – Web App

- Event
- Attendees
- Add Attendees
- Add ID or Email

39



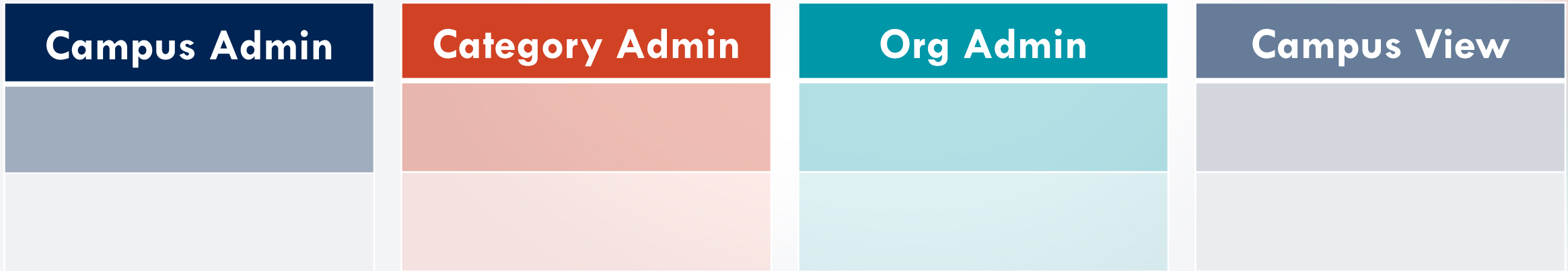


Event Check-In with the Involve Mobile App

- Manual Entry – type in student number or email
- Scan ID barcode or Involve Digital ID (found in the mobile app)
- Use Bluetooth tap machine with student ID cards

Manage Users

User Permissions



42

User Permissions

Campus Admin

Can see **everything**
on your campus.

Customize
additional rights to
add/edit certain
items.

Category Admin

Org Admin

Campus View

43

User Permissions

Campus Admin

Can see **everything** on your campus.

Customize additional rights to add/edit certain items.

Category Admin

Can see **everything** within specific **categories** that they are assigned.

Customize additional rights to add/edit certain items.

Org Admin

Campus View

User Permissions

45

Campus Admin	Category Admin	Org Admin	Campus View
<p>Can see everything on your campus.</p>	<p>Can see everything within specific categories that they are assigned.</p>	<p>Can see everything within specific organizations that they are assigned.</p>	
<p>Customize additional rights to add/edit certain items.</p>	<p>Customize additional rights to add/edit certain items.</p>	<p>Customize additional rights to add/edit certain items.</p>	

User Permissions

46

Campus Admin	Category Admin	Org Admin	Campus View
<p>Can see everything on your campus.</p>	<p>Can see everything within specific categories that they are assigned.</p>	<p>Can see everything within specific organizations that they are assigned.</p>	<p>Can see everything on your campus.</p>
<p>Customize additional rights to add/edit certain items.</p>	<p>Customize additional rights to add/edit certain items.</p>	<p>Customize additional rights to add/edit certain items.</p>	<p>No additional rights to add/edit.</p>

User Permissions

Campus Admin	Category Admin

Campus View

Additional Rights

- Create Organizations
- Edit Organizations
- Deactivate Organizations
- Create Events
- Delete Events
- Event Approval
- Create Users
- View Person Profiles
- View Student Numbers
- Add Attendees via Web
- Add Bulk Attendees via Web
- Add Members Without Invite
- Set Event Dates in the Past
- Download Smart Transcript

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You **MUST** check off new permissions! - It's not automatic.

Update a User

- People
- Choose User
- Click the “Pencil”
- Change Permissions
- “Save”

48

Training Kelsey STUDENT PORTAL

Good morning, Morrie!

Let's do something.

It's been 305 days since you've created an event. [Create one now.](#)

Looks like you haven't made a form yet. [Create one now.](#)

The 'Food Pantry' organization doesn't have any members. [Invite someone.](#)

Action Items

- The organization "Dog Walkers of CU" needs your approval.
- The timeline "5 Service Hours" needs your approval.
- The organization "Cricket Watercolor Club" needs your approval.
- The organization "Delta Delta Delta" needs your approval.
- The organization "Walking Around" needs your approval.

Help

User Support

Helpdesk Articles

50

The screenshot displays the Modern Campus interface. On the left is a sidebar menu with the following items: + CREATE, DASHBOARD, FORMS, ORGANIZATIONS, EVENTS, EXPERIENCES, FINANCE, SKILLS, SERVICE HOURS, POINTS, ANALYTICS, PEOPLE, PATHWAYS, NUDGES, SETTINGS, and SUPPORT. The 'SUPPORT' item is highlighted with a red arrow. The top navigation bar includes REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. The main content area shows a search bar for 'ch Events' and a filter bar with DATE/TIME, AND, CATEGORY, AND, ORGANIZATIONS, AND, TAGS, and FILTER. Below the filter bar is a table of events:

	Organization	Location	Date/Time	Pin	Attendees	
vent	Hey Arnold! Fan Theory Club	Haley 404	02/15/2024 - 1:37 pm	Y799		⋮
estream	Delta Delta Delta	Campus Green	02/20/2024 - 10:38 am	R375		⋮
ng Workshop	The Creme de Bananas	Zoom	02/28/2024 - 10:35 am	KW8T		⋮

At the bottom right of the interface is a 'Help' button.

How can we help?

Q Search



FEATURED ARTICLES



PRODUCT IDEAS



COMMUNITY FORUMS

Resource Center

Helpful articles, tips and resources to help you make the most of Presence.

Involve General Content

Core Trainings

Organizations

Forms

Events

Co-Curricular Opportunitie
(CCO)



Help

Helpdesk

1. Search Helpdesk
2. Featured Articles
3. Product Ideas
4. Community Forum
5. Articles
6. Chat Support
7. Tickets

[Presence-support.moderncampus.com](https://presence-support.moderncampus.com)

Chat

modern campus
presence

How can we help?

🔍 Search



FEATURED ARTICLES



PRODUCT IDEAS

SUBMIT A REQUEST

SIGN IN



Chat with us



Welcome to Modern Campus Customer Support Live Chat. Please enter your question below, then click Start Chatting to open a Live Chat session.

Name

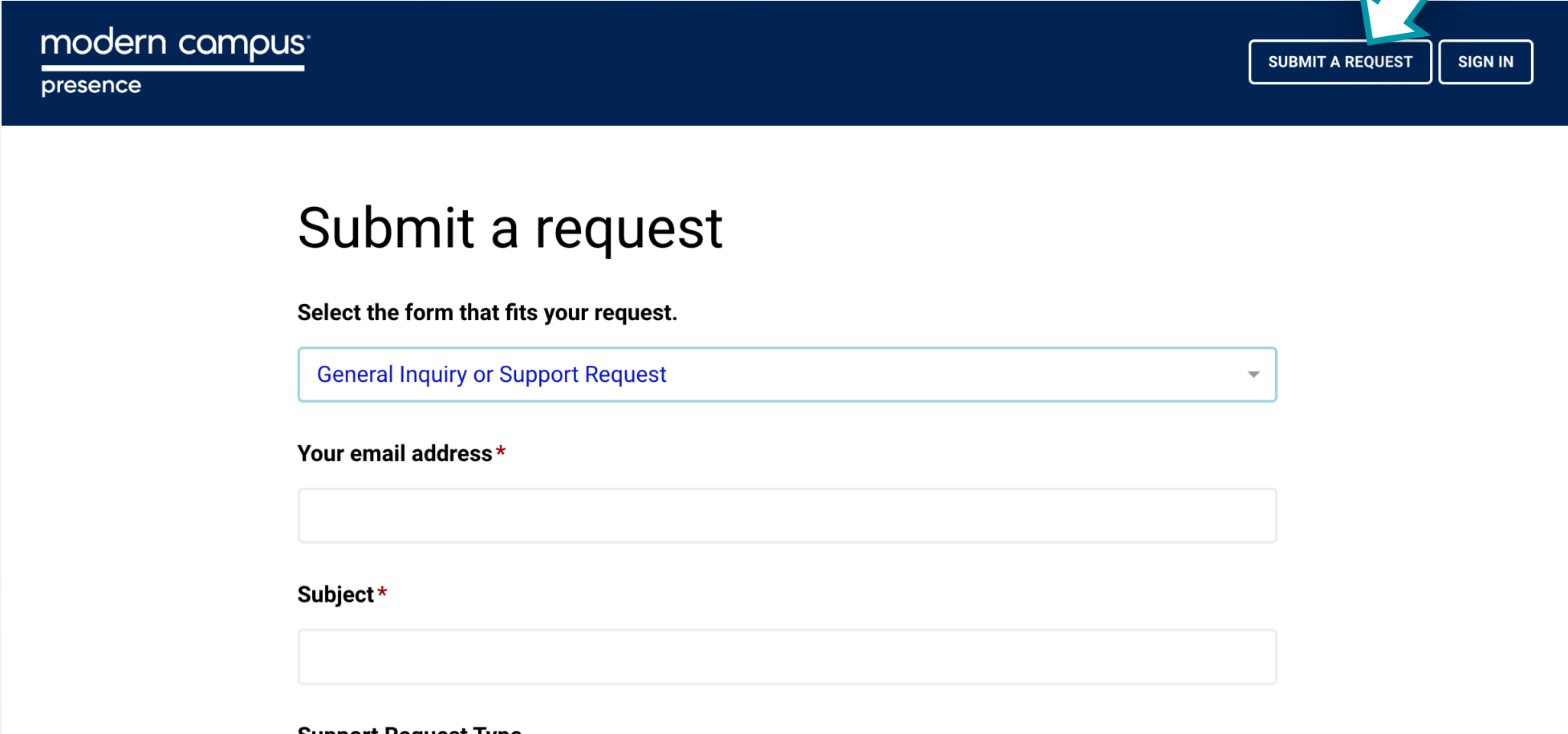
Email

Choose a department (optional)

Start chat



Ticket



modern campus[®]
presence

SUBMIT A REQUEST **SIGN IN**

Submit a request

Select the form that fits your request.

General Inquiry or Support Request

Your email address *

Subject *

Support Request Type

What can you put into
practice TODAY?

Q&A

Please put your questions in the Q&A box.
I'll get to as many as possible and follow up via
email if more research is needed!

Thank You

See you next month!