

MODERN CAMPUS INVOLVE WEBINAR

Beyond Student Organizations: Using Involve Involve for Campus Departments

Decide who to bring in, what to track, and how to set departments up for success

For campus administrators

Introduce yourself in the chat! Which institution are you representing?

THE OPPORTUNITY

Departments already create high-value student engagement

Events, workshops, office visits, forms, appointments, resources, and programs often live across websites, emails, spreadsheets, and separate processes.

Events and workshops

Programs, trainings, fairs, and recurring sessions.

Requests and forms

Applications, nominations, feedback, and intake.

Resource sharing

Flyers, guides, worksheets, templates, and links.

Visits and usage

Office traffic, check-ins, appointments, and services.

Reporting needs

Evidence of reach, demand, gaps, and impact.

Involve can bring these student touchpoints into one place and make engagement easier to manage and report.

THE BIG QUESTION

Which campus departments should we bring into Involve, and what should they use it for?

AVOID THE TRAP

Do not make every department use Involve the same way

Departments differ by service model, staffing, approvals, and data goals.

BETTER ADMIN LENS

Match department needs to the right workflows

Start with the job to manage, then choose the smallest workflow that supports it.

GOOD DEPARTMENT CANDIDATES

Look for offices where Involve can reduce manual coordination and make impact visible

✓ They host student-facing events or workshops.

✓ They share downloadable resources.

✓ They promote office hours, programs, or opportunities.

✓ They want better reporting on student engagement.

✓ They collect requests, applications, nominations, or feedback.

✓ They need to track attendance, visits, or service usage.

✓ They need approvals or cross-department collaboration.

? They have an owner who can maintain the setup.

Candidate test: is there a touchpoint that is hard to find, manage, or report on today?

CAMPUS DEPARTMENTS TO CONSIDER

Use a short-list approach before opening the door campus-wide

Prioritize departments with student traffic, recurring programs, or manual processes they already want to improve.

Career Development

Community Engagement

Accessibility and
Accommodations

Housing and Residence Life

Student Leadership

Academic Departments

Student Success

Fraternity and Sorority Life

Office of Spiritual Life

Campus Recreation

Athletics

Student Life

Start with 3–5 departments that already have demand, a defined owner, and a workflow worth improving.

Match the department goal to the right Involve tool

Department goal	Involve tool or workflow
Promote services and office information	Department page details
Collect requests, applications, or feedback	Forms
Share flyers, worksheets, and resources	Documents
Promote workshops or programs	Events
Track office visits or service usage	Check-in, attendance upload, and office-hour events
Understand who is engaging	Analytics and reporting
Route submissions to staff	Form approvals and notifications
Separate departments from student organizations	Categories and filters
Customize requirements by group type	Conditional logic

Move the page from static information to active student service

One-stop shop for students

Students can find the office, understand services, access resources, submit forms, and see relevant programs in one place.

Mission or purpose

Office hours

Location

Staff contact information

Department email and phone

Appointment links

Forms

Documents

Events and programs

Forms can turn a department page from a static information page into an active service hub.

Departments need a distinct setup path, not a recycled student organization process

Keep the experience consistent enough to administer, but specific enough that departments are not answering irrelevant requirements.

Create a department category

Use Campus Department, Campus Office, Student Services, or Academic Department.

Make departments findable

Use the category filter so students and admins can separate offices from student organizations.

Support administration

Use categories for reporting, access control, and transition control.

Tailor requirements

Use conditional logic to adapt registration and event workflows by group type.

Departments should share a governance structure, but only see requirements that match how departments operate.

Remove irrelevant requirements and add the right department fields

Departments may not need

- Constitution upload
- Roster upload
- Officer list
- Advisor information
- Election information
- The same number of event approval stages

Departments may need

- Office location
- Staff contact
- Department email
- Phone number
- Website
- Appointment link
- Service area
- Office hours

Conditional logic helps admins create a relevant process for departments without building an entirely separate experience from scratch.

Demo: Add Department Specific Fields to your event registration form

1. Office location
2. Department email
3. Phone number
4. Website
5. Appointment link
6. Office hours

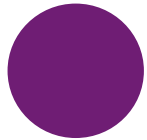
Use multiple signals to understand how students interact with departments

Events matter, but many department interactions happen through office visits, forms, workshops, and service usage.



Tag events

See which topics and formats are popular.



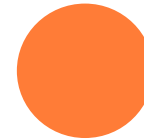
Use forms

Collect feedback, requests, applications, and follow-up needs.



Create office-hour events

Daily, weekly, or all-day events can track visits.



Check students in

Capture visits when students come to the office.



Upload attendance

Use student ID numbers and bulk upload when needed.

Setup choice: decide whether office-hour events should be visible to students or hidden for internal tracking.

Use data to help departments prove reach and improve services

Which students are attending department events?

Which services are students using?

Which student populations are engaging?

Which programs are most popular?

Where are there gaps in engagement?

How can departments show their impact?

Data becomes a campus conversation

Reporting helps departments move from anecdotal activity to evidence of reach, demand, service gaps, and engagement patterns.

Experiences can support advanced use cases like study abroad, career readiness, service learning, leadership programs, and skill-building pathways.

Career Development Center: a department setup walkthrough

Demo objective

Show one department under a Campus Department category, then connect page setup to student actions, tracking, reporting, and skill development.

1. Department category

Show under Campus Department.

2. Department page

Mission, office hours, location, contacts.

3. Forms

Appointment requests, feedback, nominations.

4. Documents

Resume templates, worksheets, career fair guides.

5. Events

Resume workshop or mock interview day.

6. Tracking

Check-in, attendance, office-hour visits.

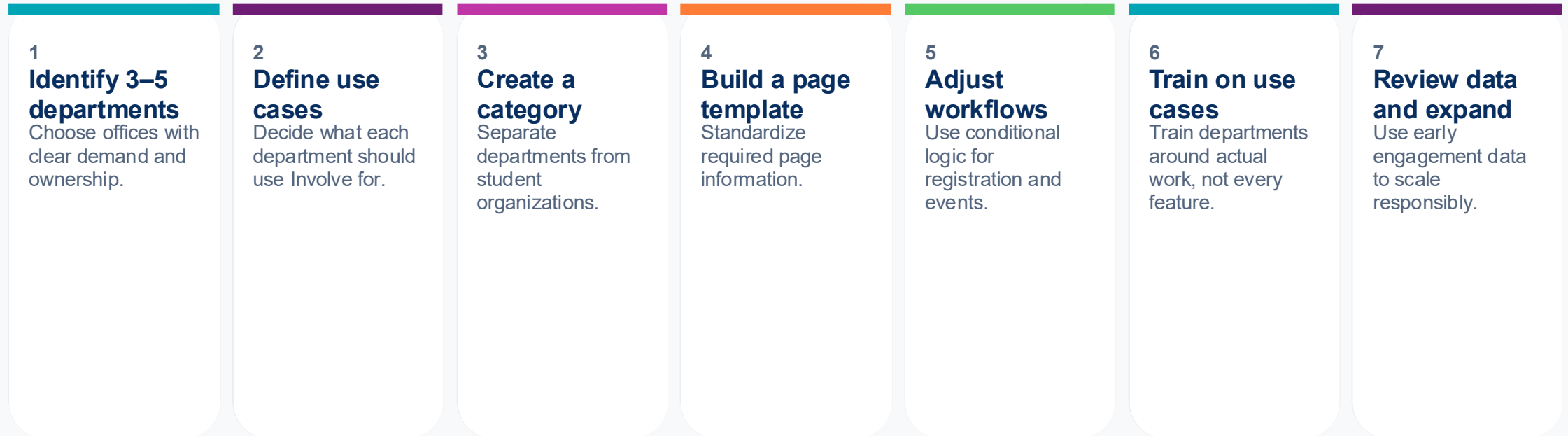
7. Reporting

Analytics examples for reach and engagement.

8. Experiences

Connect career programs to skill development.

Start small, standardize the structure, then expand



Rollout principle: prove the model with a focused cohort before inviting every campus office in.

FINAL TAKEAWAY

Do not make every department the same; make every department purposeful

Start with departments that already have student-facing activity. Look for offices that host events, collect forms, share resources, track visits, or need better data. Then match each department's goals to the right Involve tools.

START WITH

Active student
touchpoints

MATCH TO

Right-sized workflows

BUILD TOWARD

Consistent campus
insight



What's your first step after today's webinar?

Answer in the poll!

Q&A

Please put your questions into
the Zoom Q&A feature!



Scan for a two minute
feedback survey

Post-Webinar Survey

- 2 minutes
- We love knowing what you like or would like improved!

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* 4. On the following scale, how **helpful** and **informative** was the training webinar?

1 - Not Helpful 2 3 - Neutral 4 5 - Helpful

☐ ☐ ☐ ☐ ☐

Additional comments to reflect your score.



Scan for a two minute
feedback survey

Thank You

See you next month!