



**Roar\***

Get to know our new Involvement  
Platform: Roar\* TCNJ

## App-bilities

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Manage Organization Membership

- Approve members requests

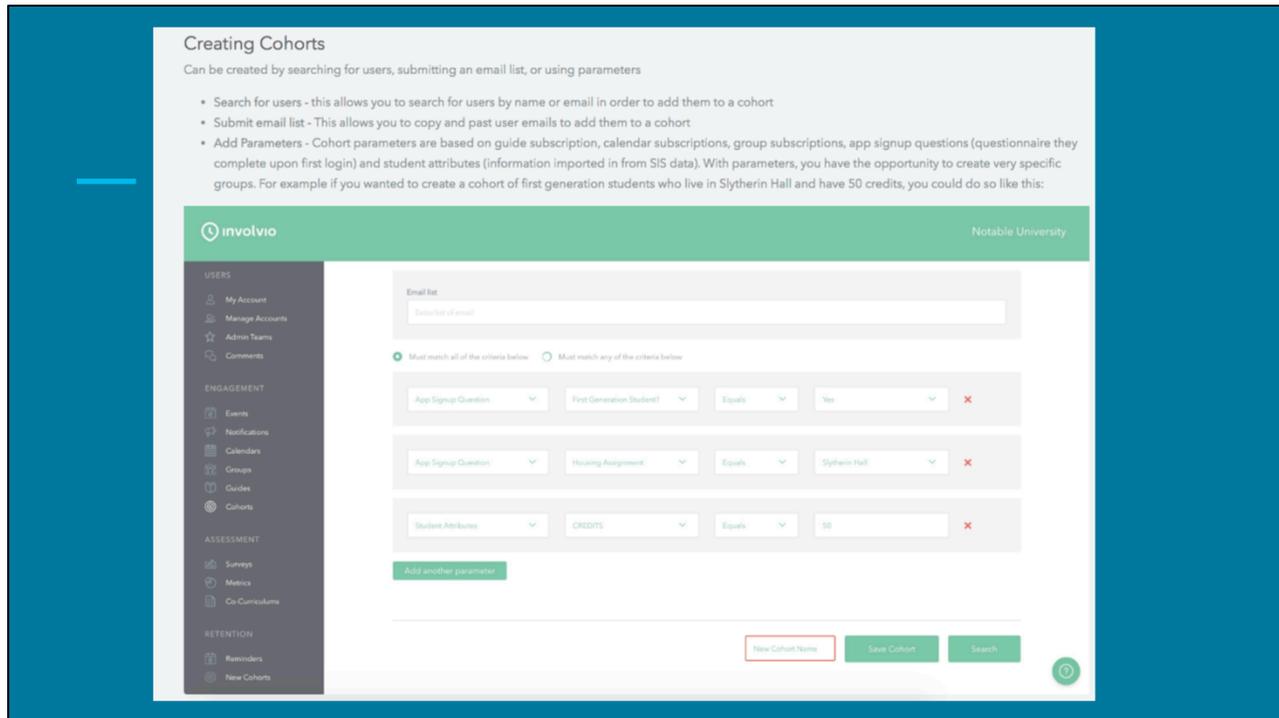
Maintain list of Officers and their Positions

- Developing Admin functions

Send messages

- Eliminates listservs

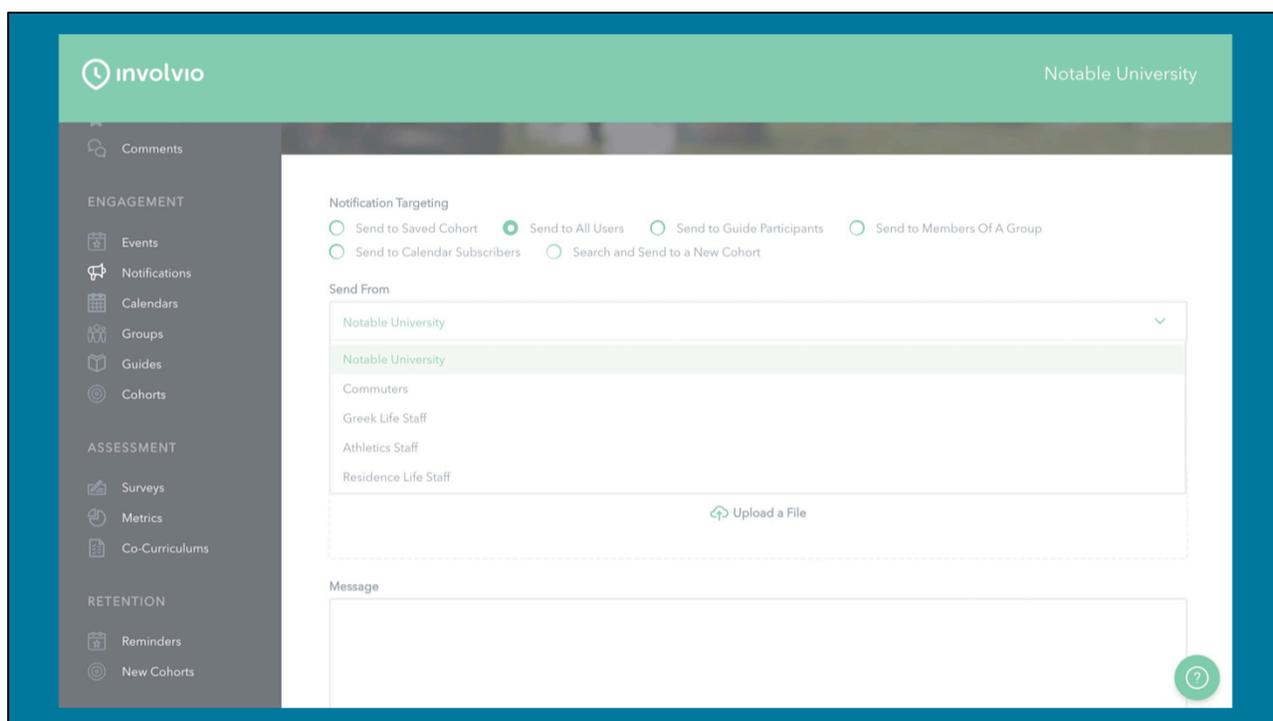




Cohorts allow you to categorize your users on the backend. Once you've created a cohort, it enables you to target specific users or groups of users to send notifications, subscribe certain users to certain content, and determine what information they can see throughout the app.

**Creating Cohorts:** Can be created by searching for users, submitting an email list, or using parameters

- Search for users - this allows you to search for users by name or email in order to add them to a cohort
- Submit email list - This allows you to copy and past user emails to add them to a cohort
- Add Parameters - With parameters, you have the opportunity to create very specific groups. For example you can create a cohort of first generation students who live in Slytherin Hall and have 50 credits.



Once you select +Send Notification, you'll need to decide who the notification will go to. Your options are:

- Send to Saved Cohort - Choose from a list of previously created cohorts
- Send to All Users - This will send to everyone that has an Involvio account at your school
- Send to Guide Participants - Choose from a list of your previously created guides. This will send the notification to anyone that has selected that particular guide, or was automatically enrolled in that guide
- Send to Members of a Group - Choose from a list of your created groups. This will send to anyone that has joined the group
- Send to Calendar Subscribers - This will send the notification to anyone that has subscribed to a calendar, or who has been automatically subscribed.
- Search and Send to a New Cohort - This redirects you to the cohort page to create a new one

## App-bilities

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### Before:

- Create event
- Tell TCNJ about your event

### During:

- QR Code Check in

### After:

- Survey for event



## App-bilities → Create an event

- 2 **Title** - give your event a title!
- 3 **Date & Time** - Specify a start date & time and an end date & time. If this event is an all day event, check the box and select the start & end dates.
- 4 **Repeating options** - If the event happens multiple times, set the frequency to daily, weekly, monthly, or yearly.
- 5 **Comments** - Each individual event has a comment section. Turn comments off on an event by event basis.
- 6 **Building & Room** - Choose the building in which your event is happening. Building dropdown will populate from your **Buildings & Grounds** section in Admin Tools, and the room # dropdown will populate based on the rooms added to the buildings.
- 7 **Visibility on Campus Tab** - The scrolling list of events on the Campus Tab pulls from various calendar and group events. Choose whether you want the specific event to appear on the list, be hidden from the list, or inherit the setting for the calendar or group on which the event lives.
- 8 **Event Image** - Make your event distinguishable with an image. Upload your own image or choose one from the Pixabay stock photos.
- 9 **Description** - This is a required field, and an important one! Let everyone know what's going on at this event.

## App-bilities → Tell TCNJ about event

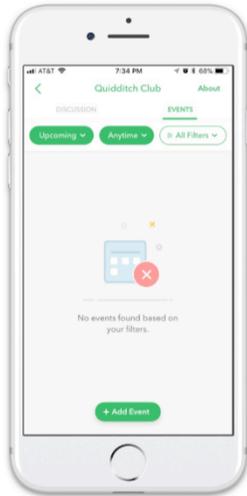
Remind students by sending them a push notification to IOS and Android Users.



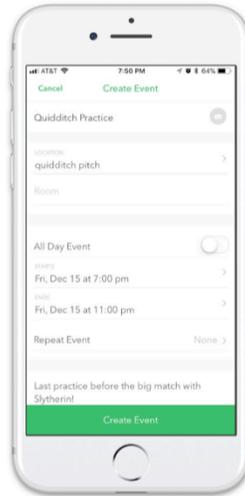
Can send to

- ALL TCNJ
- Group members

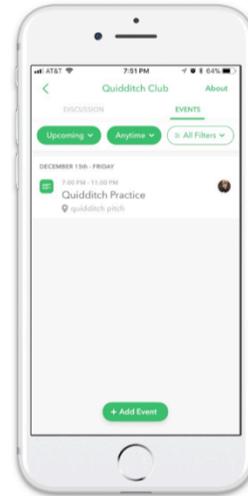
As a group officer, you will have the option to Add Event when you toggle over to the group's event page.



You will be taken to a screen with fields to fill in with important information about the event. Once completed, you will select Create Event.



Your event will now appear on the group's event page!



The screenshot shows the Involvio web application interface for a Badminton Club. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation options under three categories: 'USERS' (My Account, Manage Accounts, Admin Teams, Comments), 'ENGAGEMENT' (Events, Notifications, Calendars, Groups, Guides, Cohorts), and 'ASSESSMENT' (Surveys, Metrics, Co-Curriculums). The main content area features a header with the Involvio logo and 'Notable University'. Below the header is a breadcrumb trail: 'Home / Groups / Badminton Club / Upcoming Events'. The main content area displays 'Badminton Club' with three circular statistics: '0 Total Upcoming Events', '15 Total Past Events', and '11 Total Members'. Below the statistics is a navigation bar with tabs: 'Upcoming Events', 'Past Events', 'Edit', 'All Events', 'Member List', 'Event Submissions', and 'More'. Two buttons are visible: '+ Add Event' and '+ Add Ticketed Event', with a red arrow pointing to the latter. Below the buttons is a search bar labeled 'Search Events' with a search icon. At the bottom, there is a calendar for August 2017 with navigation buttons for 'today', 'month', 'week', and 'day'.

Adding a ticketed event begins the same way as a regular event. You need to fill out basic information such as title, date, time, and description. After all necessary fields are complete, you will select +Add Event on the bottom right of the page. This will take you to a second page, where you will be able to select +Add Ticket Type. Different events might have different ticket types. You can determine the cost of a ticket, how many are available, when they go on sale, and how many tickets one user may purchase among other things. Once this is complete, select +Save Ticket Types and you will then be able to treat this like any other event in which you generate QR codes, send surveys and notifications, or generate a participate report. You can also track how many tickets have been sold as well as create coupons for events or users.

## QR Codes..

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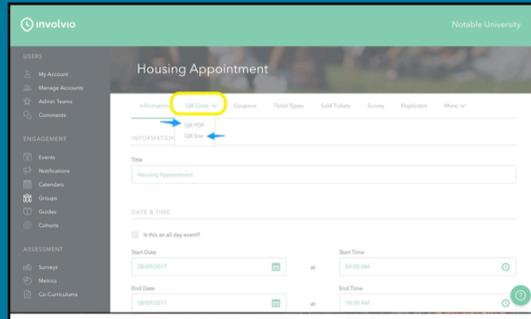
By event OR by room.

Helps with..

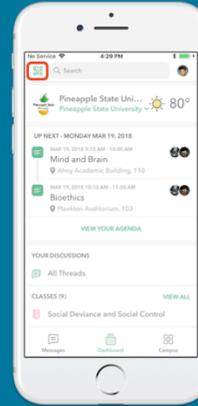
Quick check in and attendance

Can also use a QR code to manage Office Hours/track visitors.

## Tracking Student Attendance: Event QR Codes



Each individual event has its own QR code. By selecting any event in admin tools, you can generate a QR code in PDF version to print out or in a site version to display on a screen. Students will scan this QR code to check in to the specific event.

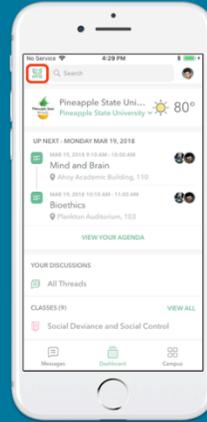


There is a QR scanner built into every app. Located in the upper left hand corner, a user will simply need to tap the scanner & allow camera access to check into an event.

## Tracking Student Attendance: Room QR Codes



Rooms can have permanent QR codes attached to them. If this sticker is attached to the room, any time it is scanned, a user will be checked into the event in that room.



There is a QR scanner built into every app. Located in the upper left hand corner, a user will simply need to tap the scanner & allow camera access to check into an event

USERS

- My Account
- Manage Accounts
- Admin Teams
- Comments

ENGAGEMENT

- Events
- Notifications
- Calendars
- Groups
- Guides
- Cohorts
- Points

ASSESSMENT

- Surveys
- Co-Curriculums

RETENTION

## Zeta Beta Bake Sale

**1.** Information | **QR Code** | Survey | Duplicator | More

QR PDF | QR Site | Participant Report | Send Notification | Send Survey

**2.** Title: Zeta Beta Bake Sale

DATE & TIME

**3.**  Is this an all day event?

Start Date	08/30/2017	at	Start Time	03:00 PM
End Date	08/30/2017	at	End Time	04:00 PM

## Sending out a survey

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To create a survey template:

1. Select +Add Survey Template
2. Name it
3. Add your questions

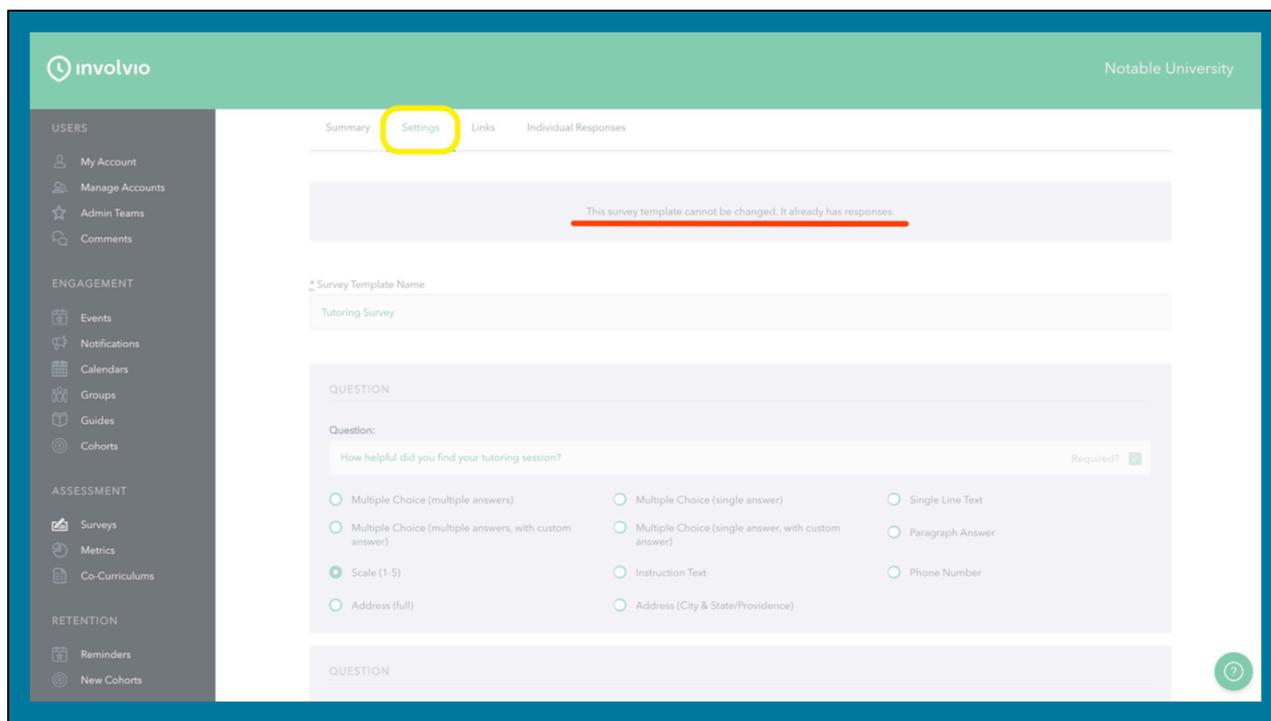
When you go to the survey page in Admin Tools, you will be able to see a list of all existing survey templates. Selecting a template will allow you to see various pieces of information.

The screenshot shows the Involvo Tutoring Survey summary page. The sidebar on the left contains navigation options: USERS (My Account, Manage Accounts, Admin Teams, Comments), ENGAGEMENT (Events, Notifications, Calendars, Groups, Guides, Cohorts), ASSESSMENT (Surveys, Metrics, Co-Curriculum), RETENTION (Reminders, New Cohorts), APP SETTINGS (More Page, App Setup), INSTITUTION SETTINGS (IT Integration, Buildings & Grounds, Main Settings), and MISC (Order Supplies, Audit Log, Help, Logout). The main content area displays the following statistics:

- Number of Questions: 3
- Number of Linked Items: 4
- # Completed Responses: 4

Below the statistics is a bar chart for Question 1: "HOW HELPFUL DID YOU FIND YOUR TUTORING SESSION?". The chart shows the number of responses for each rating from 1 to 5. A blue arrow points to the chart with the text "Data of all responses to every question". Red annotations highlight the "Number of Linked Items" and "# Completed Responses" with the text "How many events/groups/etc. this specific template has been attached to" and "Total completed responses" respectively.

The summary tab allows you to see general data and analytics about all survey responses, from how many completed responses you received in total to the response breakdown of each question.



## Settings

The settings tab will allow you to view all of the questions that are included in the survey as well as the type of question. An important note: once your survey has a response, you will no longer be able to go back and edit it.

The screenshot shows the Involvo interface for a 'Tutoring Survey'. The 'Links' tab is selected and highlighted with a yellow circle. A red arrow points to the '+ New Link' button in the top right corner. The table below lists four linked events:

Name	Type	Created	Actions
Tutoring Session	Event Survey	12/07/2016, 04:25 PM	Edit Options
Engineering Tutoring Session	Event Survey	09/29/2016, 03:28 PM	Edit Options
Math Tutoring	Event Survey	09/28/2016, 10:39 AM	Edit Options
Writing Tutoring	Event Survey	09/28/2016, 10:26 AM	Edit Options

## Links

This tab will allow you to see all of the different places to which a particular survey template has been linked. In the example below, this Tutoring Survey was attached to 4 different events--Tutoring Session, Engineering Tutoring Session, Math Tutoring, and Writing Tutoring. By selecting + New Link on the top right of the page, you can select a new place to attach the survey.

The screenshot shows the Involvio interface for a 'Tutoring Survey' at Notable University. The 'Individual Responses' tab is selected and highlighted. A red arrow points to the 'Export Responses' button. Below the search and filter sections, a table displays survey data for a user named Ari.

From User	Email	Link Type	Link Name
Ari		Event Survey	Math Tutoring
From Link: Math Tutoring			
IP Address	Platform	Date	
144.121.65.142	ios	09/29/2016, 03:53 PM	
ANSWERS:			
How helpful did you find your tutoring session?	Do you have any feedback for your tutor?	Will you attend tutoring again?	
3	It was awesome	Yes	

## Individual Responses

The individual responses tab will allow you to view all individual responses to the survey template. You will be able to see crucial information such as which user responded, the templates name, and to which event this particular template was linked. In the picture below, you can see that Ari responded to the Event Survey template in the Math Tutoring event. You can also see where and when the user filled out the survey, as well as their responses. Selecting +Exporting Responses will pull all of the information into a spreadsheet so all the information is in one place.

# Coming Soon!

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## Managing Finances

- Ticketing for Events
- Fundraising Sales
- No more shady Venmo transactions 🤔

## Web Interface

## Class Schedule Integration