

GPS Academy Guidelines for myNDSU Event Management

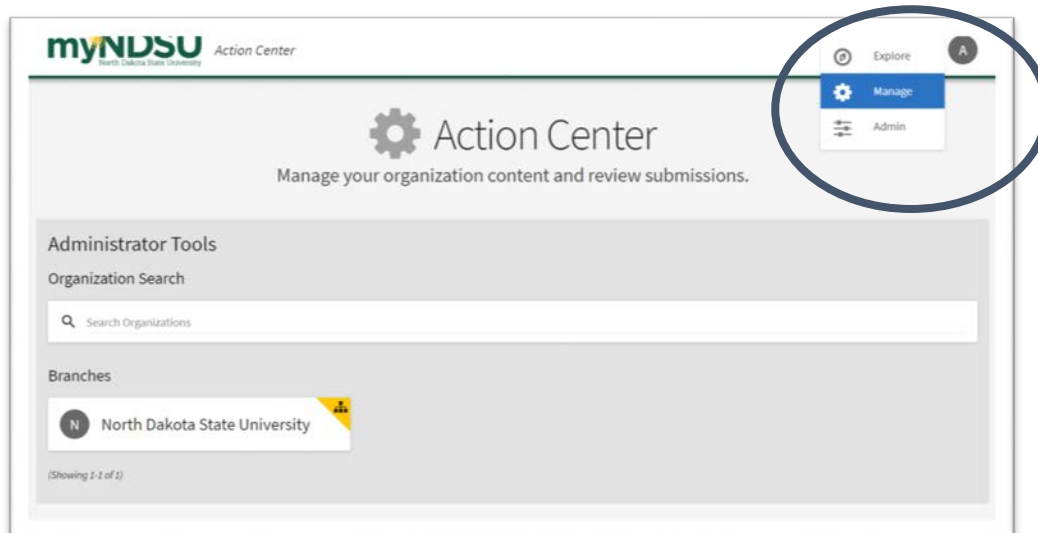
How to Create a Basic Event (unrestricted views and unlimited seats)	3
How to Create an Event with Limited Seats/Restrictions	6
How to Edit Event Details	9
Event Management: Invite Attendees to an Event	10
Important Note on URL sharing	11
Event Management: Taking Attendance at an Event with Card Swipe Device	12
Event Management: Taking Attendance at an Event Manually	14
Event Management: Download Attendance Spreadsheet	16
Path Descriptions	18

You can create events for an organization for which you are a designated manager. If you would like to host events that are restricted to your program but tagged with the GPS Academy event tags, you should create an organization for your program. To do so, complete the attached excel file and send to Kim.Bruemmer@ndsu.edu If you would like to have an event created that is open to all graduate students, please contact Amanda.Watts@ndsu.edu with the event details and she will create it in the GPS Academy.

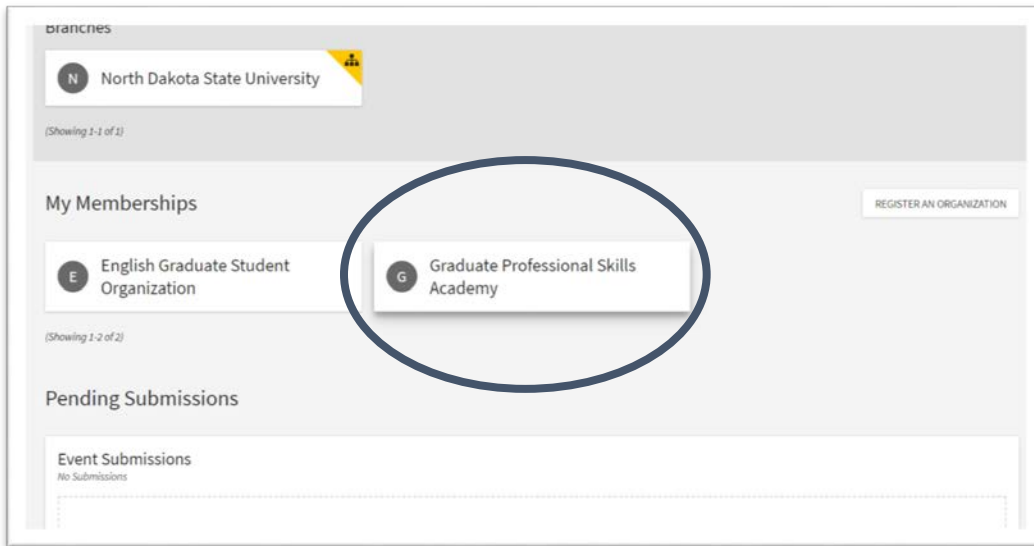
How to Login to Manage Mode

When you log into myNDSU you will automatically be in “Explore” mode which gives you the view of a student/user. To create or manage events, you must switch to “Manager” mode to access the appropriate screens.

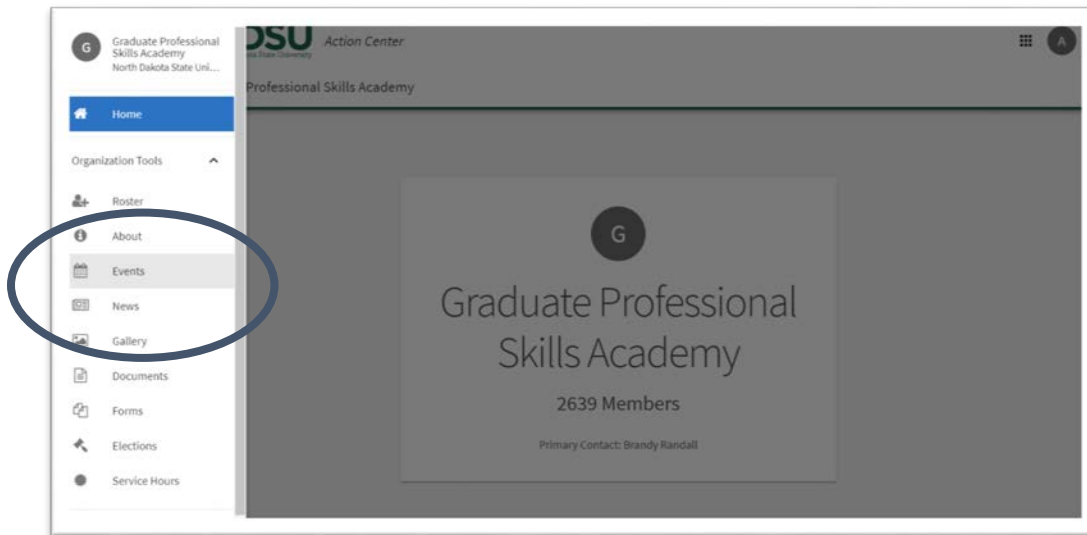
- Login to myNDSU and click on the 9-dot pattern icon to the left of the circle with your initial (or photo) in the upper *right* corner.
- Select “Manager” from the dropdown list.
- The screen will refresh to bring you back to the home screen.



- Scroll down to select the appropriate organization to manage events.
- All organizations that you have Manager privileges for will appear here.



- Click on the menu icon (three parallel lines) in the upper **left** corner. A menu bar will pop up.
- Scroll down to select “Events”



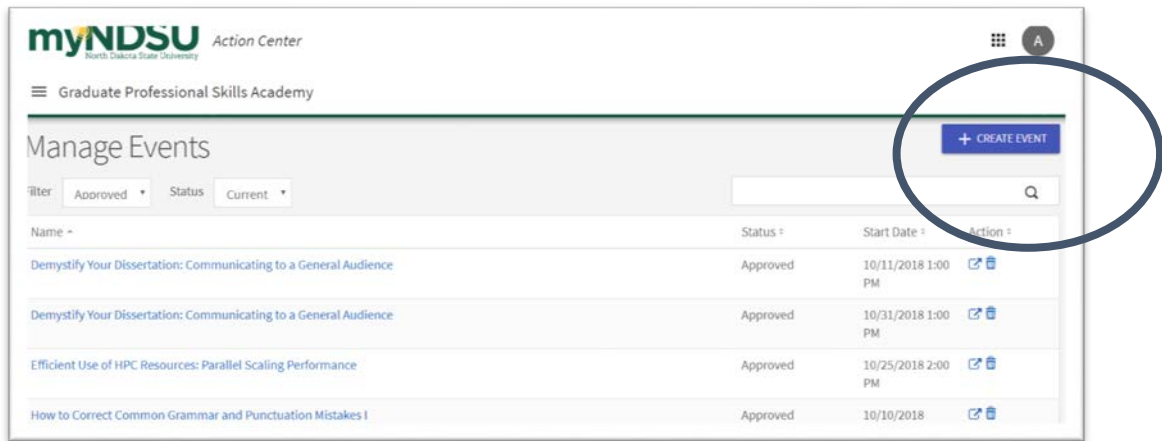
- All events for the organization will appear in list form. You may now click on any event to view the event page and manage the event, or create a new event.

From here, you can create and manage events, monitor RSVP lists, invite attendees, and track attendance.

How to Create a Basic Event (unrestricted views and unlimited seats)

This is the standard event option when you would like an event to be widely advertised and easily viewable by the NDSU community without limited seating or a need to plan for a pre-determined number of people (i.e. no food/supplies provided).

- On the event screen (see instructions above) click on the “Create Event” button in the upper right corner.



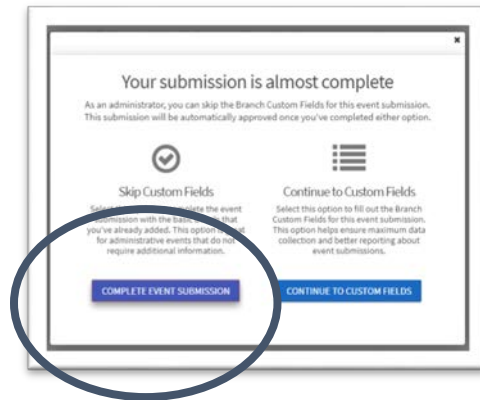
- All fields with a red * asterisk are required fields:
- Add an event Title first, which is the searchable title that appears in the Events list
- To the right of Title, select a “Theme” which in the case of most GPS programs will be “Learning”
- Fill in a description of the event with details in narrative form. Please provide learning outcomes as part of the description (further info here: https://www.bu.edu/cme/forms/RSS_forms/tips_for_writing_objectives.pdf)
- “Additional organizations...” is an option to represent a second organization co-hosting the event though it is optional. Skip in most instances.
- Select Date and time from a calendar and drop-down menu for start and end of the event. Times are listed in 15-minute increments.
- Add a location with room details. Since the system does not recognize any NDSU buildings as locations for the map at this time, select “No, I’d prefer not to show a map” when entering location in the screen.

- Show to: select “Students and Staff at myNDSU North Dakota State University”
- Click the box to select “Allow attendance at this event to be shown on the Involvement Transcript” ***This is important!*** This allows students to keep and access a record of attendance to this event.
- Leave the self-report attendance box un-checked.
- Event Categories: Choose **one** GPS path that best matches the learning outcomes for this event from the alphabetized dropdown menu. See Path Descriptions in last section of guide.
- Perks: leave as-is in most cases, or you may choose “free food” or “free stuff” if appropriate.

- Set “who can RSVP” to “Anyone” on the dropdown menu.
- Leave “Limit number of available RSVP” and “Allow guests” unchecked
- Review the information entered, and click the “Next” button at the bottom right of the screen.
- An option to add a photo will appear. Click “Choose File” to upload a photo from your computer.
- If you “Skip,” the photo, a stock photo of a notebook and pencil will appear as the event icon.



- Finally, choose to skip custom fields by clicking on “Complete Event Submission”

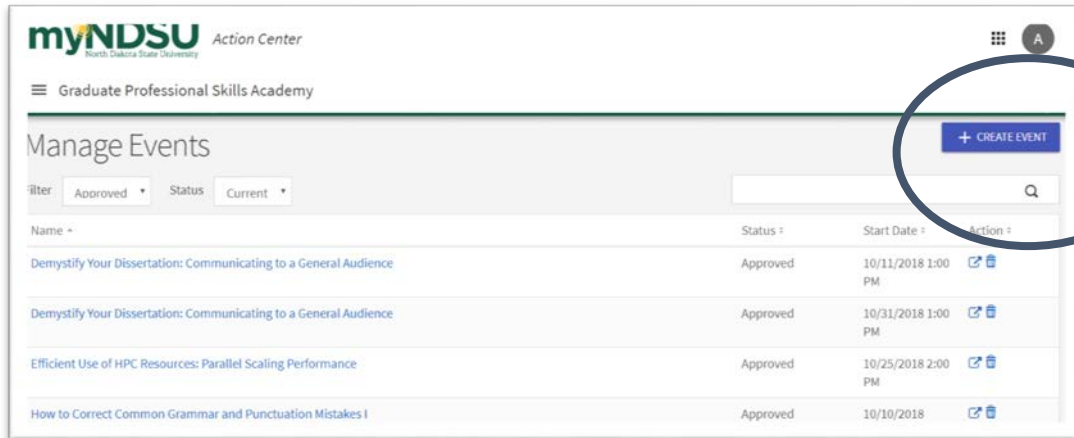


Your event has been created! You will be taken to the event details screen.

How to Create an Event with Limited Seats/Restricted Views

These advanced options provide restrictions on viewing to a limited group, ranging from members-only to invitation-only events. RSVP methods and seat limitation management are also covered here.

- On the event screen (see instructions above) click on the “Create Event” button in the upper right corner.



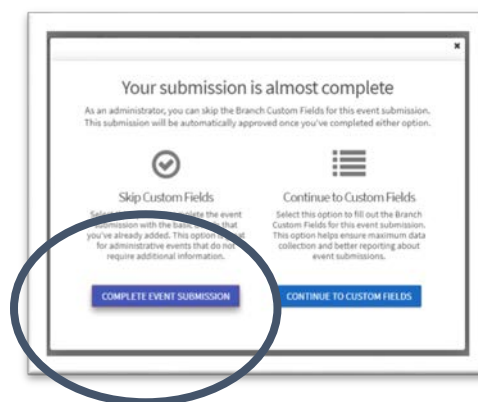
- All fields with a red * asterisk are required fields:
- Add an event Title first, which is the searchable title that appears in the Events list
- To the right of Title, select a “Theme” which in the case of most GPS programs will be “Learning”
- Fill in a description of the event with details in narrative form. Please provide learning outcomes as part of the description (further info here: https://www.bu.edu/cme/forms/RSS_forms/tips_for_writing_objectives.pdf)
- “Additional organizations...” is an option to represent a second organization co-hosting the event though it is optional. Skip in most instances.
- Select Date and time from a calendar and drop-down menu for start and end of the event. Times are listed in 15-minute increments.
- Add a location with room details. Since the system does not recognize any NDSU buildings as locations for the map at this time, select “No, I’d prefer not to show a map” when entering location in the screen.

- Show to: select “Organization Members” to restrict to only GPS Academy members (grad students). Additional people can be invited to the event through Event Management after the event has been created.
- Alternatively, you may choose Show to: “Invited users only” though in this case you **must invite people through event management** for anyone to see the event. Use this only in the most restricted instances of closed events.
- Click the box to select “Allow attendance at this event to be shown on the Involvement Transcript” ***This is important!*** This allows students to keep and access a record of attendance to this event.
- Leave the self-report attendance box un-checked.
- Event Categories: Choose **one** GPS path that best matches the learning outcomes for this event from the alphabetized dropdown menu.
- Perks: leave as-is in most cases, or you may choose “free food” or “free stuff” if appropriate.

- Set “who can RSVP” to “Anyone” on the dropdown menu if you have set the event to the appropriate restriction in “Show to:” above. For example, if “Show to: Organization Members” is selected, only members can view or interact with the event, so RSVP is restricted to members through the step above. In the same way, “Show to: Invited users only” restricts access to those on the invitation list, only allowing those invitees to RSVP through the above “Show to” restriction.
- In a case where you would like to publicize the event more widely but limit RSVP, you may set RSVP to “Only invitees” with the “Show to:” setting set to a larger audience. **This is not recommended.**
- To limit the number of seats, click the box “Limit number of available RSVP spots.” Enter a number in the box. **Allow 20-25% more seats for RSVP than expected as students often register but do not attend.** The software does not allow a waitlist or track interested attendees after the RSVP limit is reached, please plan an RSVP allowance accordingly.
- Leave “Allow Guests” unchecked
- Review the information entered, and click the “Next” button at the bottom right of the screen.
- An option to add a photo will appear. Click “Choose File” to upload a photo from your computer.
- If you “Skip,” the photo, a stock photo of a notebook and pencil will appear as the event icon.



- Finally, choose to skip custom fields by clicking on “Complete Event Submission”



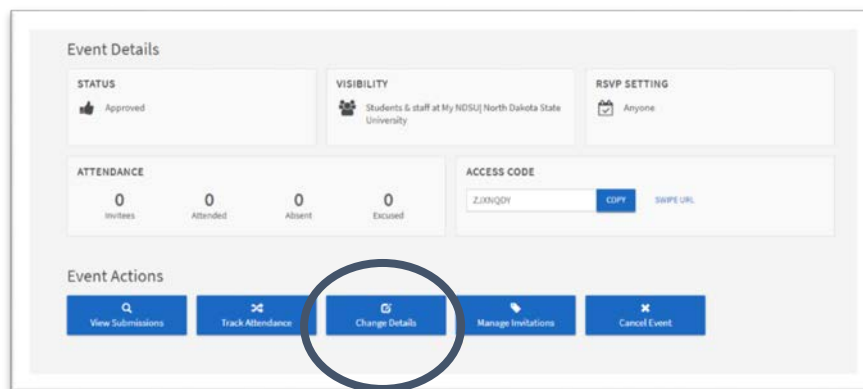
Your event has been created! You will be taken to the event details screen.

How to Edit Event Details

This section guides through modifying an event that has already been created. You can fix errors in the event details or change the RSVP restrictions/number of seats, etc. as you monitor potential attendance to an event.

Go to the Event Details screen (shown after event creation). If you are not already on the Event you would like to manage, click the menu icon (3 parallel bars) in the *upper left corner*; when the option bar opens, select “Events” from the list (see instructions on page 1).

- Scroll to the bottom of the Event Details screen to find 5 buttons across the bottom of the screen.
- Click on “Change Details” in the center of the bottom row.



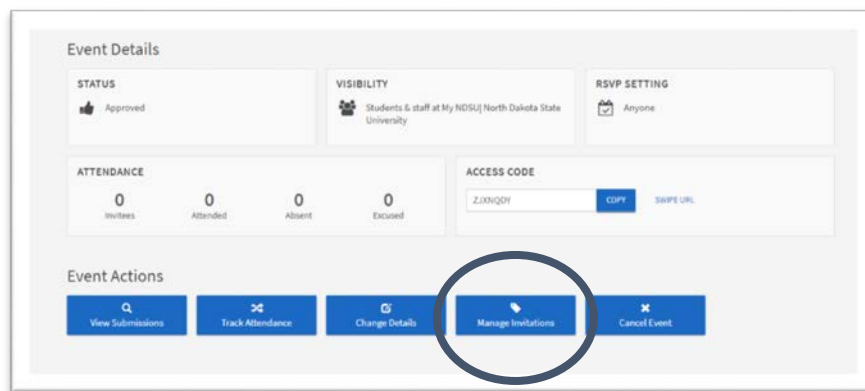
- This will return you to the same form from Create Event to change number of seats for RSVP or adjust any details as necessary.
- Go through the steps and change any desired details in the same way you created the event (see instructions above).

Event Management: Invite Attendees to an Event

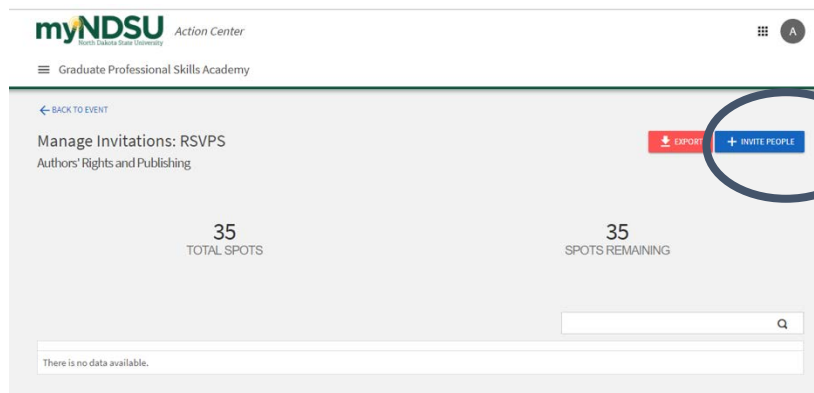
Here are several methods for advertising your event, which is important when you have restricted or limited your event in any way, as potential attendees may not be able to search the event. **Note the important instructions on copying the correct URL for sharing!**

Go to the Event Details screen (shown after event creation). If you are not already on the Event you would like to manage, click the menu icon in the upper left corner; when the option bar opens, select “Events” from the list.

- Scroll to the bottom of the Event Details screen to find 5 buttons across the bottom of the screen.
- Click on “Manage Invitations” second from the right on that bottom row.

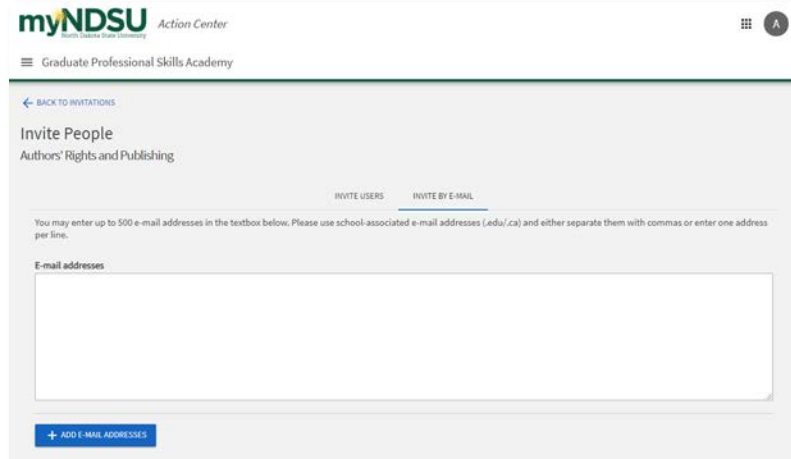


- You will be taken to the RSVP dashboard where you can view the list of RSVPs and how many seats remain. **If you would like to add seats or otherwise alter your event**, you can change event details (see above instructions on pg.9)
- Otherwise, click on the “Invite People” button on the upper right.



- To invite members of your organization, click on the members listed in the roster, which will disappear from the roster list and appear in the new “Invitations will be sent to” list created at the bottom of the page. When you have chosen your invitees, click the “Send Invitations” button at the bottom left of the screen.

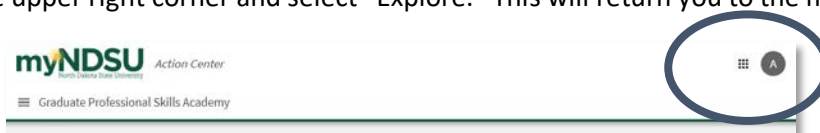
- Alternatively click the tab “Invite by Email” at the top center of the page. Add invitees by email using their @ndsu.edu address, separated by pressing “enter” between entries. When you have completed your list of email addresses, click the “Add Email Addresses” button at the bottom left. A list will then populate the bottom of the screen. Click “Send Invitations” at the bottom of the screen.



- To view the list of invitees, click the “Back to Invitations” arrow at the upper left of the screen.
- To view the list of invitees and RSVPs at any time or invite more people, return to the Event Details and use the “Manage Invitations” button to repeat the process.

To Copy/Share the URL of an Event in an Email or other External Announcement:

- Do NOT use the URL in the address bar while managing your event. This will link directly to the event management page where invitees a) will not be able to RSVP and b) could potentially alter or delete your event! **To get the correct URL, you must exit “Manage” mode and switch to “Explore” mode.**
- You MUST be in “Explore” mode for the correct URL to display. Click in the 9-dot pattern menu icon in the upper right corner and select “Explore.” This will return you to the main page.



- Scroll down to select GPS Academy from “My Memberships.”
- Scroll down on the GPS Academy page to find all upcoming GPS events. Select the event you would like to share.
- Copy the URL in the address bar from the event and paste it/link it/share it externally through emails and other promotional platforms.

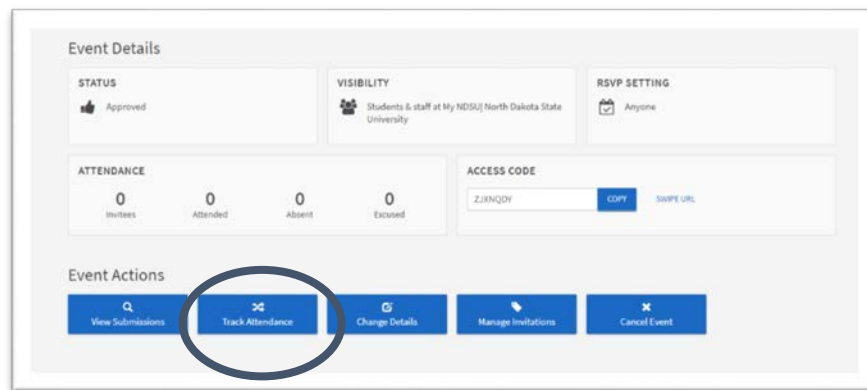
Event Management: Taking Attendance at an Event with Card Swipe Device

Swipe card readers can be used with this software to take attendance at an event. Use the students' NDSU I.D. card to quickly track attendance. GPS Academy has two card swipe devices for events. Other organizations or more readers can be purchased using the guidelines here:

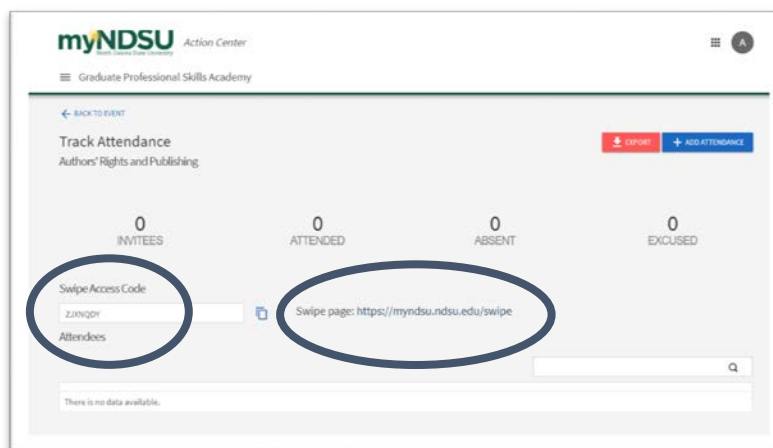
<https://engagesupport.campuslabs.com/hc/en-us/articles/204031974-Card-Swipe-Purchasing-and-Setup>

Go to the Event Details screen (shown after event creation). If you are not already on the Event you would like to manage, click the menu icon in the upper left corner; when the option bar opens, select "Events" from the list.

- Click "Track Attendance" button second from the left at the bottom of the Event Details screen.



- Click on the link called "Swipe Page" in the center of the screen. This page should open as a new tab. If it does not, copy and paste the URL address in a new tab.
- Copy the unique "Swipe Access Code" for the event located in the window to the left of the swipe page URL



- Enter the copied Swipe Access Code on the Swipe Page screen.
- Click the "Submit" button in the center below the access code line.

My NDSU | North Dakota State University

Enter access code

Submit

[Contact an event administrator to get an access code](#)

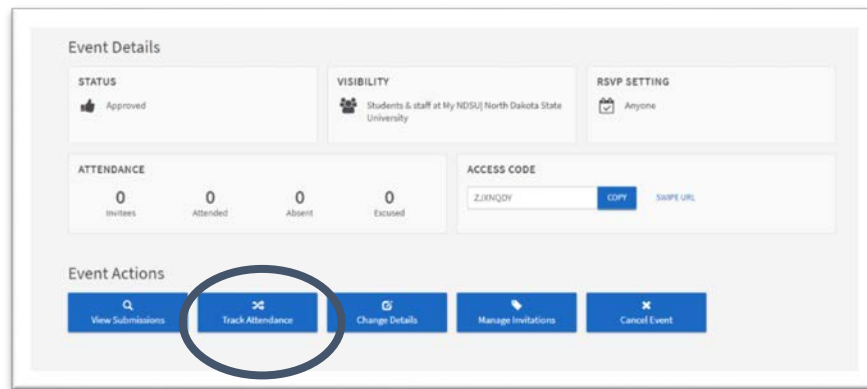
- Plug the Card Swipe Device into the USB of your computer. If this is the first time the swipe device has been plugged into the computer, there may be a few moments of automatic software installation.
- Stay on the Swipe Page screen in your internet browser and swipe an NDSU student ID card in the swipe device.
- Wait for the “Processing” bar to say “Success.” If you do not see a “Processing” bar appear, try swiping the card with the magnetic strip facing the other direction.
- If the bar returns “Error” try re-swiping the card the same way.
- If a card does not swipe successfully, you may enter that student’s attendance with their @ndsu.edu email address manually.
- If a student does not have their NDSU Student ID card with them, you may enter that student’s attendance with their @ndsu.edu email address manually. *See next section

Event Management: Taking Attendance at an Event Manually

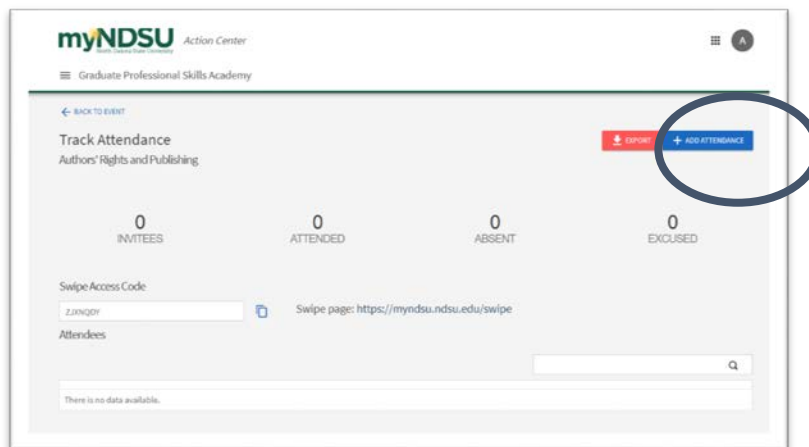
If you do not have a card swipe reader for your event, or a student does not have their NDSU I.D. card with them, you can enter attendance manually using the student's @ndsu.edu email address. **Note that Student ID numbers will NOT work.**

Go to the Event Details screen (shown after event creation). If you are not already on the Event you would like to manage, click the menu icon in the upper left corner; when the option bar opens, select "Events" from the list.

- Click "Track Attendance" button second from the left at the bottom of the Event Details screen. This will take you to the Track Attendance page.



- On the Track Attendance page, click "Add Attendance" in the upper right corner of the screen.



- On the Add Attendance page, click on the center tab, "Text Entry"
- In the "Attendees" field, add @ndsu.edu email addresses separated by pressing "Enter." **Note student ID numbers or other email addresses, including @ndus will NOT register the student as a known user.** The system does not track people by either of these identifiers. **Student ID numbers will NOT work.**
- Once all addresses have been entered, click the "Add" button below the field.

- Note you can add addresses in small batches or as necessary as many times as you like. **If tracking attendance with a card swipe device, it is a good idea to keep this page open as another tab (or on a second computer) for entering emails of students who do not have their NDSU student ID or there is a card-reader error.**

The screenshot displays the 'myNDSU Action Center' interface for the 'Graduate Professional Skills Academy'. The main heading is 'Add Attendance'. There are three tabs: 'INVITATIONS', 'TEXT ENTRY' (which is active), and 'FILE UPLOAD'. Instructions state: 'You may enter up to 500 e-mail addresses or card IDs in the textbox below. Please enter only one e-mail or ID per line. The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. You can only enter Card ID numbers if your campus utilizes the card swipe feature.' Under 'Identifier Type', there are two buttons: 'E-Mail Address' (selected) and 'Card ID Number'. Below this is a section for '* Attendees' with a text input area labeled '(one per line)'. A 'Status' dropdown menu is set to 'Attended'. At the bottom is a blue 'ADD' button.

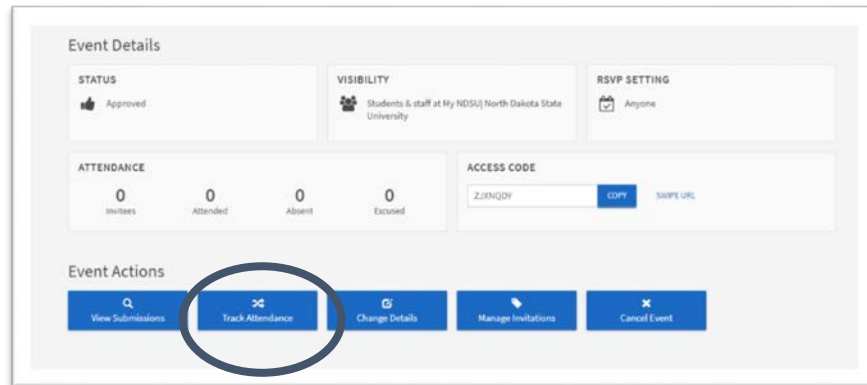
- Once you have completed attendance tracking for an event, you can download the attendance data into an Excel spreadsheet format as a record to use for administration purposes.

Event Management: Download Attendance Spreadsheet

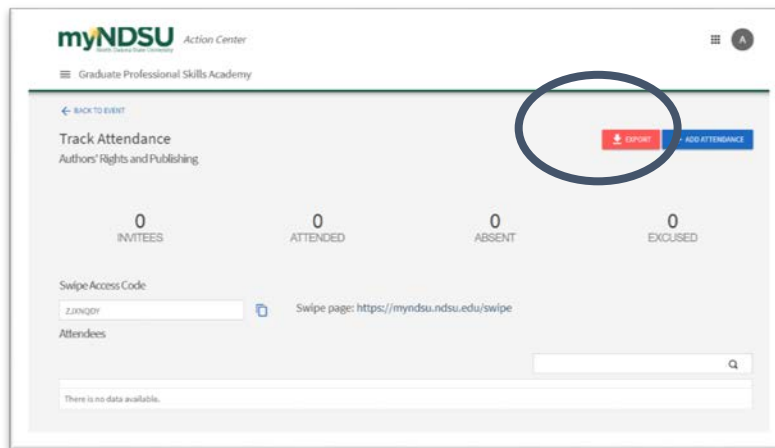
myNDSU can generate an Excel-readable spreadsheet to track attendance, contact email, and details or comments for your records or to share with other administrators.

Go to the Event Details screen (shown after event creation). If you are not already on the Event you would like to manage, click the menu icon in the upper left corner; when the option bar opens, select “Events” from the list.

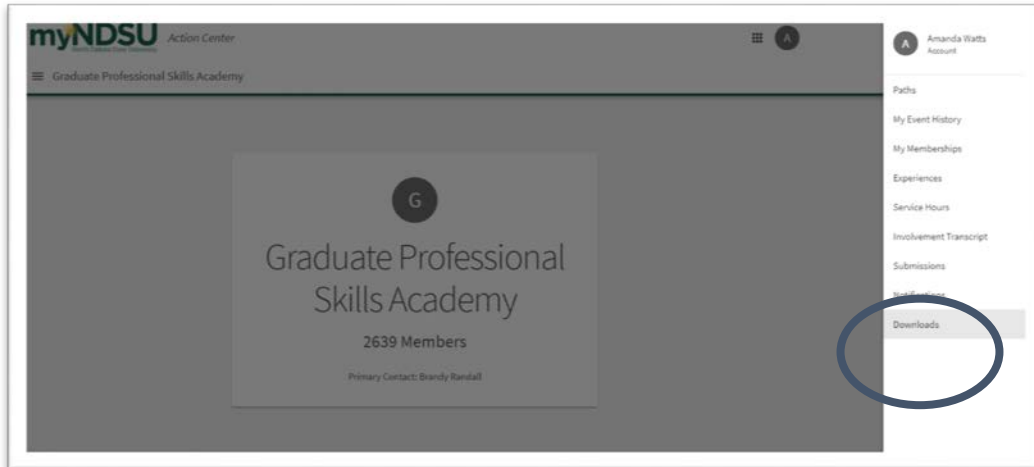
- Click “Track Attendance” button second from the left at the bottom of the Event Details screen. This will take you to the Track Attendance page.



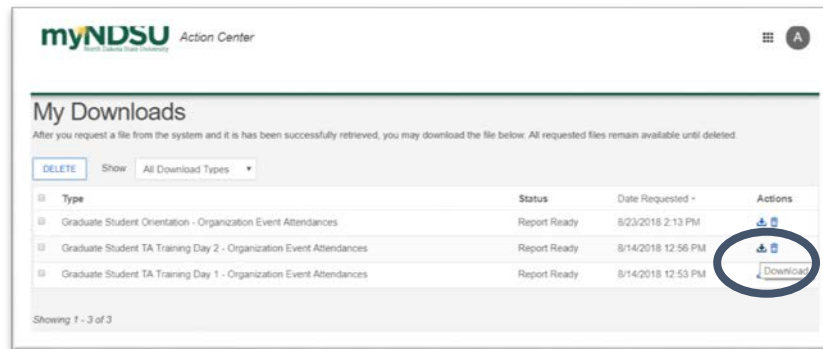
- On the Track Attendance page, click the red “Export” button in the upper right.
- A bar will appear at the top of the screen with a link to “My Downloads” where you can find the file.



- To find “My Downloads,” click on the circle with your initial or photo at the top right of the screen.
- A menu bar will appear on the right side of the screen. Select “Downloads” from the list.



- The My Downloads page will appear. Click the download icon to the left of the trashcan icon to download a copy of the spreadsheet to your device.



- The file will download as a .csv file. Excel can open these files, though you may want to “Save As” and change the file type to an Excel file extension, such as .xls or .xlsm
- The data included in the columns are Attendee names, @ndsu.edu email addresses, “preferred” email addresses if a non-ndsu email address was entered, attendance status, “marked by” naming who managed the attendance of that entry, “marked on” with the timestamp of their recorded attendance, comments, and a card ID **note that this card ID is not the same as the student ID** and does not correlate with student ID information.
- Expand, delete, or move columns as necessary and save the file for your records. Note that the .csv file will stay in “My Downloads” in the myNDSU system for later retrieval. You may store or delete past event attendance using the myNDSU system download history.

Paths Descriptions

- **Communication:** Enhance your oral, written, and non-verbal communication skills.
 - Examples: Networking, writing for different audiences, writing well, plagiarism, public speaking to different audiences, interaction with policy makers, media skills, marketing, sales, negotiation skills, grant writing, intercultural communication, scholarly and scientific publication, performance skills
- **Leadership:** Improve your ability to lead people and organizations.
 - Examples: Setting & articulating a vision, creating buy in, promoting engagement
- **Management:** Learn practical skills needed for a range of management activities.
 - Examples: Personnel/HR, leading student workers, team building, budgeting, lab management, project management, post-award grant management
- **Entrepreneurship:** Learn about designing, launching and running a new business.
 - Examples: Commercialization, research, patents, start-ups, running a business, budgets, marketing, sales
- **Research and Scholarship:** Develop skills essential for successful scholars.
 - Examples: Responsible Conduct of Research; statistics, data analysis/coding, data collection, publication, presentation, grant-writing, lab management, supervising students and trainees), technical skills
- **Teaching:** Develop teaching skills that can be applied in a variety of settings.
 - Examples: College teaching, online teaching, adult education, K-12, corporate training, course development, program development, science of learning
- **Personal Excellence:** Expand your self-awareness and your ability to live a successful and happy life.
 - Examples: Stress-management, personal finances, retirement planning, work-life balance, parenthood, civic engagement, time management, productive thought patterns, imposter syndrome, professional and personal goal setting, healthy living,
- **Career Skills:** Develop skills that will help you with the search for and acquisition of employment.
 - Examples: Negotiation skills, understanding American job market, immigration/visa, understanding the international job market, networking, cv/resume, curating your online presence (Linked In, cleaning up online image, Twitter, social media

