LOYOLA UNIVERSITY NEW ORLEANS | OFFICE OF STUDENT AFFAIRS
Student Life and Ministry

HOWLCONNECT USER GUIDE

HOWLCONNECT IS A STUDENT ENGAGEMENT SOFTWARE CREATED BY CAMPUS LABS, LLC CALLED ENGAGE. FOR ADDITIONAL RESOURCES ON HOW TO NAVIGATE HOWLCONNECT, WE ENCOURAGE STUDENT LEADERS AND CAMPUS PARTNERS TO CHECK OUT THE USING ENGAGE PAGE ON THE CAMPUS LABS WEBSITE.

http://loyno.edu/howlconnect

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** Last updated August 28th, 2022*

Getting Started

HowlConnect is the student engagement platform for Loyola University New Orleans managed by the Department of Student Life and Ministry. On this platform members of the Loyola community can see a full listing of student organizations, access forms, view events taking place on campus and so much more!

The Department of Student Life and Ministry is committed to providing learning opportunities, which fortify our Jesuit identity and students' educational experiences. We empower and partner with students to create a vibrant and pluralistic campus community through leadership opportunities that foster integrity and collaboration; reflective practice that deepens self-knowledge and faith formation, and high-quality programs that spark curiosity, community-building, and inspire contemplative action. Student Life and Ministry fortifies the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

The Department of Student Life and Ministry oversees the following Registered Student Organization procedures, resources, and activities:

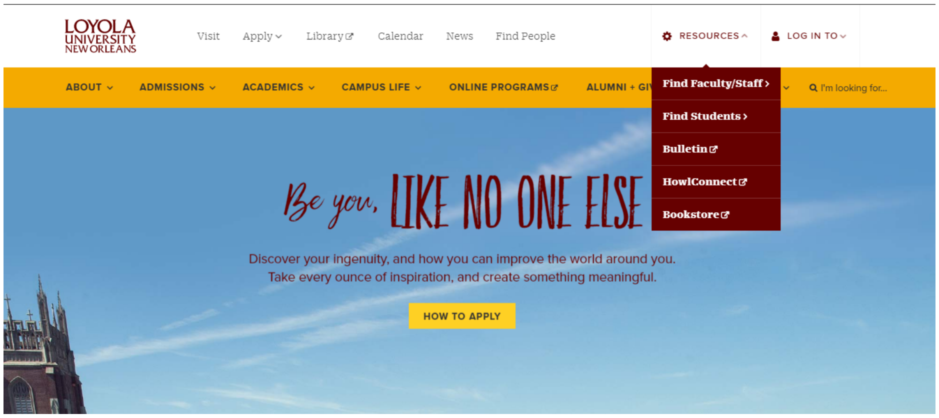
- Chartering and Renewal Application Process
- Student Organization Handbook
- Student Organization Fairs and Workshops
- HowlConnect Administration and Training
- Event Registration
- Social Host Training
- Student Organization Travel
- Allocations Processing
- Student Organization Advisor Support

Contact Us: Department of Student Life and Ministry Danna Student Center, Lower Level

Phone: (504) 865-3622
Email: getinvolved@loyno.edu
Facebook: @LoynoSLM Instagram: @Loyno_SLM

Accessing HowlConnect

- Direct website
    - http://loyno.edu/howlconnect
- Single Sign On
    - HowlConnect can also be accessed by logging onto SSO on the main Loyola web page.
    - If you forget your password, follow the steps on the SSO page to reset it.



Organization Registration

Any student group of five or more Loyola students desiring to establish an organization may apply to become a Registered Student Organization (RSO) with the Department of Student Life and Ministry and the Student Government Association. Sororities and Fraternities interested in chartering on campus should first contact Dale O'Neill, PhD, Director of Student Life and Ministry, to submit an expansion application.

The process for chartering an RSO is listed below:

1. Search the list of student organizations on HowlConnect to determine if a similar organization exists.
2. Request to register your organization via HowlConnect by completing the online registration form.
   - Log-in to HowlConnect with your email username and password.
   - Click "Organizations" from the left menu.
   - Click "Register an Organization"
   - You will need the following information to complete the form:
     - Electronic copy of the proposed membership roster (students' first and last names, CWID, and Loyola email address).
     - Electronic copy of the proposed organization constitution – see how to write a constitution and a sample constitution here.
     - Proposed advisor name and contact information. This advisor must review Loyola's "Student Organization Advisor's Guide" and agree to serve as the organization's advisor for the academic year.
3. Set up a meeting with the Director of Student Life and Ministry as well as the SGA Vice President to discuss the proposed organization and review the chartering process. During this time, the New Registered Student Organization application will be reviewed for completion of all required materials as well as verification of the organization's alignment with the Jesuit values and university policies.

4. Next, the SGA Vice President will forward the chartering application to the Student Government Association Senate for review.
5. Representatives from the proposed organization will be invited to a Student Government Association Senate meeting to speak on the organization's behalf and answer questions from the Senators.

After meeting with the Student Government Association Senate, a decision on the chartering of the organization will be made and the organization will be notified. If the proposed organization is approved, the Department of Student Life and Ministry will approve the RSO's Chartering application on HowlConnect. If the proposed organization is not approved, the organization must wait one calendar year.

Department or Office Portal:
If a department or office on campus would like to set up a portal, please reach out to Student Life and Ministry to set up a portal. HowlConnect is the best way for departments and offices to advertise programming, survey students, and connect with our student body!

Annual Organization Registration Renewal
RSOs are required to renew registration annually through HowlConnect by August 31st of each year. Missing this registration renewal deadline will result in a freeze of RSO privileges. Organizations that allow their registration to lapse are denied all rights and privileges accorded RSOs and can not operate at the University.

Renewal is completed by updating the organization's HowlConnect portal in preparation for the coming academic year. This includes updating the following information:
- Officer contact information
- Advisor contact information
- Organization constitution
- Organization roster
- Profile and welcome message
  - Offices or Organizations can upload a youtube video to their welcome message and it will automatically be embedded in their page.
- Assigning new President and other necessary officers as administrators

Additionally, if you are a sports club on campus, you will be required to upload the following information:
- Liability waivers for all club members
- Coaching information including name, phone number, email address
- You will be required to turn in the coaches certificate of insurance and W-9 tax form to the Coordinator for Campus Recreation in the Department of Student Life and Ministry before the coach can participate in any university-related events such as games, practices, or meetings.
- Each club will be required to have at least 3 members including the President attend Title IX training, Concussion Protocol training, and First Aid training in the Fall 2021 semester.

Reminders about renewal will be sent to RSO Presidents via email each spring and summer.

Access Your Portal

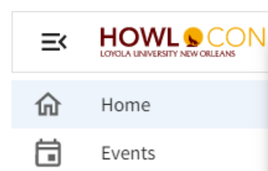
Each student organization has its own portal where members can collaborate in discussion posts, events, photos, and other online features. Departments/offices can also create a HowlConnect portal. As student leaders or department representatives, you control the majority of these features.

1. Log on to HowlConnect.
2. On the main page, scroll down to the bottom of the page to see “Memberships” of all the student organizations or departments/offices you are a member of.
3. Click on the name of your organization or department/office and you will be taken directly to its portal.
4. To search for a student organization or upcoming event, or news article you can type in the search menu on the main HowlConnect page.

Managing Your Portal

As a student leader or department/office representative, you can manage the appearance of your portals, by adding a cover photo and a brief description of what your student org is about.

From your portal:



1. Click on “Manage Organization” on the right-hand side.
2. A new tab will pop up, on the top left-hand side. Click on the 3 bars to expand the menu.
3. Scroll down and click on the gear/setting symbol next to your organization’s name and press “About”.
4. From here you can edit the name of your organization/department/office, upload a cover photo, and edit the description and contact information.

Managing Your Portal’s Roster

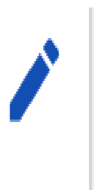
You can update the status of current members, whether removing them or identifying their role in specific positions. You can also invite other people on campus to become members of your portal.

1. Click on Manage Organization.
2. On the top left-hand side click on the 3 bars.
3. Click on the gear symbol next to “Roster”
4. The complete roster is now displayed.
5. The primary is listed at the top with their position identified.
6. You can invite new members by clicking on the “Invite People” tab. *You can only invite people using their my.loyno.edu email address.*
7. You can create/manage positions by clicking on the “Manage Positions” tab and then on the “+ Position” box.

Changing Leadership
As positions in your organization/department are filled, you may need to update HowlConnect with the new portal leadership information.

The individual(s) who will be assuming the leadership roles must be members of your portal. If they are not already, have them join the portal first before proceeding.

1. Log on to HowlConnect.
2. Go to your portal.
3. Click on “Manage Organization”
4. Click the menu button in the top left corner
5. Click the gear symbol next to your organization
6. Go to “Roster”
7. Locate the individual who will be assuming a leadership position
8. Click on the pencil icon to the far right side next to the person assuming the position



9. Select the position the member will be assuming.
10. Click “Save”

Make New Positions or Change Titles
To create a new position in your department or organization or to chance a title follow these steps:
1. Go to your portal.
2. Click on “Manage Organization”
3. Go to “Roster” on the left-hand side of the page.
4. Click on “Manage Positions”
5. Click on the blue “+ Position” box to add a position.
6. Click on any position already created to edit the title of the position.

Change Primary Contact
The primary contact has all access to edit the page, add/remove members, change positions of members, and add/remove material from the page.
From the manage roster page
1. Click the “Edit” icon next to the current Primary Contact above the full name of the member at the top of the page.
2. Select the member from the drop-down menu that should be the new Primary Contact.
3. Click “Save”

Remove Current Leaders
Once the new leaders have been identified in the system, the current leaders can be removed from that position in the portal. This can be done two ways:

Individual Removal:
Have each current leader that is being replaced follow these steps:
1. From the main page, click on your picture in the upper right corner.
2. Click on “Memberships”
3. Scroll down to the portal and click on the trashcan logo next to the position you will be vacating.
4. Click “Remove”
5. Click the “Leave Organization” to end membership completely from the portal, if applicable.

Portal Removal
The Primary Contact of the organization/department can remove individuals from the portal. You can remove them completely from the portal or just the one position they held, but remain a member.
1. Log on to HowlConnect.
2. Go to your portal.
3. Click on the “Manage Organization” tab.
4. Click on the three bars on the top left side of the page.
5. Click on the gear symbol next to your organization.
6. Click on the “Roster” tab.
7. Locate the individual(s) to be removed from the portal with the appropriate position labeled. Each individual will be listed by their position and as a member.
8. Click the pencil icon on the far right side.
9. Uncheck the appropriate positions.
10. Click “Save”
    OR
    To remove the user from the portal.
11. Check the box to the left side of each individual.
12. Click “End Membership”
13. Confirm deletion.
    Deleting a user will remove them completely from the organization’s roster and portal

Messaging Members
Organization leaders and department/office representatives with “All Access” or “Limited Access” permissions with access to messaging can message members of their portal. From this area messaging can be composed and delivered to various combinations of portal members and officers. There are two criteria that portal administrators can use to define the message recipients:
1. Positions (Primary Contact, Members, President, etc.)
2. Specific Members.

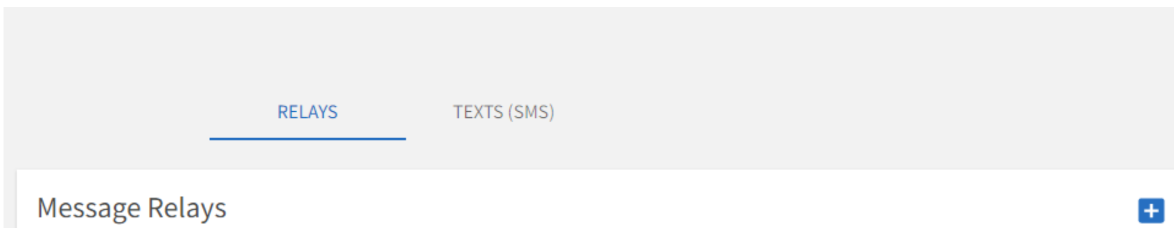
Using these two criteria, you can construct a delivery statement that reads as follows:
Sending this message to the following (positions) as well as any of these (specific members).

Messages can be sent to all members of your portal, excluding specific individuals as appropriate.

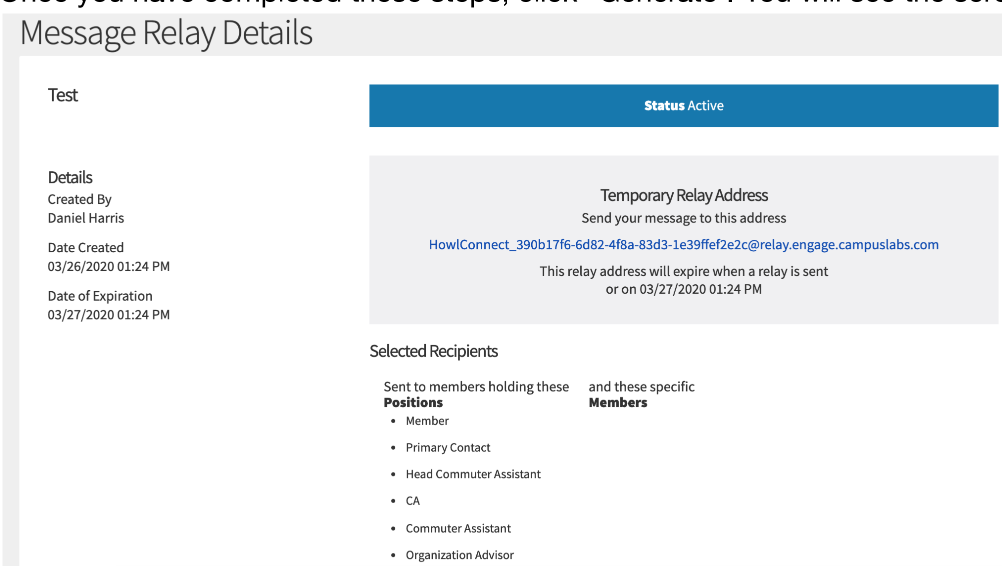
To Create a Message:

1. Log on to HowlConnect.
2. Go to your portal.
3. Click on “Manage Organization” on the right-hand side.
4. Click on the three bars on the top left-hand side.
5. Click on the gear symbol next to your organization.
6. Click on “Roster”
7. Click on “Messaging” in the upper middle of the screen.

8. Make sure you are on the correct tab. Relays will be sent as an email, and text messages will go directly to the phone number the student has on file.



9. Click on the blue “+” symbol.
10. Select the positions or individual members that you would like to send the message to by selecting “Edit” within each component.
11. Then, add a subject line (the subject line will not carry over to your message relay, it is for internal records only).
12. Once you have completed these steps, click “Generate”. You will see the screen below.

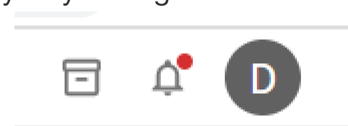


13. After you receive this message, you will want to take the “Temporary Relay Address” (generated in blue), open a new email in your preferred email account (e.g., your Loyola email), and add this to the “To” field.

14. Add a subject line and a body of the email along with any attachments. Once all steps are completed and all information has been added to your email, you are ready to send your message.

    *** Remember that messages are sent within the system and then out to an email address if the user has not opted out of receiving messages via email in their notification settings.*
    The same process and options are available to send text messages to those users who have identified a mobile number in their notification settings. Access the Texts (SMS) tab on the Messaging page to send/view text messages.
    *Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message ***

Checking Notifications
Start by signing in to HowlConnect. Next, click on the bell symbol in the top right corner of the screen. Click this and it will display all your organization or department notifications.



Adding Content to Your Portal's Site
Specific content can be added to round out your portal's site. These include discussions (wall posts), news articles, photos, and documents.

Discussions – Wall Posts
From your portal's page:
1. Scroll down to the bottom of the page and type in the field below "Discussion"
2. Click "post"

** Your post will automatically be added to your portal's wall. Anyone in your portal can post/comment on your portal's wall. However, only primary contacts and other officers can remove any posts or comments that are inappropriate or unwanted **

News Articles
From your organization's portal:
1. Click on "Manage Organization".
2. On the top left-hand side, click on the 3 bars.
3. Click on "News".
4. Click on "Create Article".

5. Enter the Title, Summary, and the full story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
6. Upload an image to be displayed with the Summary in the News Ticker.
7. Specify who can view the article.
8. Click “save article”.

** Only officers/administrators of your portal can post News Articles. Your article will automatically post to your portal’s wall and will appear in the news ticker on the homepage for members of your portal only.*

Photos

From your portal’s page:

1. Click on Manage Organization.
2. On the top left-hand side, click on the 3 bars.
3. Click the gear icon next to “Gallery”.
4. Click on “Create Album”.
5. Enter the name for the album and a brief description.
6. Indicate the privacy setting of the album.
7. Click “Create Album”.
8. Click on the title of the album.
9. Click “Add Photos”.
10. Select the file(s) from a saved location and include a caption. (You also have the option to drag and drop multiple images from your desktop into the upload area. This feature is dependent on specific technology in your browser. (your browser may not support drag and drop).
11. Click “Upload All”.
12. Click “Back to Album” once all the photos have been uploaded to the album.

Photos can be removed at any time

From the Photo Gallery option on your portal’s page:

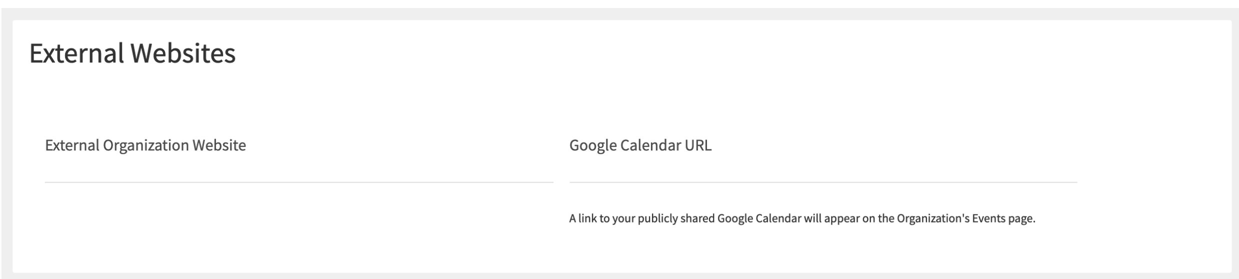
1. Locate the photo to be removed within an album.
2. Click the trashcan icon in the corner of the photo.

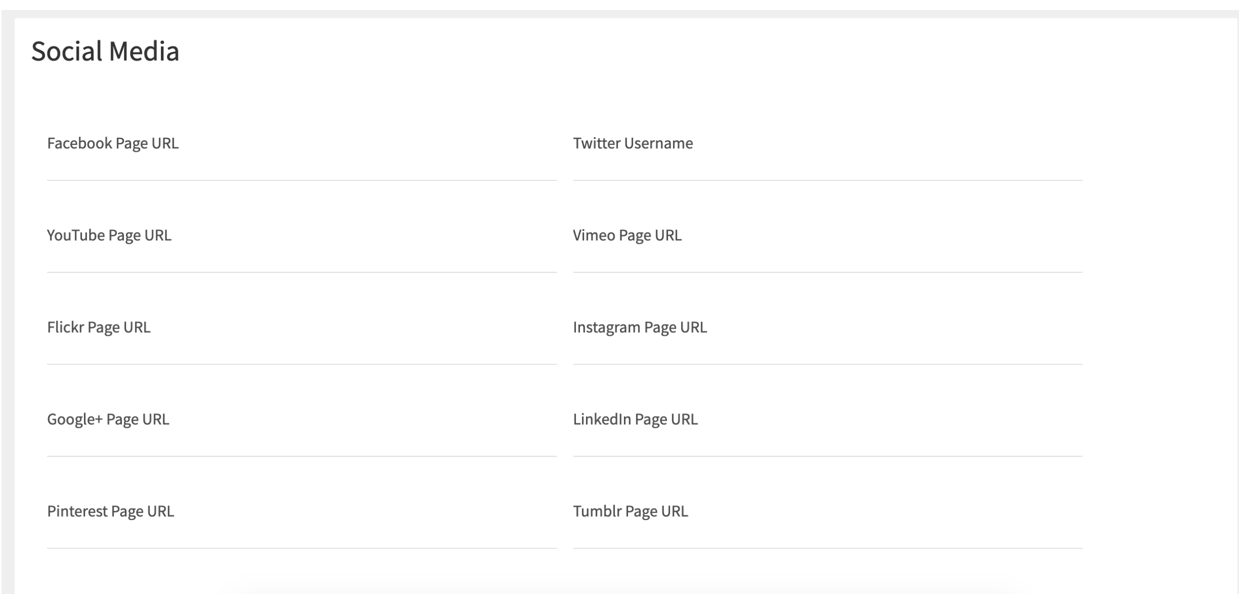
3. Confirm deletion.
4. In the edit icon, you can also change the caption subtitle and/or set the picture as the album's cover photo.

Social Media

1. Use the "Share This" clickable counters located on the following pages to export content from HowlConnect to your favorite site:
   - Portal's Home Page
   - Photo Gallery
   - News Article
   - Event

2. Add your organization or department/office's social network links and content to HowlConnect by providing the URLs to your social media profile pages. Use the "About" button on the homepage of your portal to update your external website information.



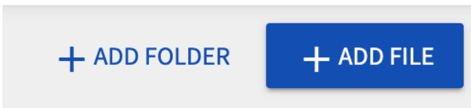


Documents

1. Click on Manage Organization.
2. On the top left hand side, click on the 3 bars.
3. Click the gear icon next to your organization and press "Documents".

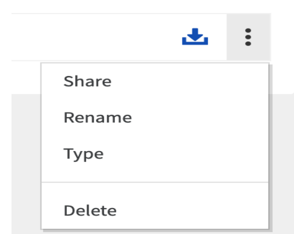
To Upload a new document:

4. Click "Add File" in the upper right corner.



5. Click on "Upload" to select a file. Files must be less than 10 MB in size.
6. Provide a title for the document.
7. Indicate the type of document from the drop down menu.
8. Click "add".
9. Update the security options for who can view the document if applicable to the type of document by selecting the drop down menu on the right side of the document.

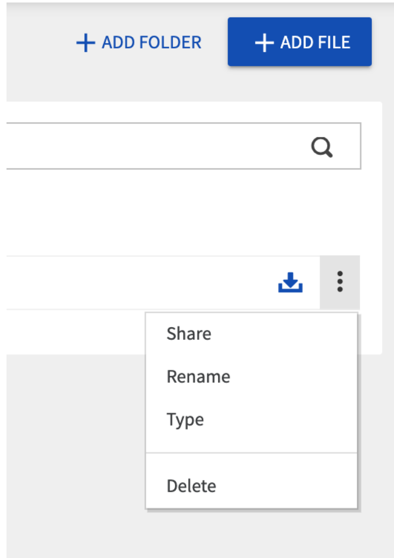
To Edit the Information Associated with a Document:



1. Locate the document you'd like to update information for.
2. Click the "Edit" icon on the far right side of the document listing.
3. Update the title, description, and/or type of the document.
4. Update the security options for which positions can view the document.
5. Click "Update Document".

To Replace Existing Documents:

1. Locate the document you'd like to replace.
2. Click "Delete" on the far right side of the document listing.
   * *once a document is deleted, it can not be recovered* *
3. Confirm deletion.
4. Upload a new version of the document you were replacing.
5. Once you are done editing the document, you can share your article by clicking on the 3 dots on the right hand side and clicking "Share" and copying the custom URL that comes on the screen.



Events
Events entered into HowlConnect must be associated with an organization or department. Departments can request space through the Student Life and Ministry departmental space reservation form located here. Once you have received confirmation of your space reservation, you can create an event on HowlConnect to market your event on the HowlConnect calendar as well as the Corq app. Organizations can request spaces by following the below steps. Events that have an image or flyer uploaded along with it will appear on the HowlConnect home page. You can set who can see and RSVP to the event during the creation process. You even have the option to co-sponsor an event with another organization or department. Please be advised all allocations for events should be done before the event.
All tabling request should also be submitted as an event

1. Log in to HowlConnect and go to your organization's portal.
2. Click "Manage Organization".
3. Click the menu button in the top left corner.
4. Click the gear symbol next to your student organization
5. Go to "Events"
6. Click on "Create Event" (blue button on the top right)

7. Enter the Name, Theme, Description, Start Date and Time, and End Time. These fields are required.
** You may enter multiple dates if your event is recurrent. In order to enter multiple dates, select the "ADD ANOTHER DATE" **
8. Enter the location of your event and indicate if you'd like to include a Google Map to the location of the event.

*****You can now enter a "Online Location" the location field if you are having a virtual event or meeting *****

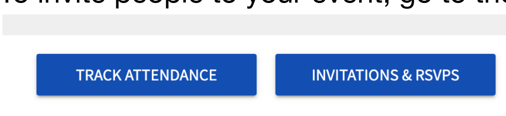
9. Select the theme of your event.
10. Enter details of your event: "Show to", "Event category", "Who can RSVP", and "Perks".
    <u>Event Categories:</u>
    - **Campus Only**: Only visible to logged in users to HowlConnect
    - **Invitation Only**: Only visible to those who you invited to the event
    - **Organization Only**: Only visible to the members of the organization associated with the event.
    - **Public:** Visible to everyone.

<u>RSVP:</u> As people RSVP for your event, you can view and manage attendance.
- None: No one can RSVP to the event
- Open: Anyone can RSVP to the event
- Invite: Only those invited can RSVP to the event

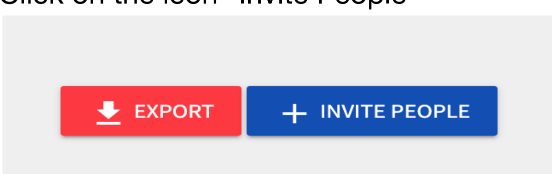
11. Select the appropriate categories from the drop-down menu, if applicable.
    ** Based on the type of event, you may need to provide additional information about your event. Your event also needs to be approved by a campus administrator prior to sending invitations. You will be notified when your event has been approved or of any changes that you'll need to make to the event. Create your event **<u>at least 2 weeks prior</u>** to the event to allow time for approval and for invitations to be sent.*

From the Events Option on your Organization's Portal:

1. Click on the name of the event you'd like to manage.
2. To invite people to your event, go to the "Invitations & RSVP" tab.



3. Click on the icon "Invite People"

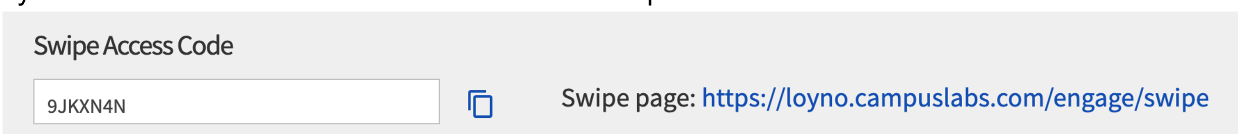


4. On this page, you may select to invite your organization's members, or by email.
5. To Track Attendance, select the "Track Attendance" tab on the main event's page.
6. The top module displays who is attending your event. Click on the Export button to export a file of those who RSVP'd to your event.
7. The "ADD ATTENDEES" button allows you to add people who attended your event but did not RSVP by email or by uploading a CSV (comma delimited) file containing just email addresses.
8. Select the appropriate status then click "Add".
9. Click "Back to Event".

Using a Card Swipe to Record Attendance at an Event

You are able to record attendance at your events directly into your portal's event using a card reader. A constant internet connection is required. Card readers are available in the Department of Student Life and Ministry. If you would like to check out a card reader for your event, please fill out the [Student Organization Resources form on HowlConnect](). The form can be accessed by searching under forms. Card readers must be returned to SLM within 24 hours of the event ending. Once you have the card reader, use the following steps:

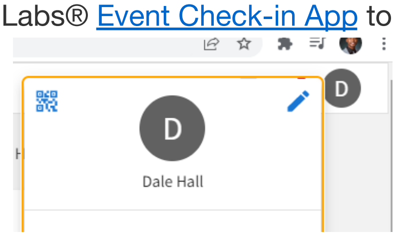
1. Log on to HowlConnect.
2. Go to your portal and click "Manage Organization".
3. Click on the three bars in the upper left hand corner.
4. Click on the gear symbol next to your organization
5. Click on Events.
6. Click the event you'd like to record attendance for.
7. Copy the "Access Code" that is displayed on the right side of the event page.
   * you must be a user with "Events Full" access to portal to see this code *



8. Click the URL and enter the access code shown on your page.
9. Connect your card reader device and begin swiping. The system will process the entry and display "Success" or an "Error" message.
10. Click the "Back to Track Attendance" to view all of the cards that have been swiped/read.

Using Event Pass

Your Event Pass is a unique code that allows you to quickly check-in to events happening on campus using the Campus Labs® Event Check-in App. If you're attending an event that requires a pass, continue reading to learn how to pull up your Event Pass. If you're hosting an event, you can use the Campus Labs® [Event Check-in App]() to track attendance.



Access your Event Pass on HowlConnect

Start by signing in to Howl Connect. Next, click on your profile picture/icon in the top right of the screen and you will see a QR code in the top left corner. Click this and it will display your unique code.

If you're viewing the Event Pass from your mobile browser, you should see the option to add the pass to your Apple Wallet or Android Pay. These options make it easier to access your Event Pass at a later date. You can also choose to take a screenshot of your pass or print it. All of these options will still scan as expected.

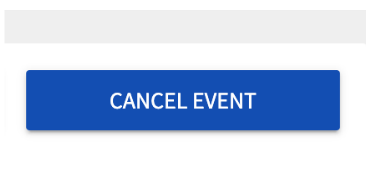
Access your Event Pass in Corq
You can also access your Event Pass through the Corq application. Corq is the mobile app for HowlConnect and is detailed more at the end of this guide. Simply open up your menu in Corq and select *Event Pass* to generate your unique pass.

Edit Existing Events
From the Events option on your portal:

1. Click on the name of the event you'd like to edit.
2. Click "Change Details" below the name of the event.
3. Update any of the details of the event; include date, time, or location.
4. Click "next" at the bottom of the page.
5. Click "Submit".
   ** Your changes will need final approval from an administrator before it is posted **

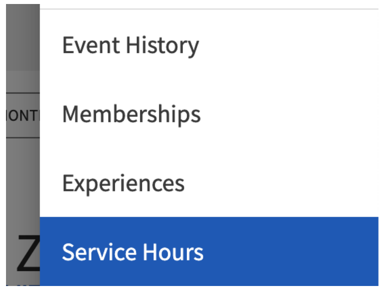
Cancel Existing Events
From the Events option on your organization's portal:

1. Click on the name of the event you'd like to edit.
2. Click "Cancel Event" on the manage Event area.



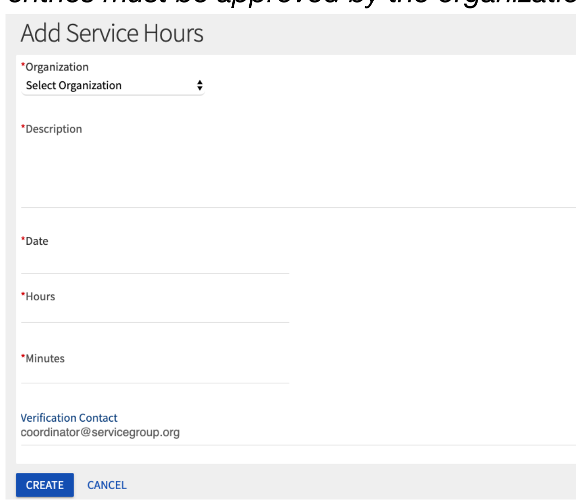
3. Include any comments that you'd like sent to any individual's who have RSVP'd
4. Confirm cancellation.
5. After canceling an event, email getinvolved@loyno.edu letting the Department of Student Life and Ministry know the event is canceled to be removed from the university calendar and event space software. If you are an office or department needing to cancel an event, please email Lee Blackwell, Event Services Coordinator in the Department of Student Life and Ministry, letting him know that the event is canceled.

Tracking Service Hours
You can record your individual service hours, but you can also record and approve the community service hours of members of your organization.



Record your personal community service hours

1. Log on to HowlConnect.
2. Click on your initials or photo in the top right corner of the page.
3. Click the gear icon next to “Service Hours”.
   ** Your previously submitted service hours will display in the summary information at the top of the page **
4. Click the “Add Service Hours” box in the upper right corner.
5. Select the organization from the drop-down menu you wish to associate service hours with.
6. Enter the date the service hours took place and a brief description of the type or place of the service hours.
7. Indicate the number of hours and minutes spent performing the service hours.
8. Type in the email address of the person that can verify the service hours
9. Click “Create”.
   ** All service hours entries must be approved by the organization officer or administrator.**



Record Organization Members’ Community Service Hours

** Only campus administrators and organization officers can add in service hours for other members of the organization **

From the Service Hours Menu Option on your Organization's Portal:

1. Click on the "Add Service Hours" button in the upper right corner.
2. Enter the names or email addresses of the people to receive the service hours (a drop-down menu will appear as characters are entered)
3. Date when service hours took place.
4. A brief description of the service hours.
5. The number of hours and minutes.
6. Type in the email address of the person that can verify the service hours.
7. Click "Submit".

Approve Organization Members' Community Service Hours
** Only administrators and organization officers can approve service hours for an organization **

From the Service Hours menu option on your organization's portal:

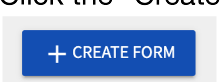
1. On the "Pending Submissions" tab at the bottom of the page, you will see the member's name, date, description of service event, and duration of service.
2. Click "Approve" or "Deny" on the far right side under "Action".
3. Confirm Action.

Generate Reports of Your Organization's Community Service Hours
From the Service Hours option on your Organization's Portal:

1. Got the "Reporting" tab at the bottom of the page.
2. Adjust the date range and users you'd like to see a report for in the fields.
3. Click "Show Report".

Assessment Options: Forms
Forms can be used as surveys, applications for leadership positions, or evaluations.

1. Log on to HowlConnect.
2. Go to your portal.
3. Click on "Manage Organization".
4. Click on the three bars on the left-hand side.
5. Click on the gear symbol next to "Forms".
6. Click the "Create New Form" button in the upper right-hand corner.



7. Identify the Name of the Form, the date range you'd like the form to be available during, and if you'd like it to be Active.
8. If you would like for your form to be towards the front of the search forms option, make sure to click the "Featured in Explore Forms" button at the top of the page.
9. If you would like for your form to be hidden from the public and only filled out via a link, select the "Hide from Explore Forms" button at the top of the page.
10. Indicate if you'd like to Allow Multiple Submissions by checking the box on the left.

11. Identify who should have access to the form by checking the box to the left of each option.
12. If you would like, you can set an option for certain leadership members to get an email notification every time the form is submitted.
13. Click “Save” or “Save and Add Questions”.
14. Click the format on the lower half of the page of the questions you’d like to add to the form.
    - **Check Box List**: includes question text and answer set, where only one answer can be selected
    - **Radio Button List**: includes question text and answer set, where only one answer can be selected
    - **Text Field**: includes question text and one text box as the answer, which can be formatted to the desired size
    - **Drop Down List:** includes question text and answer set, where only one answer can be selected
    - **Instructions:** includes question text with no answer set
    - **Single Check Box:** includes question text with a single checkbox on the left
    - **Ranking:** includes question text and answer set with the ability to rank up to X number of items
    - **File Upload:** includes question text with the ability to upload a file
15. Type in the text for the question and answer set, if applicable, Click “OK”.
16. Click on a question and the “Edit” icon to make any adjustments to the questions as a whole.
    - Update question text under the Properties tab
    - Indicate if the question is required or optional or if you need to shuffle your answers within the properties tab
    - Edit answer text via the Answers tab
    - Include a Tooltip for an answer choice. The specific text will display when the user hovers over the answer choice.
    - Include Additional Text to be associated with an answer choice. The specific text will display in a pop-up window after the user clicks on an “i” icon.
    - Add additional answer choices
    - Reformat the size of the text box, either at the bottom of the properties tab or on the Answers tab by adjusting the number of rows to the desired size.
17. Click “OK” when all edits have been made.
18. Repeat the above steps as needed for each question you would like to add to Page 1.
19. Click the “Page List” button above the added questions to add more pages to the form.
20. Click the “+ Page” button to add a page to your form.
21. You will be able to move pages by hovering over the specific page, clicking the left-hand corner, and dragging to where the page should be. You can also delete pages by hovering over the page and clicking the trashcan icon.
22. Click the “Page Properties” button to edit the Page Name, select whether or not you would like to show the back button, or add conditional logic to your form page.
    ** You will not be able to add conditional logic to the first page of your form. Conditional logic relies on previous page answer selections **

23. Repeat steps as needed to add additional pages.
24. Click "Back to Forms" Once your form has been completed.
25. Your form will be available on your page or students can search for it on the forms tab of the main HowlConnect page.

New pages must be created in order to apply conditions. See below for instructions on conditions.

1. Click the "Page List" button on the top right side of the page to add more pages to the form.
2. Click "Page" under the "Add New" on the left side of the page.
3. Repeat steps 1-4 above for each question you'd like to add to the additional pages.

Forms can include conditions that specify what should be seen based on previous answer selections.
While accessing the form:

1. Go to the page you'd like to apply conditions to be accessing the "Page List" or scrolling through the pages.
   * Page 1 cannot have conditions applied to them *
2. Click the Page Properties button in the top right corner.
3. Go to the "Conditions" tab.
4. Click "Add Condition" then select the question and answer the page that should be displayed off of.
5. Repeat step 4 to add multiple conditions to display the page.
6. Click "OK" when all conditions have been added to the page.
   ** Please note that the page will display if the conditions are met **

Conditions can be grouped to add greater specificity.

1. Go to the page with the conditions applied.
2. Check the box to the left of each condition that should be grouped.
3. Click "Group Selected".
4. Indicate if the grouping should be True or False.
5. Repeat step 4 for each needed grouping.
6. Click "OK" when all the conditions have been grouped.

You can update the title, date range, and/or description for an existing form.
While accessing your form:

1. Click the "Form Properties" button in the top right corner of the page.
2. Update the name, active date range, and description as needed.
3. Also update the "Access Restrictions" and other settings as needed.
4. Click "Save".

Review Form Submissions
From your organization portal:

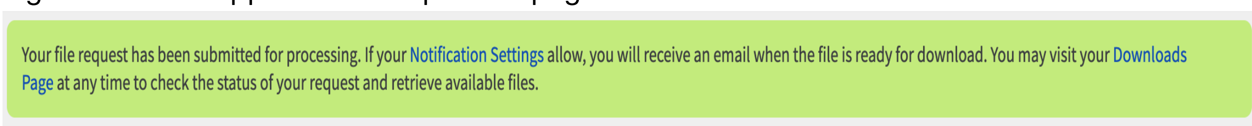
1. Click on "Manage Organization" on the right side of the page.

2. Click on the three bars to the left of the page.
3. Click on the gear icon next to “Forms”.
4. Click on the 3 vertical dots and press the “Submissions” button to the right of the form name.
5. You have the option to approve or deny any pending submissions.
6. Click on Approved Submissions to view all.

Export Form Submissions

From the Forms option on your organization’s portal:

1. Click on “Manage Organization” on the right side of the page.
2. Click on the three bars to the left of the page.
3. Click on the gear icon next to “Forms”.
4. Click on the “Export Submissions” button to the right of the form name.
5. A copy of the exported submissions report will be emailed to you.
   * *If you would also like to download a copy from HowlConnect, follow these steps* *
6. A green box will appear at the top of the page.



7. Click on the “Downloads Page”.
8. Click on the “Download” icon for an Excel sheet of all submissions.

Assessment Options: Elections

1. Log on to HowlConnect.
2. Go to your portal.
3. Click on “Manage Organization” on the right hand side.
4. Click on the three bars on the left hand side.
5. Click on the gear icon next to “Elections”.
6. Click on “Create Election”.

7. Identify the name of the election, if it should include instructions, and any additional instructions that should be included.
8. Indicate if the election should be active and the date range you’d like the election to be available during.
   * *Once the election is set to Active and it falls within the date range, a prompt will display on the main page of your community or organization-specific portal for eligible users to vote* *
9. Indicate whether or not you would like an alert to be displayed on the organization’s homepage when the election is active and voting is open.
10. Indicate if the election is for organization members only.
11. Click “Save”.

** You can create as many ballots as needed. Each ballot can be accessible to the general user population or any # of eligibility lists. A user will see each ballot they are designated to see. **

12. Click “Create Ballot”.

13. Enter the name of the ballot.
14. Indicate if this ballot should be available to all users by clicking Enable or Disable.

IF you Disable the General access, THEN:

15. Indicate for each Eligibility List who should access this ballot:
    Allow: allows all users on the list access to the ballot.
    Deny: users cannot access the ballot and supersedes an allow list.
    Ignore: the list will not be used for the ballot.
    ** Only administrators have access to create an eligibility list with a selected list of users who can vote in your election. You must reach out to an administory in SLM if you would like an eligibility list created for your organization’s election **

16. Click “Save” when all access has been identified.
    *** You are now taken to the form builder, with limited question types. Please see CREATE FORMS for complete instructions on creating/editing questions***

17. Click “Back to Ballots” when you have created all the questions for this ballot.
18. Repeat steps 9-13 for each additional ballot needed.

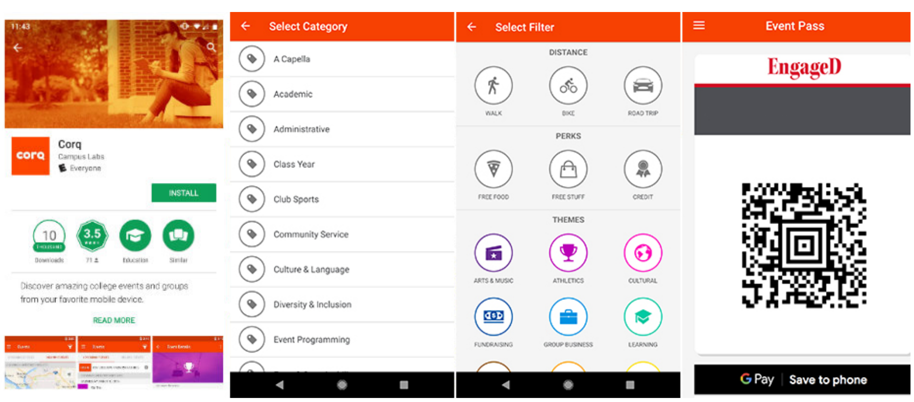
You have now built your election. Be sure that it is set to Active so that the prompt will display on the main page of your organization’s portal for members to vote.

View Ballot Results

1. Log on to HowlConnect.
2. Go to your portal.
3. Click on “Manage Organization” on the right hand side.
4. Click on the three bars on the left hand side.
5. Click on the gear icon next to “Elections”.
6. Click on the name of the election.
7. Click on the Results tab.
8. A snapshot of the current results will display, including the total number of eligible voters, the number of current entries, and the current percentage of completed entries.
9. Click the “Export” button to download an excel file of the ballot entries.
   ** Be advised that only the Primary Contact and those given access by the primary contact can see the results of an election.*

Corq
Corq is the mobile app for HowlConnect. Corq helps faculty, staff, and students discover engaging co-curricular opportunities such as exploring events taking place on campus and "public" events taking place at other institutions, view a listing of active student organizations, and access your "Event Pass" for you to easily check-in to events. You can use the filter option, Perks, to view events that have "free food", "free stuff" and "credit". Other campuses that utilize this same software include Tulane, LSU, Dillard, and Xavier. That means you can see events taking place on their campuses as well! Download Corq today free from your app store to stay up to date with everything going on at Loyno!

To Log on to Corq, Click on "Sign in to your Campus" and log in using your Loyola credentials



Download Corq on Google Play [here](#).

Download Corq on Apple [here](#)