

Student Group Management System (SGMS) Advisor Guide 2.0



Table of Contents

Section 1: Adding a Channel to Your Portal 3

Section 2: Logging into SGMS2 6

Section 3: Student Organizations Homepage Overview 7

Section 4: Student Organizations Dashboard 8

4.1 Roster and Emailing Your Organization 10

4.2 Documents 11

4.3 Links 12

4.4 Photo Gallery 13

4.5 Photo Gallery 14

Section 5: Reactivating an Old Group 15

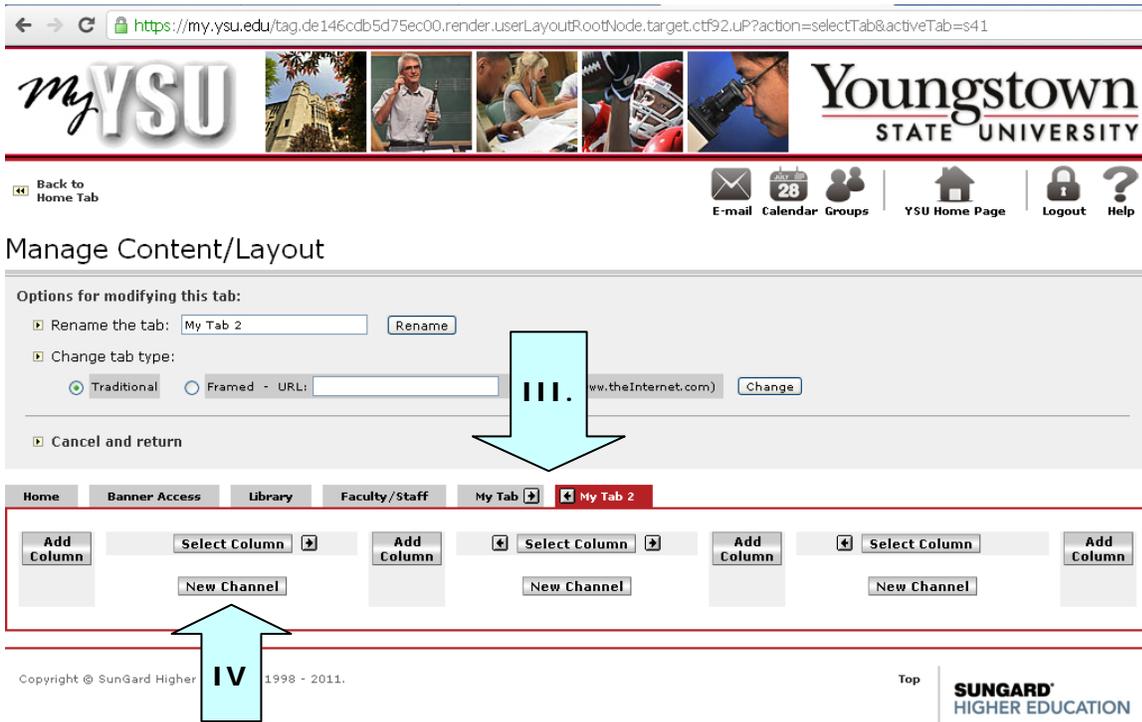
Section 6: Changing Your Account Information 18

1. Adding a Channel to Your Portal

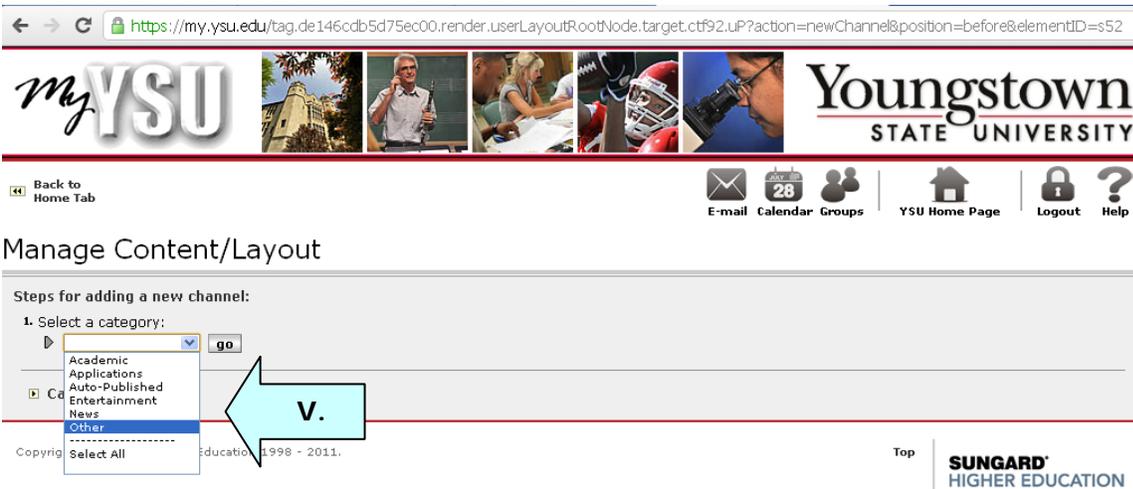
I. Enter your username and password on the Portal Login page.

II. Click on the Content Layout link in the upper left hand corner.

- III. Select **My Tab** or **My Tab 2**.
- IV. Click on the **New Channel** button.



- V. On the drop down menu, select **"Other"** and then click **Go**.



- VI. Select **“Student Organizations Advisors”** from the drop down menu.
- VII. Click **Add Channel**.

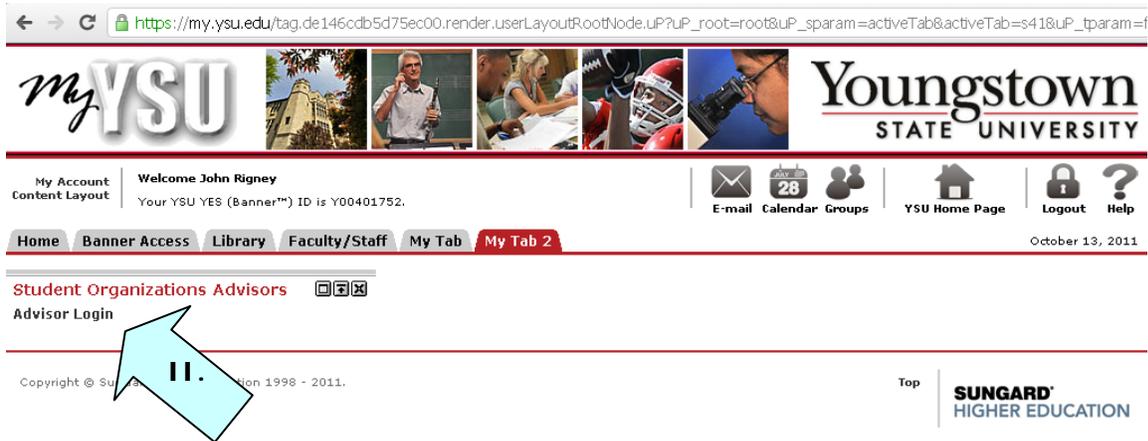
Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
Other
2. Select a channel:
Category: **Other**
ST Get Money
ST Get Smart
Student Organizations Advisors
Technology Services
Tips & Tricks - MyYSU Portal
3. Add the selected channel:

2. Logging in to SGMS2

- I. After adding the Student Organizations Advisors Channel to one of your tabs, that tab will now look like this.



- II. To log in as an advisor to view your student groups, click **Advisor Login**. You are now logged in to Symplicity.

3. Student Organization Homepage Overview

The Home Page is the starting point for SGMS.

The screenshot shows the YSU Community by Symlicity homepage. The top navigation bar includes 'YSU COMMUNITY BY SYMPPLICITY', 'CAMPUS RECREATION AND STUDENT PROGRAMMING', and 'INTRAMURAL SPORTS • FITNESS • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING'. The main content area is divided into several sections: 'PENDING ACTIONS', 'ANNOUNCEMENTS', 'ACTIVE ITEMS', 'STATISTICS', 'RECENT ITEMS', and 'USERS ONLINE'. A callout box on the left side of the page highlights the 'Home' menu items: Home, Calendar, Student Organizations, Members, Events, and My Account. Callouts I through V are placed around the page to indicate specific actions: I points to the Calendar link, II to Student Organizations, III to Events, IV to My Account, and V points to the Logout link in the top right corner.

- I. To view the day's events and programs sponsored by all student organizations, select the **Calendar**.
- II. To view your student organizations, click **Student Organizations**.
- III. To view events and programs sponsored by one of your student organizations, select **Events**.
- IV. To view your account information, including your name, contact information, and department, click **My Account**.
- V. Log out of SGMS when you are finished.

4. Student Organizations Dashboard

Student Organizations Overview

To view your student organizations, click **Student Organizations**. (See 3, II.)

Click on the **View** button to open a student organization.

The screenshot shows the 'Student Organizations' dashboard. At the top, there is a navigation bar with 'YSU COMMUNITY BY SIMPLICITY' and 'CAMPUS RECREATION AND STUDENT PROGRAMMING'. Below this is a sidebar with links to Home, Calendar, Student Organizations, Members, Events, and My Account. The main content area is titled 'Student Organizations' and includes tabs for 'Active Groups', 'Registrations', 'Inactive Groups', 'Disabled Groups', and 'Advanced Search'. A search form is present with fields for Registration Date, Approval Date, Type, Status, Visibility (Public, System Users Only, Members Only), Enrollment Type, and Subgroup (Yes/No). Below the search form is a table of results. The first result is for the 'Student Programming Office' organization, which is a Professional group with Members Only visibility. The 'View' button for this organization is circled in red. A black arrow points from the text above to this button.

Actions	Logo	Name	Type	Visibility	E-mail	Registration Date	Approval Date	Notice	Reviews	Parent Group	Members	Events
		Student Programming Office	Professional	Members Only	studact@cc.ysu.edu	May 17, 2011 11:05 am	May 17, 2011 12:39 pm				3 0 0 0	3 8 0 0

The screenshot displays the 'Student Programming Office' interface. At the top, there is a navigation bar with the following tabs: 'Student Group: Student...', 'Roster', 'Documents', 'Links', 'Photo Gallery', 'Events', 'Blog', 'Organization Notes', and 'Staff Notes'. Below the tabs, the main content area is divided into several sections: 'Status' (showing 'Active' status, requester 'Monica Elizabeth McKnight', and 'Terms Agreement: Yes'), 'Group Preferences' (including 'Visibility: Members Only', 'Enrollment Type: Invitation Only', and 'Enable Interested Student List: Yes'), and several administrative panels on the right such as 'Student Group Created/Modified', 'Student Group Flags', 'Info Requested', and 'Reviews'. Eight red arrows labeled I through VIII point to the navigation tabs from the bottom of the page.

- I. The **Roster** lists all students who are members of the organization.
- II. Organization constitutions and by-laws are found under **Documents**, as well as any other documents your organization might need (resources, schedules, etc.)
- III. The **Links** tab lists any links to external websites that your organization use frequently.
- IV. Students may upload photos from events or other functions they host in the **Photo Gallery**.
- V. Any approved events being sponsored by your organization are listed in **Events**.
- VI. On the **Blog**, students can write about upcoming events or post meeting minutes.
- VII. **Organization Notes** come from the Student Programming Office.
- VIII. **Staff Notes** are also handled by the Student Programming Office.

4.1 Roster and Emailing Your Organization

By clicking on **Roster** (See pg. 8), you are able to view all current members of your student organization, as well as students who have been invited to join or have indicated an interest in joining.

The screenshot shows the 'Roster' page for a student organization. The page has a header with 'YSU COMMUNITY BY SIMPLICITY' and 'CAMPUS RECREATION AND STUDENT PROGRAMMING'. Below the header is a navigation menu with 'Roster' selected. The main content area has a search form with fields for Position, Student Group Type, Student Group, and Group Flags. Below the search form is a table of members with columns for Actions, First Name, Last Name, Account E-mail, Contact Info, Status, Position, Date Joined, and Visibility. A 'Batch Options' dropdown menu is open, showing 'Save As Excel' and 'Entire List' options. Red arrows labeled I, II, and III point to the 'Batch Options' dropdown, the 'Save As Excel' option, and the 'Entire List' option respectively.

Actions	First Name	Last Name	Account E-mail	Contact Info	Status	Position	Date Joined	Visibility
<input type="checkbox"/>	Mandy	Alcorn	mjalcorn@student.ysu.edu		Active	Member	Sep 02, 2011	Members Only
<input type="checkbox"/>	Emile	H...				Officer	May 17, 2011	System Users Only
<input type="checkbox"/>	Monica	Mo...				Officer	May 17, 2011	System Users Only

To **email students in your organization**, you will need to generate an Excel spreadsheet of all members.

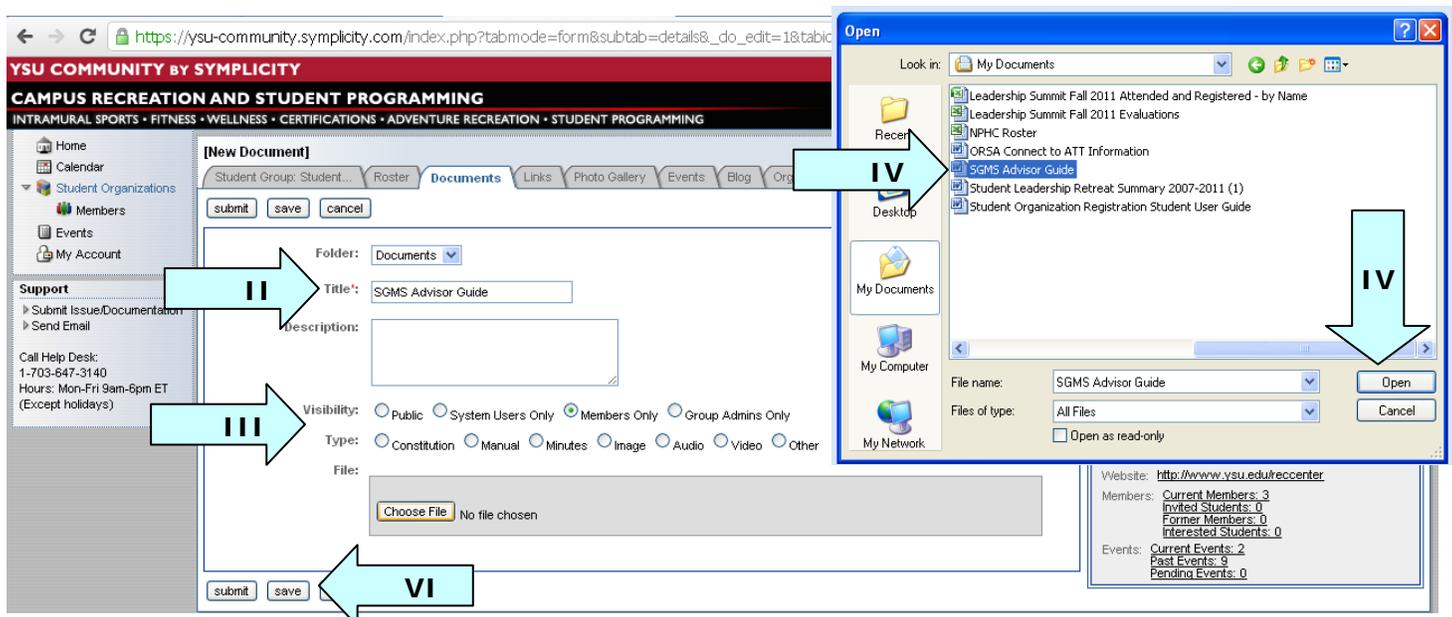
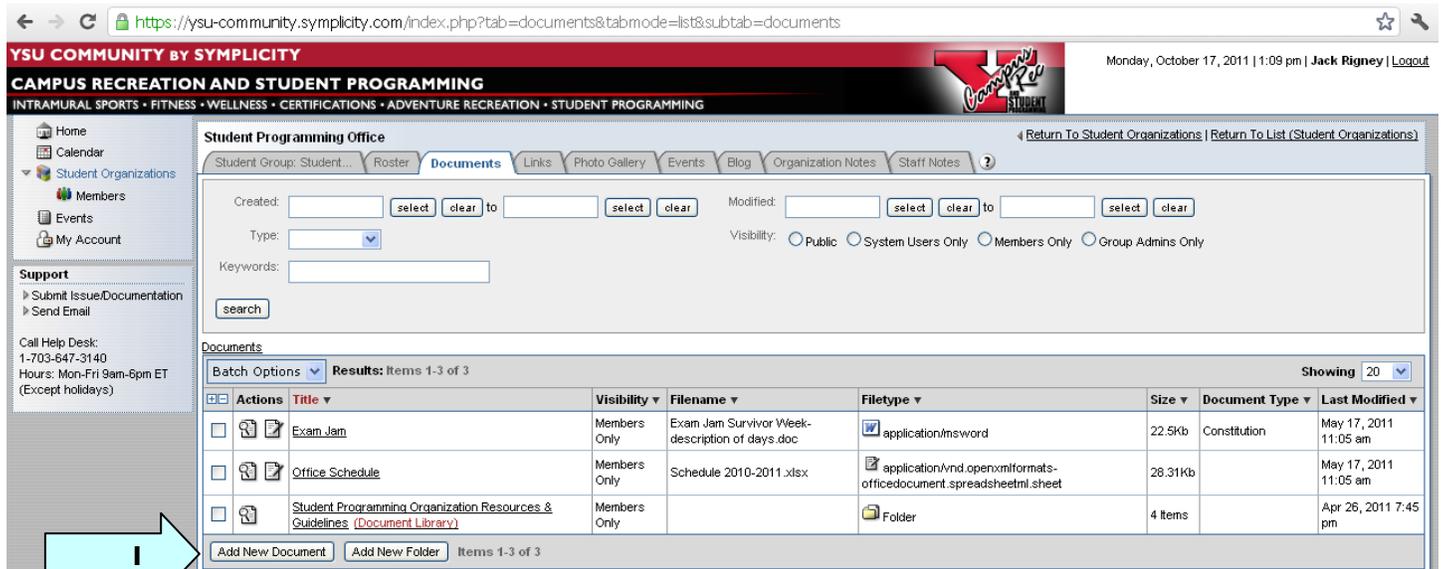
- I. Click on **Batch Options**
- II. Select **Save As Excel**
- III. Click on **Entire List**
- IV. This will automatically generate a spreadsheet of your students' email addresses, allowing you to copy and paste them into a new email.

4.2 Documents

Organizations are required to upload a copy of their Constitution and By-Laws to their Symplicity Group page. However, any other useful documents for your organization may be posted here.

To upload a new document,

- I. Click on **Add New Document**
- II. Enter a **Title**
- III. Select the level of **Visibility** and the **Type of Document** (ex. Constitution, Minutes, Other)
- IV. Click **Choose File**. This will open a new window of your documents.
- V. Select the file you want to upload and click **Open**
- VI. Click **Save**
- VII. Your file has been uploaded to Symplicity. To view it, click **Back To List** and find it listed with your other documents

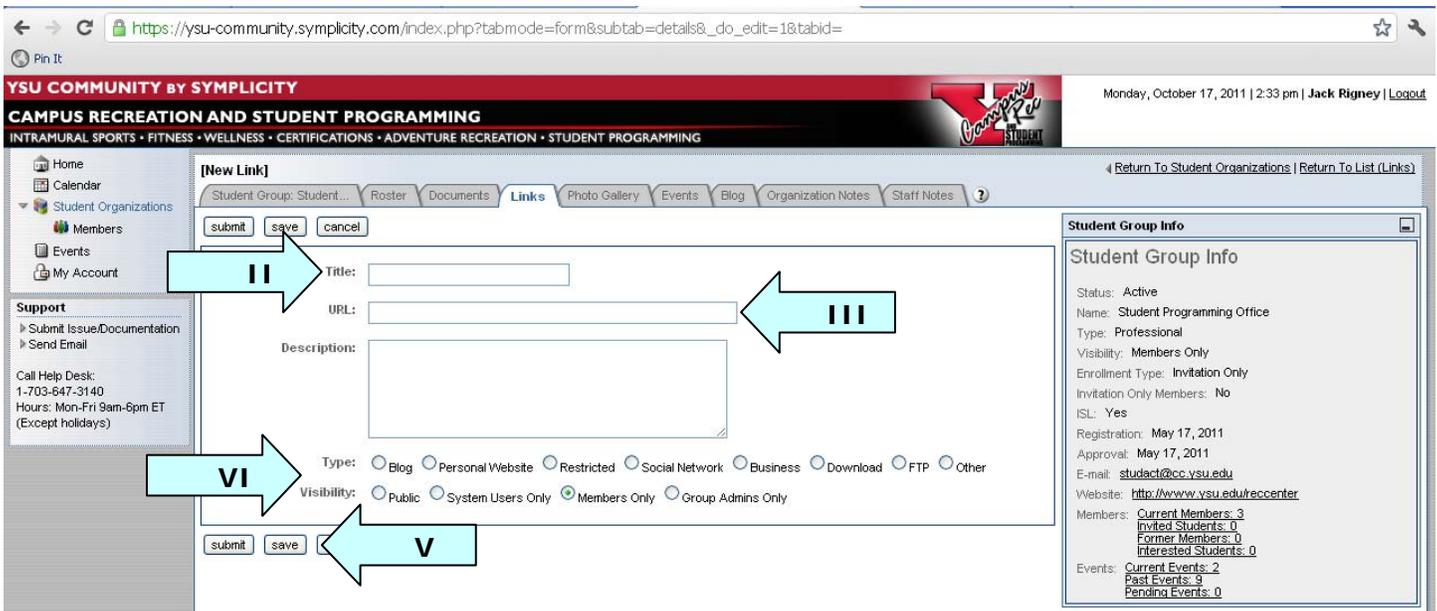
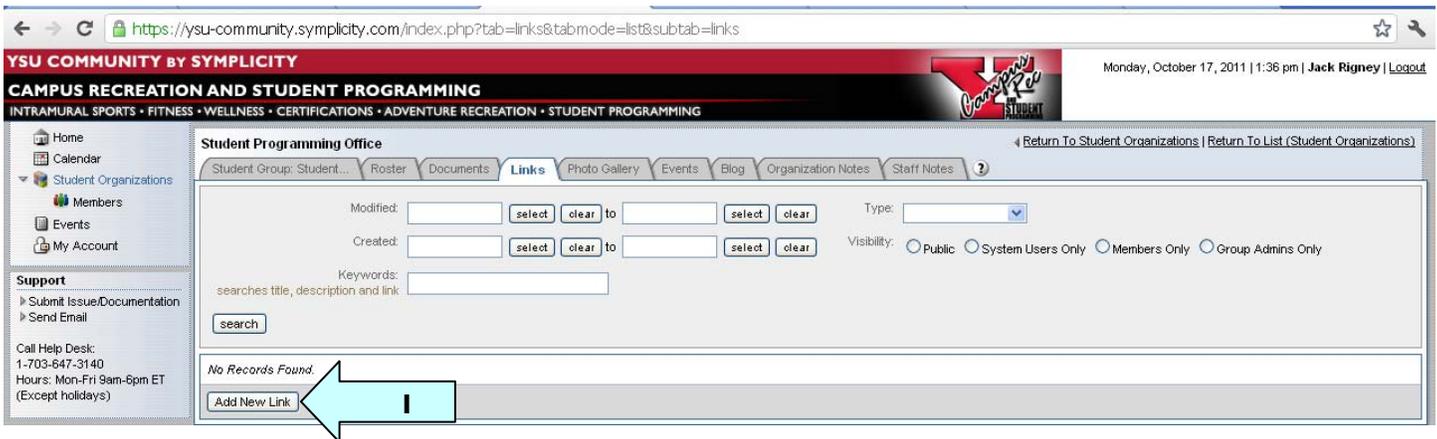


4.3 Links

Links that will be useful to the students in the organization and its advisors can be listed on Symplicity.

To add a new link,

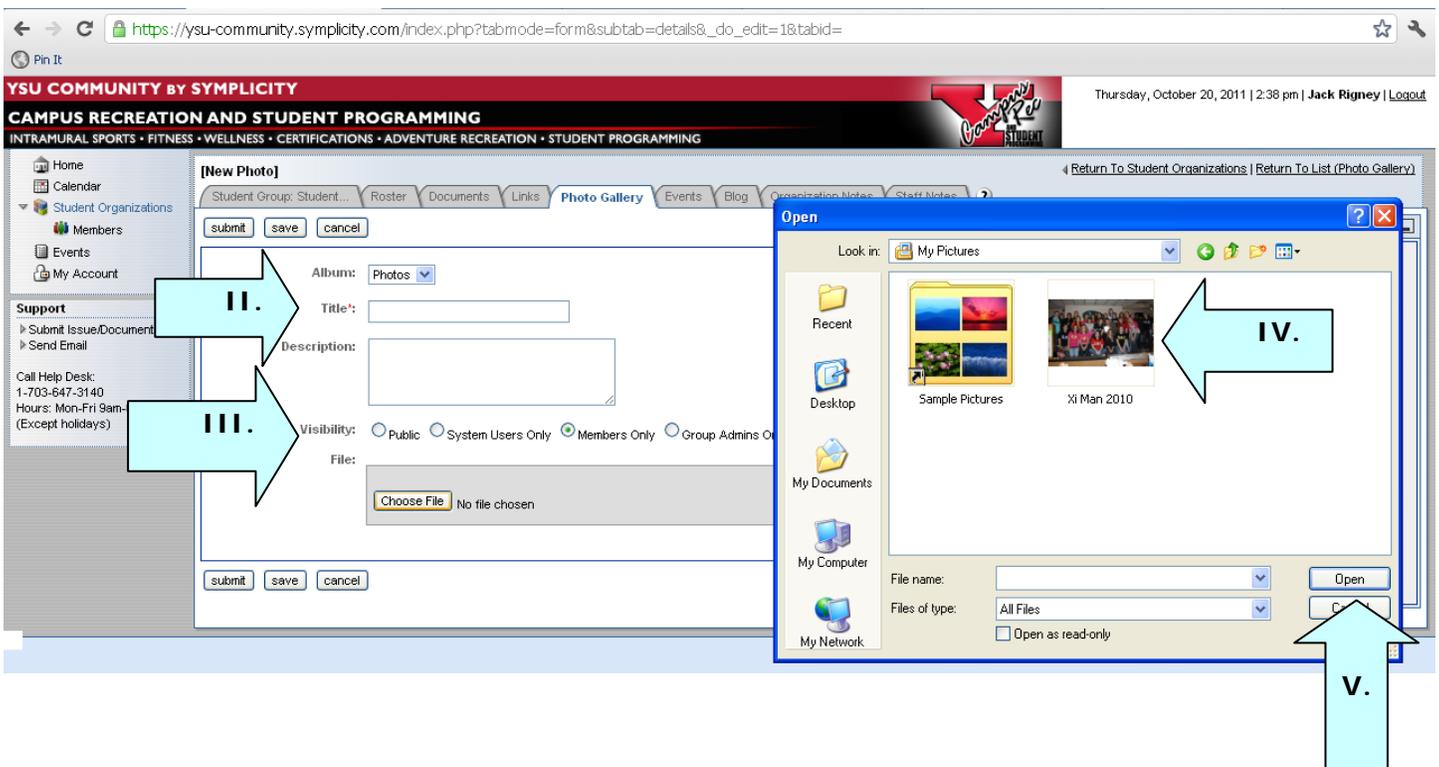
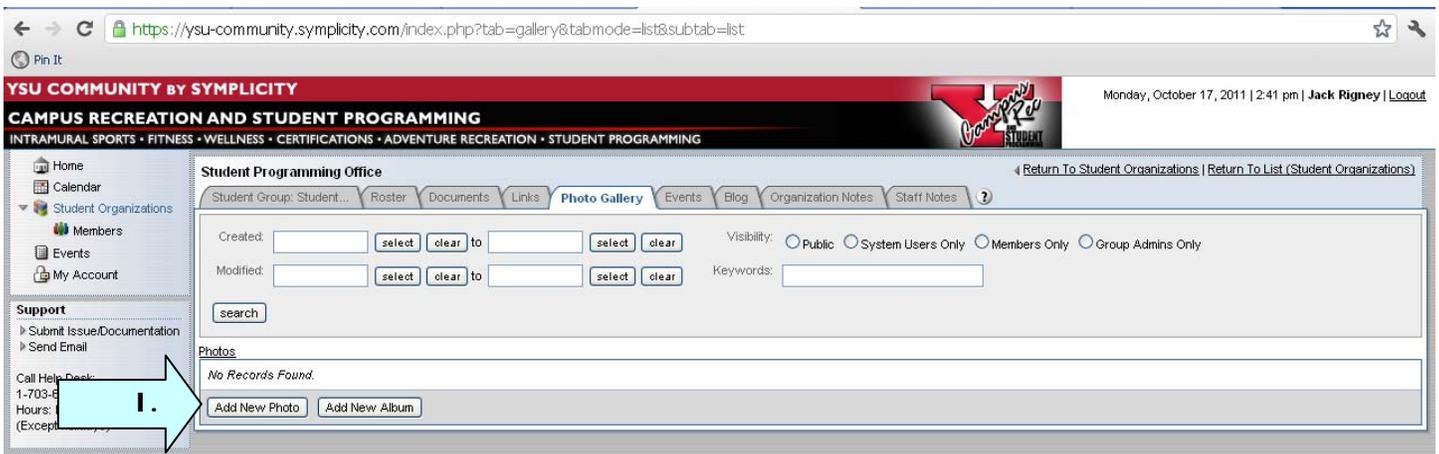
- I. Click on **Add New Link**
- II. Enter a **Title**
- III. Copy the **URL** for the link (ex.: http://www.yzu.edu)
- IV. Select the **Type** and **Visibility**
- V. Click **Save**
- VI. Your link has been added to Symplicity. To view it, click **Back To List** and find it listed with your other links



4.4 Photo Gallery

Student organizations are encouraged to add photos of their events to the Symplicity group.

- I. Click on **Add New Photo**
- II. Enter a **Title** for the photo
- III. Select it's level of **Visibility** (Members only is the default setting)
- IV. Click **Choose File** to select a photo to upload.
- V. Select the photo to be used and then click **Open**
- VI. Click **Save**. The photo will be uploaded to your Photo Gallery



4.5 Events

Advisors are capable of viewing events sponsored by their student organization.

- I. Click the **Events** tab
- II. **Current/Upcoming Events** shows future events which have been approved by the Office of Student Programming

YSU COMMUNITY BY SYMPPLICITY
CAMPUS RECREATION AND STUDENT PROGRAMMING
 INTRAMURAL SPORTS • FITNESS • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING

Thursday, October 27, 2011 | 10:33 am | Jack Rigney | Logout

Student Programming Office

Student Group: Student... Roster Documents Links Photo Gallery **Events** Blog Organization Notes Staff Notes ?

Current/Upcoming Events Pending Events Past/Denied Events

Status: [v] Type: [v]
 Visibility: Public System Users Only Members Only Group Admins Only Requested By: [x]
 Date: [] [select] [clear] to [] [select] [clear] Student Group: [x]
 Keywords: [] [search]

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

Batch Options Results: Items 1-1 of 1 Showing 20

Actions	Start	End	Recurring Event	Title	Status	Type	Visibility	Requested By	Reviews	Comments	Add To Cal
[] [x]	Oct 24, 2011 12:00 am	Oct 29, 2011 11:59 pm	Does Not Repeat	Homecoming Week	Approved	Campus Activity	Public	Monica Elizabeth McKnight			[]

Items 1-1 of 1

- III. **Pending Events** display events which are waiting for approval by the Office of Student Programming.

YSU COMMUNITY BY SYMPPLICITY
CAMPUS RECREATION AND STUDENT PROGRAMMING
 INTRAMURAL SPORTS • FITNESS • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING

Thursday, October 27, 2011 | 10:39 am | Jack Rigney | Logout

Student Programming Office

Student Group: Student... Roster Documents Links Photo Gallery **Events** Blog Organization Notes Staff Notes ?

Current/Upcoming Events **Pending Events** Past/Denied Events

Status: [v] Type: [v]
 Visibility: Public System Users Only Members Only Group Admins Only Requested By: [x]
 Date: [] [select] [clear] to [] [select] [clear] Student Group: [x]
 Keywords: [] [search]

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

No Records Found.

- IV. **Past Events** keeps track of all events which you organization has sponsored or hosted in the past.

YSU COMMUNITY BY SYMPPLICITY
CAMPUS RECREATION AND STUDENT PROGRAMMING
 INTRAMURAL SPORTS • FITNESS • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING

Thursday, October 27, 2011 | 10:41 am | Jack Rigney | Logout

Student Programming Office

Student Group: Student... Roster Documents Links Photo Gallery **Events** Blog Organization Notes Staff Notes ?

Current/Upcoming Events Pending Events **Past/Denied Events**

Status: [v] Type: [v]
 Visibility: Public System Users Only Members Only Group Admins Only Requested By: [x]
 Date: [] [select] [clear] to [] [select] [clear] Student Group: [x]
 Keywords: [] [search]

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

Batch Options Results: Items 1-10 of 10 Showing 20

Actions	Start	End	Recurring Event	Title	Status	Type	Visibility	Requested By	Reviews	Comments	Add To Cal
[] [x]	Aug 26, 2011 8:00 am	Aug 26, 2011 1:00 pm	Does Not Repeat	Student Leadership Summit	Approved	Informational	Public	Monica Elizabeth McKnight			[]
[] [x]	Aug 29, 2011 12:00 am	Sep 02, 2011 11:59 pm	Does Not Repeat	WELCOME WEEK!!	Approved	Campus Activity	Public	Monica Elizabeth McKnight			[]

5. Reactivating an Old Group

- I. Call Carrie Anderson in the Student Programming Office at 330-941-4702 for a reactivation password.
- II. Select the "Reactive an Organization" tab.
- III. Locate the Group that you would like to reactivate.
- IV. Click on "Apply to reactivate the Group."

■ software by simplicity™

My Student Organizations

- Find A Group to Join
- Reactivate an Organization**
- Organization Registration Form

Hints:

- Reactivate Student Group
Since this the first year of using the Community On-line registration system, all current student organizations must register as new student organizations. Please click the "New Organization Registrations" and then click on "Register A New Group" in order to out the registration form.

Thank you for understanding. Next May each current group will need to use the "Reactivate an Organization" tab.

Search

Type:

Keywords:

Student Organizations - Reactivate an Organization

[D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) (all)

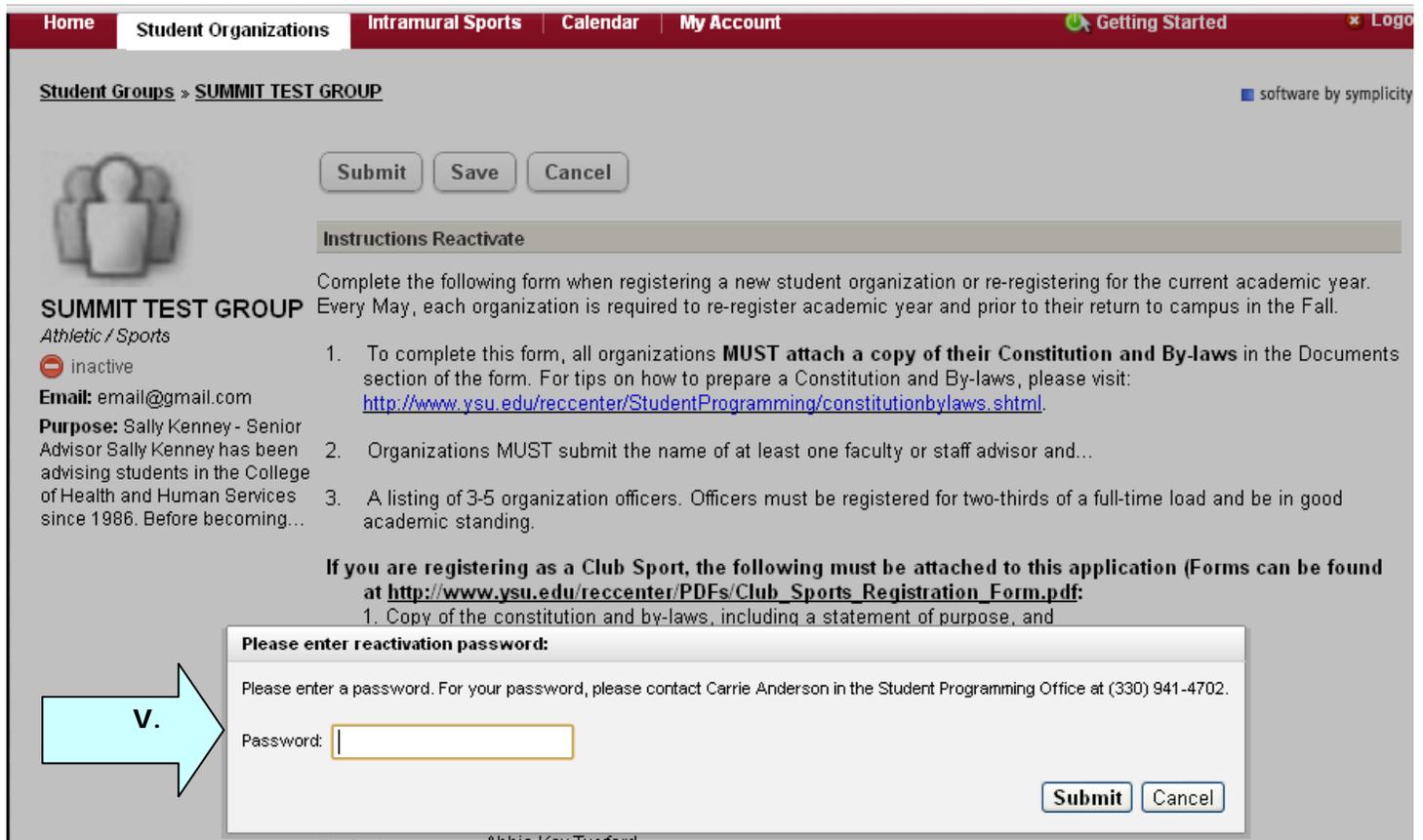
SUMMIT TEST GROUP

ATHLETIC / SPORTS

Sally Kenney - Senior Advisor Sally Kenney has been advising students in the College of Health and Human Services since 1986. Before becoming an Academic Advisor, she worked as a Comprehensive Social Studies teacher in the Austintown school system. Sally has earned both a bachelor's degree in Education and a master's degree in Higher Education Counseling from YSU. Married with two grown sons, Sally enjoys high school football (which her ...

- More Information
- email@gmail.com
- Meetings held at 3:30 p.m. on Tuesday in Kilcawley Center, rm 2036
- Academics Chair:** Abbie Kay Twyford, **President:** Monica Elizabeth McKnight
- Faculty/Staff:** Carrie Anderson
- Events
- Blog
- Photos

V. Enter reactivation password.



The screenshot shows a web interface for the SUMMIT TEST GROUP. At the top, there is a navigation bar with links for Home, Student Organizations, Intramural Sports, Calendar, My Account, Getting Started, and a Logout button. Below the navigation bar, the page title is "Student Groups » SUMMIT TEST GROUP" and it indicates "software by simplicity".

On the left side, there is a profile icon for the SUMMIT TEST GROUP, which is marked as "inactive". The group's email is "email@gmail.com" and its purpose is described as "Sally Kenney - Senior Advisor Sally Kenney has been advising students in the College of Health and Human Services since 1986. Before becoming...".

The main content area is titled "Instructions Reactivate" and contains the following text: "Complete the following form when registering a new student organization or re-registering for the current academic year. Every May, each organization is required to re-register academic year and prior to their return to campus in the Fall." It lists three requirements:

- To complete this form, all organizations **MUST attach a copy of their Constitution and By-laws** in the Documents section of the form. For tips on how to prepare a Constitution and By-laws, please visit: <http://www.yzu.edu/recenter/StudentProgramming/constitutionbylaws.shtml>.
- Organizations **MUST** submit the name of at least one faculty or staff advisor and...
- A listing of 3-5 organization officers. Officers must be registered for two-thirds of a full-time load and be in good academic standing.

Below the instructions, it states: "If you are registering as a Club Sport, the following must be attached to this application (Forms can be found at http://www.yzu.edu/recenter/PDFs/Club_Sports_Registration_Form.pdf):"

- Copy of the constitution and by-laws, including a statement of purpose, and

A modal dialog box is open in the foreground, titled "Please enter reactivation password:". It contains the text: "Please enter a password. For your password, please contact Carrie Anderson in the Student Programming Office at (330) 941-4702." Below this text is a "Password:" label followed by an empty text input field. At the bottom right of the dialog box are "Submit" and "Cancel" buttons. A red arrow labeled "V." points to the password input field.

- VI. When retaining members and advisors, click on each of their names to highlight them. Press the "Ctrl" button on your keyboard while clicking each individual name to highlight multiple members or advisors.

Members

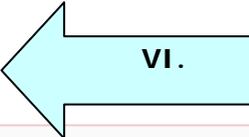
All officers shall be currently enrolled at YSU, in good academic standing, and no more than two officers may be registered for less than eight hours during each semester of the academic year (fall and spring).

Retain Members:

Select members to be retained from the inactive group

- Emilie Paige Hall (Secretary) - active
- Christina Noelle Oddo (Vice President) - active
- Monica Elizabeth McKnight (President) - admin

Hold the Ctrl button on your keyboard while clicking on each person.



Additional Members:

Type: Group Admin

Student: Abbie Kay Twyford

Visibility: Public System Users Only Members Only Group Admins Only

Officer Contact Phone: Cell Phone Number is preferred. Make sure phone numbers have the following format (ex. (330) 941-5555)

Officer Email:

Position:

Joined: 2011-10-06

Add/Replace Member

Advisers

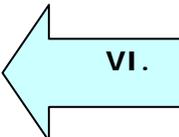
Organizations shall have at least one advisor who is currently a full-time faculty or staff member. Limited service faculty may serve as an advisor with the permission of the Student Programming Office.

Retain Advisers:

Select advisers to be retained from the inactive group

- Carrie Anderson (Faculty/Staff)

Hold the Ctrl button on your keyboard while clicking on each person.



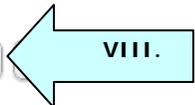
Additional Advisers:

Add Adviser

- VII. Check to make sure all information in the form is correct. Update information where needed.
- VIII. After reading over the Terms of Agreement, check that you agree.
- IX. Click Save.

Terms Agreement: I agree

Submit **Save**

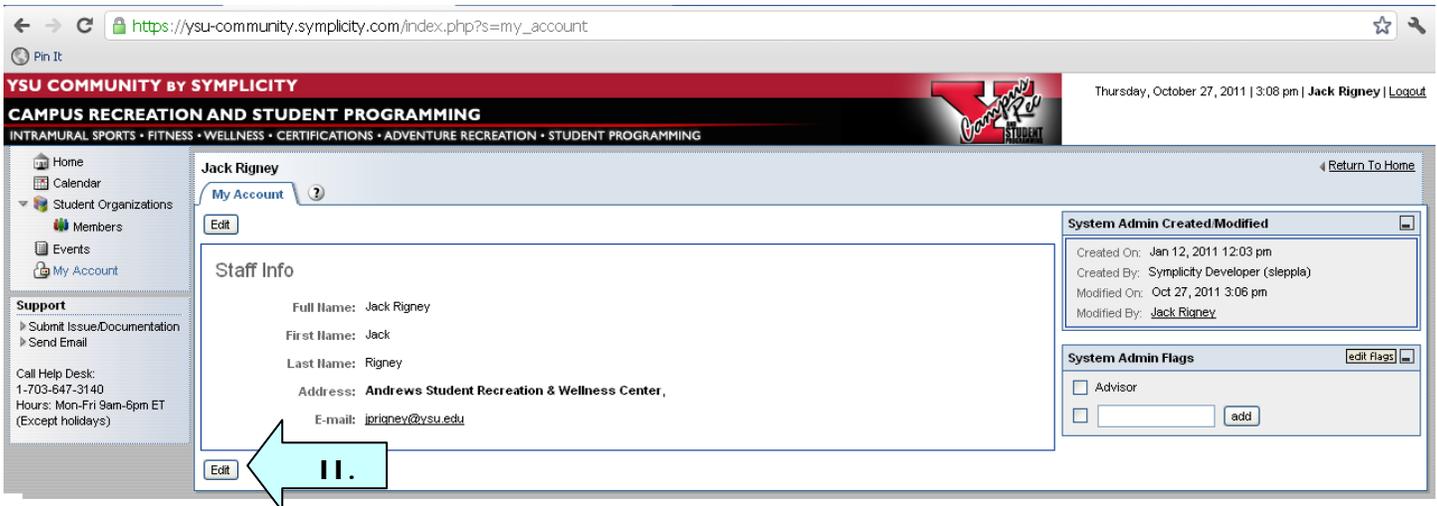


- X. You will receive an email confirming that your request has been received. Once approved, you will receive an additional email notifying you of your group's status change.

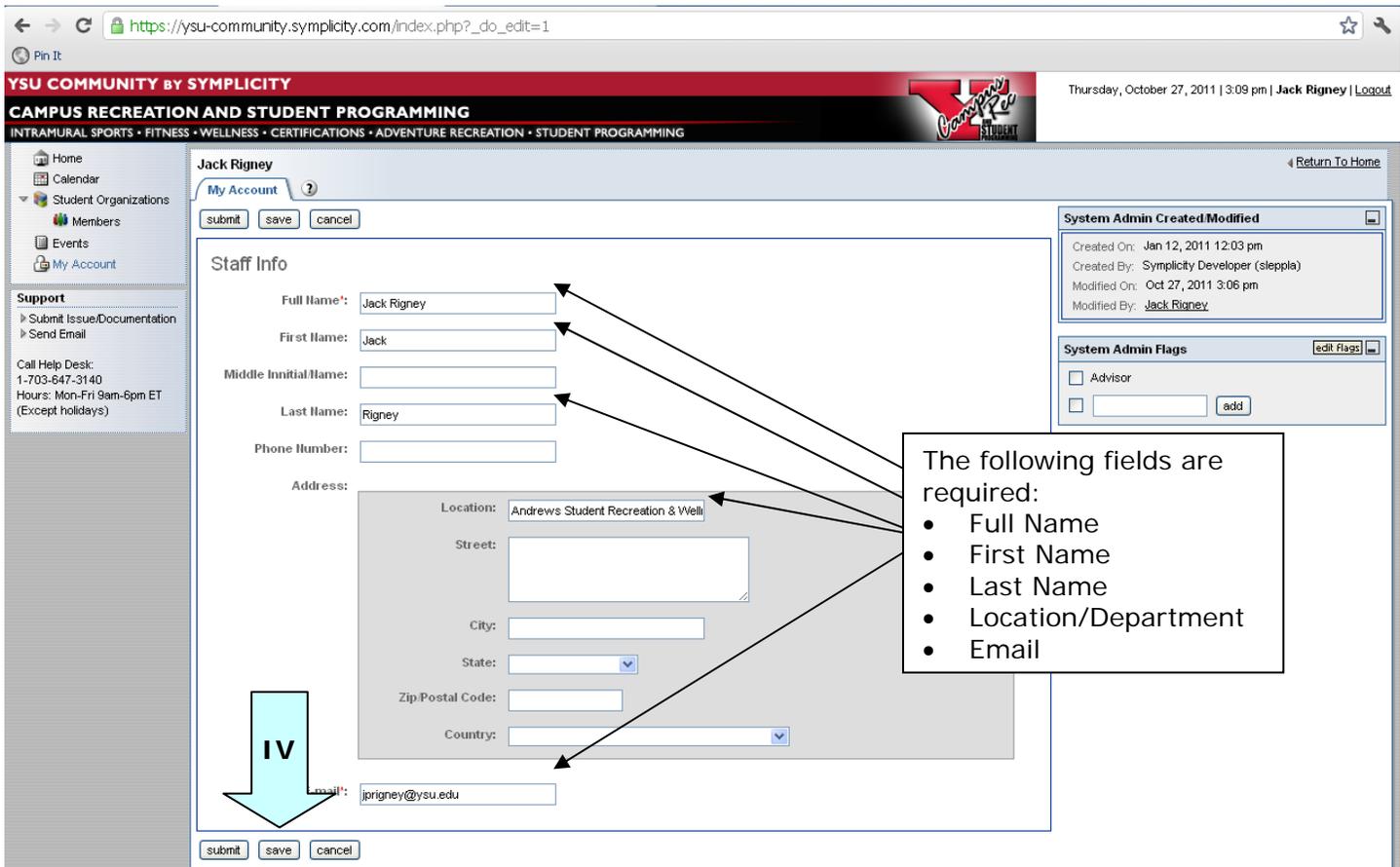
6. Changing your Account Information

6.1 Edit your SGMS Profile

- I. Click on **My Account** (See 3, IV)
- II. Click **Edit**



- III. Make changes to the fields which require editing



- IV. Click **Save**. Your Account Information has been updated.