

Holding an Election in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

2. Scroll down to the “Memberships” section and click on the name of the organization you for which you would like to hold an election.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Kennesaw State University

Search Events, Organizations, and News Articles

Memberships

Student Life

Click here

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

student LIFE Student Life

Member Since November 2019

Student Life will empower all students to maximize their development through learning, leadership, and involvement. We create a sense of belonging through collaborative partnerships, programs, and services.

You're the "student" in Student Life. Kennesaw State will help you take charge of your future. A college degree means more career opportunities and a greater earning potential. But it takes some creativity, planning and preparation. Involvement in student life is an opportunity for you to experience activities outside of the classroom that will contribute to the success of your education at KSU. Find your voice at a Student Government meeting, find answers during an interview for The Sentinel newspaper, and find yourself in one of over 300 student organizations*. Discover your passions and test your values. Build your body, strengthen your mind, and develop positive interpersonal relationships. Start a new organization, or become part of one. Help plan a special event. Learn interpersonal skills as you meet new friends and work with others. You'll never be here again. Now's the time to create a rich college experience for yourself before you take that giant leap into life after college. But before taking that leap, take a few steps along with us. **Get involved.** Please visit our website at studentlife.kennesaw.edu for more information!

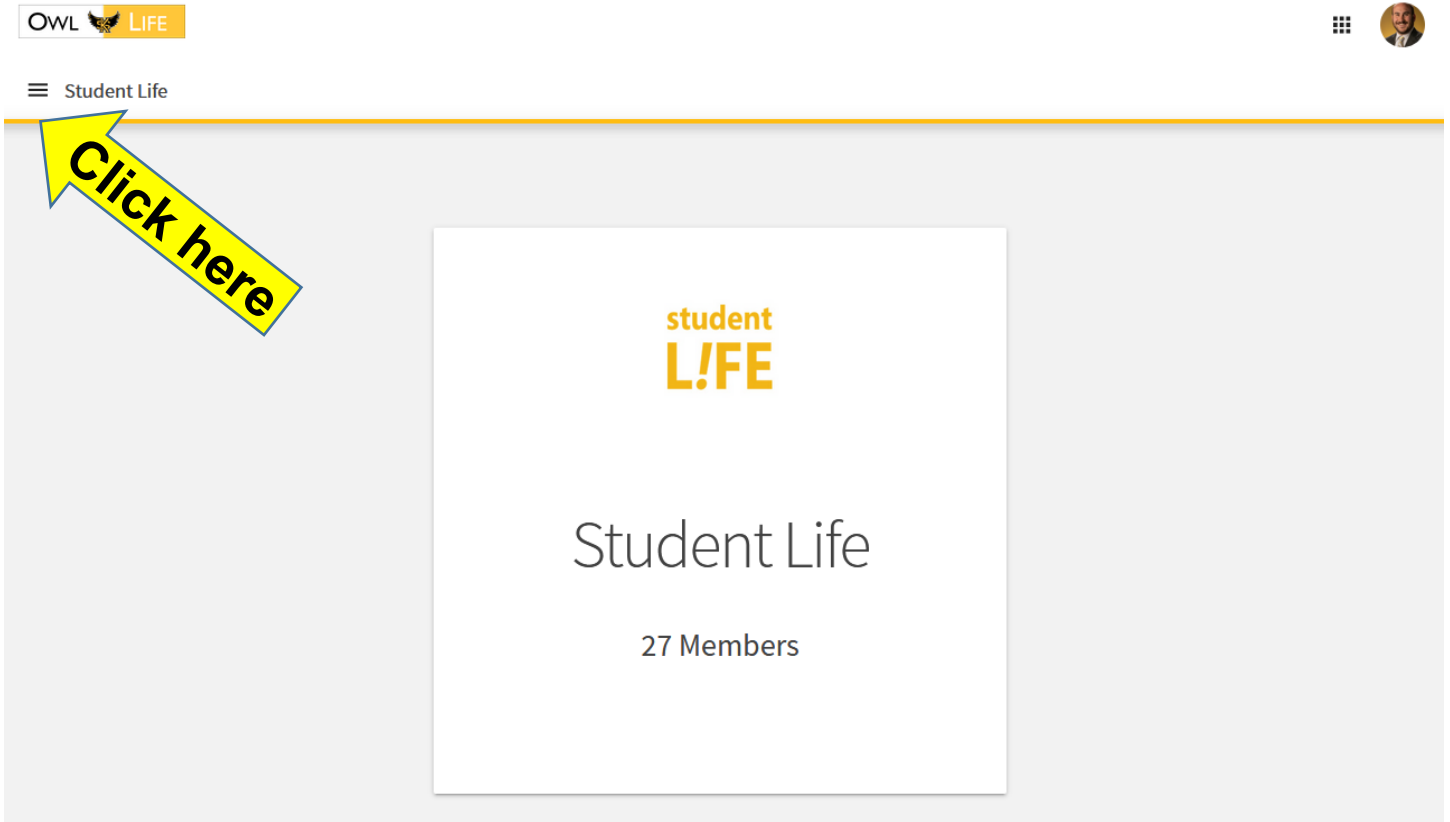
MANAGE ORGANIZATION

CONTACT

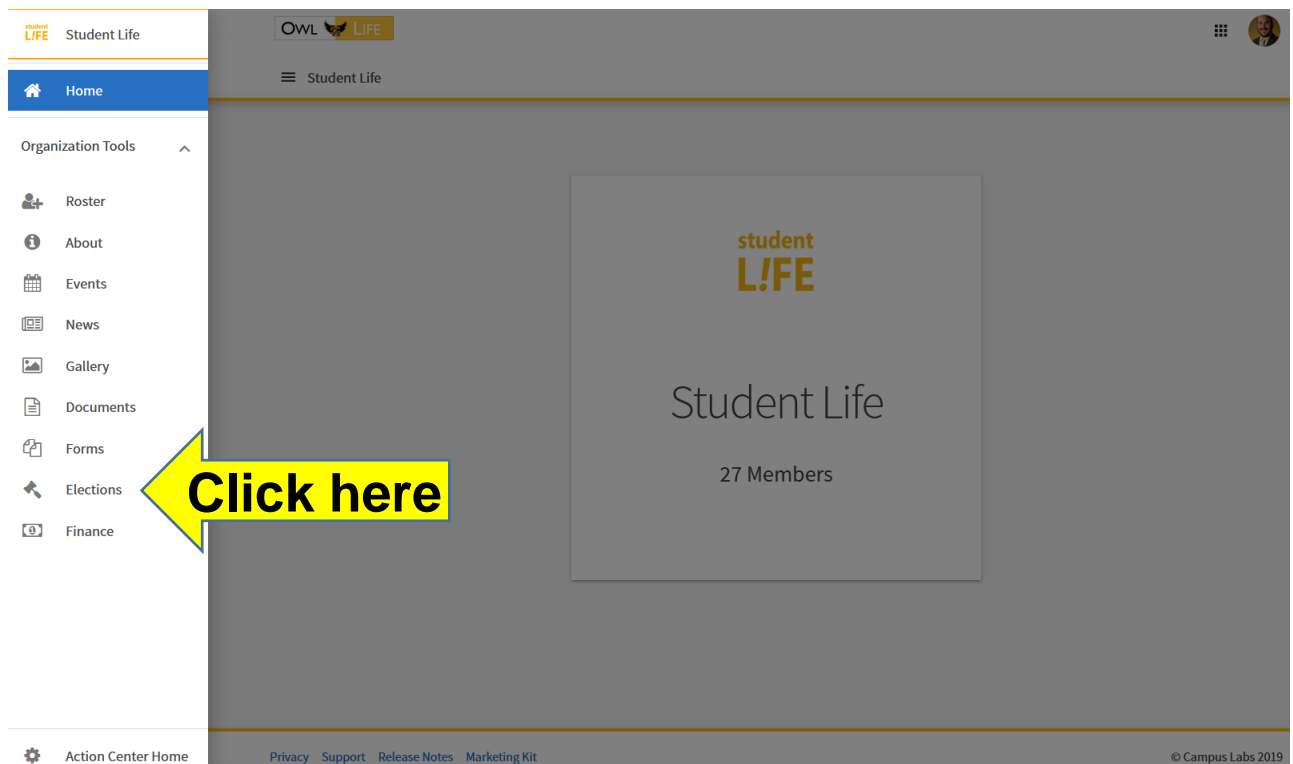
VIEW ALL PHOTOS

Click here

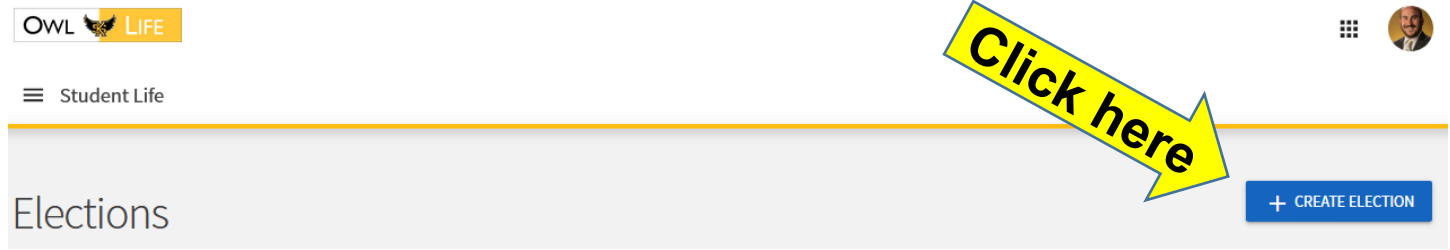
4. Another tab will open. Click on the three horizontal bars in the top left corner.



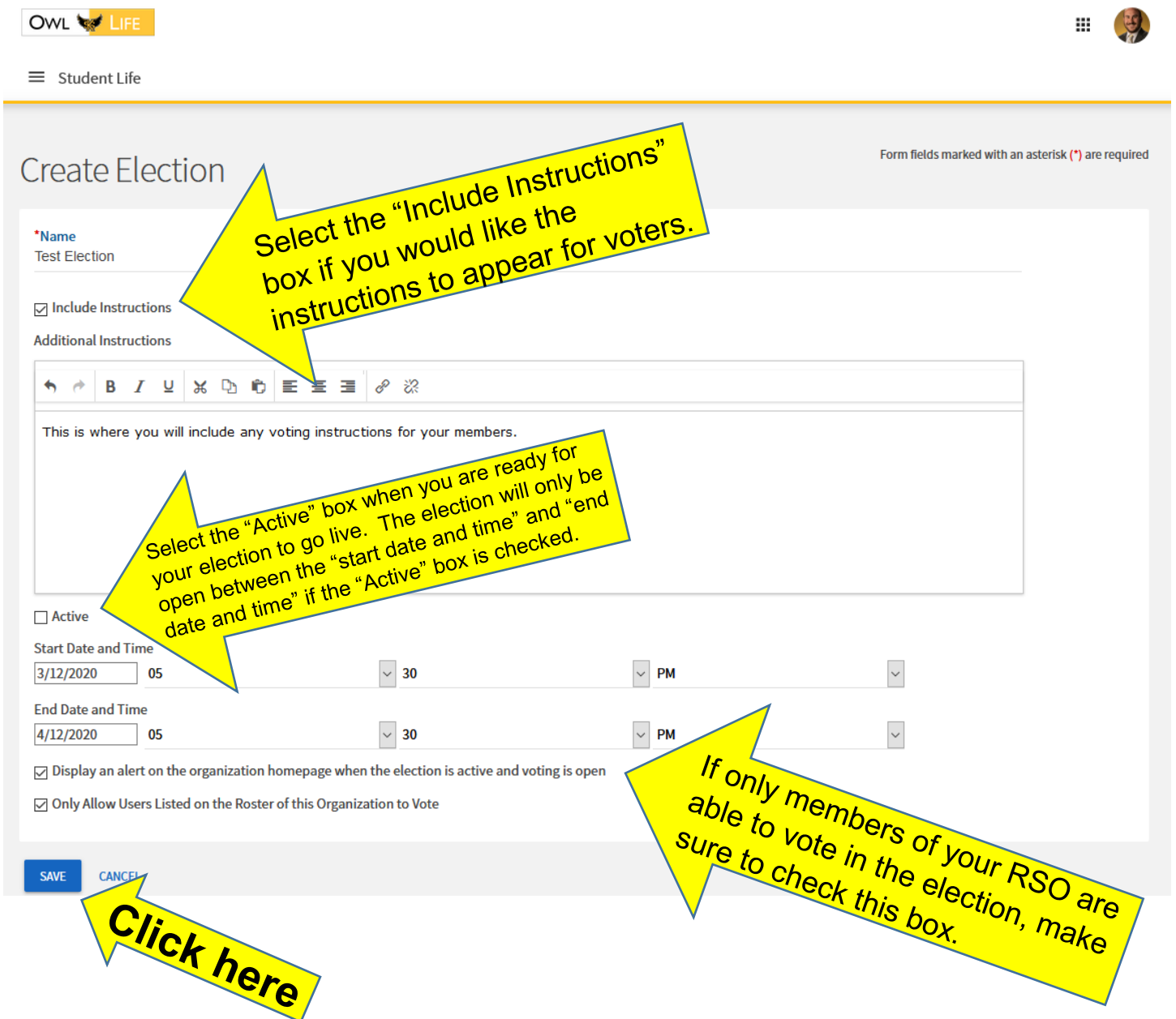
5. From the drop-down menu, select "Elections."



6. To create a new election, click on the blue “Create Election” button in the top right corner.



7. Set the properties for the election. Click the blue “Save” button at the bottom of the page when you are finished setting up the properties.



- Once the election is created, click on the “Ballots” tab and then click on the blue “Create Ballot” box. You may create as many ballots as you would like. For example, you can create a separate ballot for each position being elected or you may include them all on one ballot.

OWL LIFE

Student Life

← BACK TO ELECTIONS

Test Election

PROPERTIES **BALLOTS** RESULTS PUBLISHING OPTIONS

Create ballots that will be included in your election.

+ CREATE BALLOT

- Make sure the “General Access” is set to “Enable” and then click the blue “Save” button.

OWL LIFE

Student Life

Create Ballot

*Name
Name of Ballot

Access Restrictions

If **General Access** is enabled, all users you have made this ballot available to will be able to complete the ballot. In some cases, you can Disable General Access to limit voting access for a ballot to a specific group of users. Reach out to your campus administrator if you need an eligibility list created for your org election. If administrators have enabled one or more lists for your organization, you will see the lists below.

General Access

Enable Disable


SAVE CANCEL

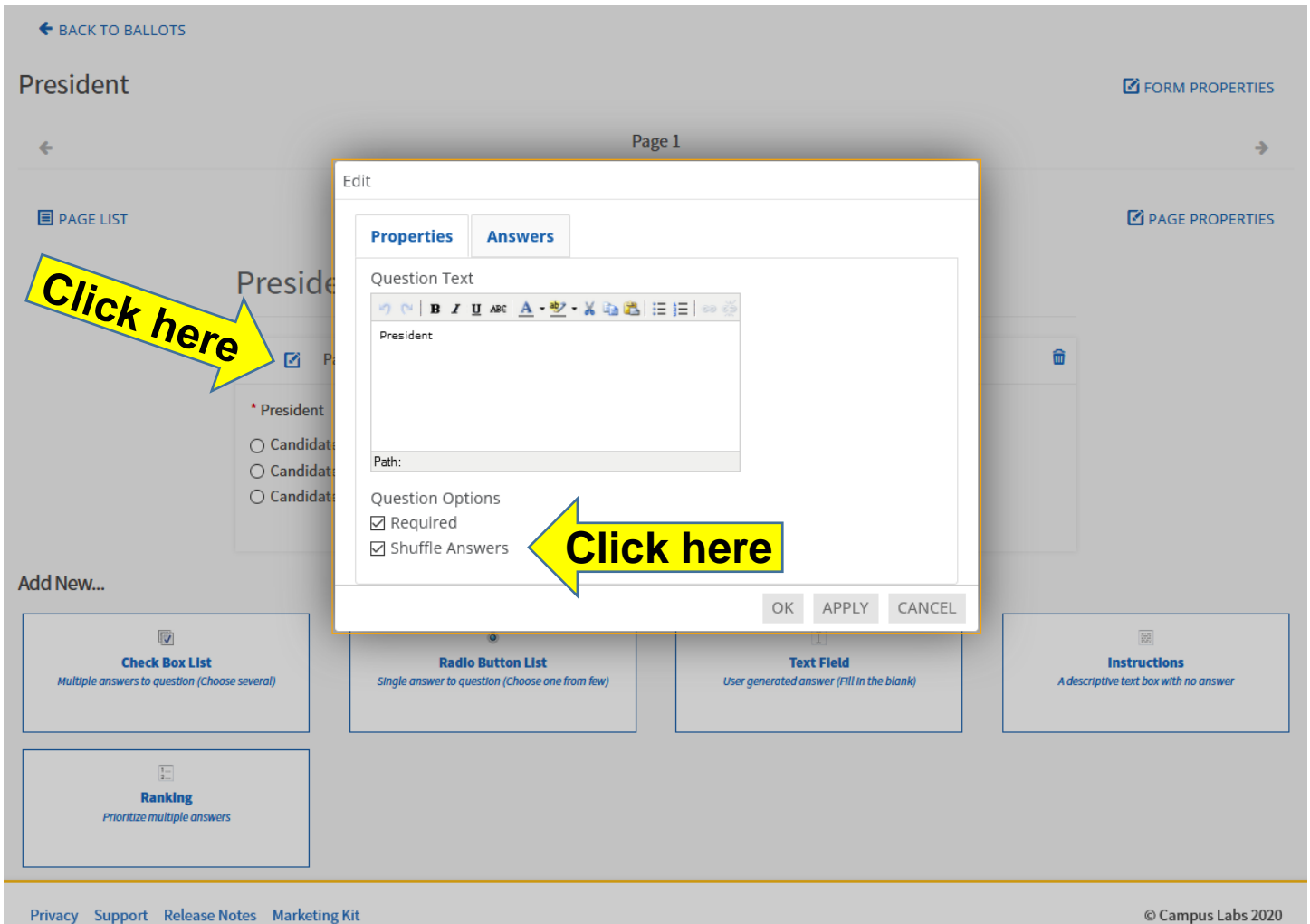
10. Follow the directions for adding new questions or instructions to the ballot. Add as many questions or instructions as needed.

The screenshot shows the 'Add New...' section of a ballot creation interface. At the top left, there is a 'Student Life' logo and a navigation menu. Below the logo, there is a 'Student Life' label. The main content area has a 'Name of Ballot' field and a 'Page 1' indicator. There are two tabs: 'PAGE LIST' and 'PAGE PROPERTIES'. Below the tabs, there are five cards representing different question types: 'Check Box List' (Multiple answers to question), 'Radio Button List' (Single answer to question), 'Text Field' (User generated answer), 'Instructions' (A descriptive text box with no answer), and 'Ranking' (Prioritize multiple answers).

11. Once the ballot is created, click on “Publishing Options” to find a link that you can send out to members.

The screenshot shows the 'Publishing Options' section of an election management interface. At the top left, there is a 'Student Life' logo and a navigation menu. Below the logo, there is a 'Student Life' label. The main content area has a 'Test Election' title and a navigation menu with 'PROPERTIES', 'BALLOTS', 'RESULTS', and 'PUBLISHING OPTIONS'. A yellow arrow points to the 'PUBLISHING OPTIONS' tab with the text 'Click here'. Below the navigation menu, there is an 'Election Alert' section with a checked checkbox and the text 'Display an alert on the organization homepage when the election is active and voting is open'. Below that, there is a paragraph of text: 'You may use the URL below when encouraging others to vote in this election. You MUST use the URL below as election URLs copied from your browser address bar will NOT work for other users.' Below the paragraph, there is an 'Election Link' section with a text input field containing the URL 'https://owllife.kennesaw.edu/submitter/election/start/'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

12. If you would like to shuffle the order in which candidates appear on the ballot, click on the edit question button () and then ensure the “Shuffle Answers” box is checked on the “Properties” tab.



← BACK TO BALLOTS

President FORM PROPERTIES

Page 1 →

PAGE LIST PAGE PROPERTIES

President

President

Candidate

Candidate

Candidate

Add New...

Check Box List

Multiple answers to question (Choose several)

Radio Button List

Single answer to question (Choose one from few)

Text Field

User generated answer (Fill in the blank)

Instructions

A descriptive text box with no answer

Ranking

Prioritize multiple answers

Edit

Properties **Answers**

Question Text

President


Path:

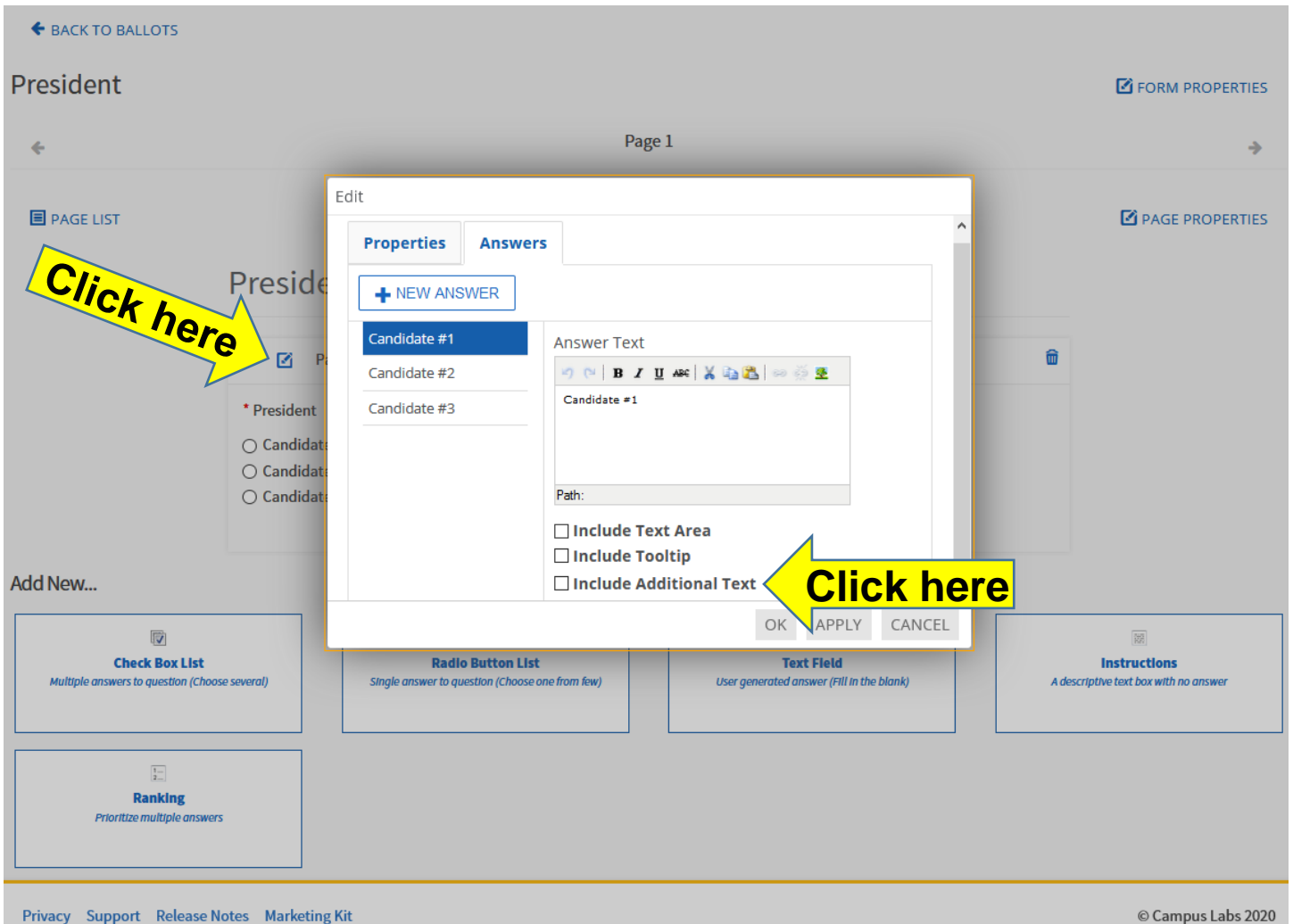
Question Options

Required

Shuffle Answers

Privacy Support Release Notes Marketing Kit © Campus Labs 2020

13. If you would like to include information (e.g. bios) for each candidate, click on the edit question button () and then ensure the “Include Additional Text” box is checked on the “Answers” tab.



BACK TO BALLOTS

President

Page 1

FORM PROPERTIES

PAGE LIST

President

NEW ANSWER

Candidate #1

Candidate #2

Candidate #3

Answer Text

Path:

Include Text Area

Include Tooltip

Include Additional Text

OK APPLY CANCEL

Click here

Click here

Add New...

Check Box List
Multiple answers to question (Choose several)

Radio Button List
Single answer to question (Choose one from few)

Text Field
User generated answer (Fill in the blank)

Instructions
A descriptive text box with no answer

Ranking
Prioritize multiple answers

Privacy Support Release Notes Marketing Kit

© Campus Labs 2020

14. Once the voting time has concluded, click on the “Results” tab to see the votes case for each candidate.

The screenshot shows the Owl Life Student Life interface. At the top left, there is a logo for 'Owl Life' and a navigation menu with 'Student Life'. A yellow arrow points to the 'RESULTS' tab, which is highlighted. Below the tabs, there are options to 'Show percentages based on:' with two radio buttons: 'The total number of votes cast' (selected) and 'The total number of voters'. There are two 'EXPORT ALL VOTES' buttons. Below this is a section for 'President' with 'Voters: 0'. Underneath is a 'Results' section with an 'EXPORT BALLOT VOTES' button and a table with three columns: 'Question', 'Count', and 'Percent'. The table lists three candidates, all with a count of 0 and 0%.

Question	Count	Percent
President		
Candidate #1	0	0%
Candidate #2	0	0%
Candidate #3	0	0%

If you have any questions, please email RSOsupport@kennesaw.edu.

