



The HUB User Guide for Departments

HTTP://WWW.LEHIGH.EDU/HUB

FALL 2010

The HUB and Your Department

How can The HUB help your department? What does The HUB do? How can The HUB enhance the programs that your department already conducts?

This guide will explain the answers to these questions and many more. The HUB is a virtual campus center for student clubs and organizations, and a location for students to go online to find out what's going on around campus. The recent introduction of campus departments and offices on The HUB

really enriches the experience and provides more reasons for students to venture to The HUB.

The HUB has many great features that can be useful to your department and can help enhance the programs that your department already coordinates. Many of the features—from publicizing events on the virtual flyerboard, to administering online forms and surveys, to creating news stories and communicating with students and faculty—are unique, easy to use,

and valuable for your department or office.

Many campus departments have been using The HUB for quite a while already. Some host surveys on The HUB for students to fill out. Others create forms for applications for awards or grants. Many create and publicize departmental events. The HUB is definitely a resource for all departments to communicate with students and to bring awareness to programs and events that are being hosted on campus.

Login and Privileges

There are actually a few things you *can* look at on The HUB without logging on, such as the events flyer board and pages of different clubs and organizations; however, you will need to log on in order to update your profile and interact on the system.

To log on, go to <http://www.lehigh.edu/hub>. Click the “Log In” button at the top, right-hand area of the page. You will be directed to a login screen that looks like the login screen for Lehigh’s Portal. Enter your username and password information, and you will be re-directed back to the HUB.

The first screen you will see is the “Home” page. This page shows your involvement, the

campus flyer board, school-wide notifications, recommendations for new clubs to join, and a news feed. The main area of navigation is at the top of the page, and your current involvement is located on the left side of the page.

If you have been granted “Administrative” access, you will notice an “Administration” tab in menu bar that runs across the top of the screen. The

“Administration” tab allows users to develop events and forms that are more overarching or university-based, and not so much associated

with a specific club or organization. For example, the forms developed for University Awards and Prizes and Student Life Leadership Awards are created through the “Administration” tab because these items are associated with the broader student population and can be better managed and publicized from this section of The HUB.

Home Organizations Events My Involvement Administration Campus Links

My Involvement

Student Senate

Office of Student Activities
Class of 2011

Marketing Club

View All

Recommendations

Organizations

Office of Fraternity and Sorority Affairs

Multicultural Greek Council

The Patriot

View All

Manage your interests to receive accurate recommendations.

Good luck with finals from the Office of Student Activities! Have a safe and happy holiday. We look forward to seeing you in the Spring 2011 semester!

Event Flyerboard Show: All Events Add To Your Site

Campus Feed Show: All Posts | News

Beth Kertz: this form is a test, do not attempt to take it. It is fake. [Click here to submit the form.](#)

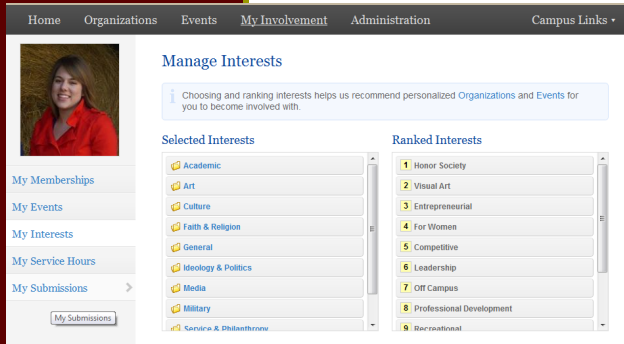
Your Interests

The new version of The HUB does not have the “Profile” feature like the previous version. Instead, there is a new, unique feature where you can input your

“interests,” ranging from academic to personal to professional. Inputting your interests will allow The HUB to provide you with more relevant “Recommendations,” which appear below the “Your Involvement” column on the Home Page.

In order to update your interests, click on the “My Involvement” tab on the menu bar at the top of the screen. Then, click “My Interests” on the left side of the screen. A page will

appear with two columns—“Selected Interests” and “Ranked Interests.” You can go through the folders in the “Selected Interests” column and add interests to the “Ranked Interests” column. You can then rearrange the items you have added to the “Ranked Interests” column in order of importance. This will allow the system to provide even better recommendations of new and different clubs for you to join.



What Can Your Department Do on The HUB?

Everyone keeps asking “What does The HUB do?” The HUB is an exciting addition to Lehigh’s “virtual” community because it serves as a centralized interface for information sharing between both different organizations or departments, and organizations, departments, and members or students.

The HUB has many features that can increase efficiency, accuracy, and productivity within your department.

Some of these features include:

- Managing Membership—adding/deleting members, making members officers, adding privileges, etc.
- Publicizing Events—via both the Virtual Flyer Board and an invitation feature
- Holding Online Elections or Surveys
- Creating Forms or Applications

- Sending Emails and Reminders to Department Members
- File Storage
- Posting Pictures
- Posting Articles and News Info for Members or for the Student Body to Read

If you ever have any questions about how to do any of these activities that cannot be answered by this guide, contact hub@lehigh.edu.

Your Department’s Page vs. Administration Section

Every group on The HUB has a “page.” The groups you are involved in, including your department (if it has a page) will be listed on the left of the Lehigh HUB Home Page when you log in to The HUB. You can post events, create news stories, develop elections and forms, send emails and store files from your department’s page by clicking on your department’s involvement category on the left side of your Home

Page screen.

The Administration section of The HUB (found on the top navigation bar) is only available to those with Administrative privileges. This section allows administrators to create forms and events that are broader and applicable to a large portion of the student body, faculty, or staff. It also allows for more features for exporting form submissions.

This guide will describe how to create events, surveys, elections, and forms from a departmental involvement category. It will also describe how to create a form or event from the “Administration” tab for departments that need to develop forms or events for the entire campus.

Using Your Department's Page on The HUB

Creating Events

Promoting an event for your department on The HUB is very easy. First, click on your department's name in the My Involvement section on the Home page after you've logged in.

In your group's page, click the "Events" tab. Then click the "Create Event" button at the upper right-hand side of the screen. You will be taken to a screen where you can enter the name, location, start and end time, and a photo or flyer for the event.

Flyer images (which need to be a JPEG, GIF, PNG, or Word 2003 Document) will appear on the Virtual Flyer Board and on the Events Section of the HUB, which can be accessed by clicking "Events" at the top of your HUB screen. You can also choose the type of event, and add an option for attendees to RSVP.

Keep in mind when creating events that the event flyer, description, and title will be reviewed for offensive content.

Create An Event

The screenshot shows a web form titled "Create An Event". It has several input fields: "Name (required)", "Location (required)", and "Description". Below these are two time selection fields: "Start Time" and "End Time", each with a date and time dropdown menu. At the bottom, there is an "Event Flyer" section with a "Choose File" button and the text "No file chosen".

After you create an event...

After your event is created, it will be sent to a HUB administrator for approval. Once it is approved, it will appear in the Events section and on the Event Flyer Board if it has a flyer or picture.

There are a few things your department can do after your event is approved to increase visibility and make sure

the people you want to know about the event are aware that the event is taking place. One method of spreading the word would be to invite people to the event. You can do this by clicking on the Events tab on your group's page. When you look at each of your events, you will see an option to invite people to your event. To add people, you can use their Lehigh

email addresses, or select people from various groups listed in the tab labeled "Invite People". This will send out an email requesting their attendance at your event, and will direct them to The HUB to RSVP.

Creating an Election

To create an election or anonymous survey, click the "Elections" tab on the right side of your group's page. Click "Create a Survey/Election." On this page, put in the name or topic of your survey/election, and choose whether or not to include instructions. Indicate if the election should be "Active" and the date range you'd like the election to be available. Once the election is set to Active and it falls within the date range, a prompt will display on the Home page of your organization's site for eligible users to vote. Also, determine whether or not this election should be made avail-

able to any student, or members only.

After you click "Save," you will be taken to an area where you can create "Ballots." "Ballots" are the sections of questions that you will be displaying in your election or survey. Click the "Create Ballot" button to begin. You will be taken to a page that allows you to create a multitude of different question types. Additionally, you are able to rearrange the questions on the page easily by clicking on the question and dragging it using the 4-pointed arrow.

Click the "Page Properties" to create a title of the page of questions you are cre-

ating.

Click the "Page List" button to add a page to your Ballot for more questions. Click "Back to List" to create more Ballots. One benefit of creating different ballots is that different ballots can be made accessible or inaccessible to specific groups.

Once your election or survey is set to "Active," a link will appear on your group's Home Page for members or others to click to take the election/survey.

Creating a Form

Creating a form is very much like creating an election or survey. Go to the “Forms” tab, and click the “Manage Forms” option. Then click the “Create Form” button.

Then, input the name of your form, determine whether you want it to be active, set the date and time to allow submissions, determine whether to allow multiple submissions, and set access restrictions. Then click “Save.”

Again, there are many different question types to choose from, and you create the form similarly to how Elections or Surveys are created. You can also create multiple pages on the form; however, the option to create separate sections or “Ballots” is not available with Forms.

Finally, you will need to “Publish” the form once you have finished designing it. In the “Manage Forms” section, click “Publish” next to the form you

want to publish to your group’s Wall on the Home Page.

You can review submissions by clicking “Submissions” next to the form’s name in the “Manage Forms” section of your group’s page.

Document Storage

Your group can save documents on The HUB so that multiple members and HUB users will be able to access them, both now, and in years to come.

To save a document on The HUB, go to your group’s page, and click the “Documents” tab. Then click the “Upload” button. A screen will appear so that you can browse your computer for the document you would like to upload. This is a very similar process as uploading an email attachment.

Once you choose your document, you can put the document in a specific folder on The HUB. Because we cannot create and/or name folders on The HUB, there are 10 generic (numbered 1-10) that you can assign to different committees or sub-groups within your organization.

You may also select the people you want to be able to access the document in the “Security” section. You can change the document’s visibility to where only

your members can view the document, or, to where only specific officers can view it.

Once you have uploaded a document, you can download the document, change access restrictions, and/or delete the document by going to the “Documents” section and clicking on the edit icon next to the document you would like to change.

Emails and the Wall

It is easy to keep in contact with your members using The HUB. You can send email notifications right from your group’s page. All you need to do is click the “Roster” tab and then click “Manage Roster.” You can then choose members to send a message to or send a message to all members using the buttons above the roster.

You can also send a message to members you have previously invited to join the group, and to members who have requested to join your group to explain any other necessary steps they should take to join.

In addition to emails, your group can stay in contact by using the “Wall” feature on your group’s Home Page. Things posted on the

“Wall” will only be visible to members of your organization. Additionally, some of the information posted on the wall may be aggregated in your members’ “Campus Feed” on the Lehigh HUB Home Page.

Administrative Features

The Administration section of The HUB allows those with permission to utilize special functions. Many of the processes for doing things are very similar in the Administration section as they would be on a normal group page. For example, if you create an event, the form looks very similar to the form used to create an event on a specific group or department's page.

Although many of the options are similar, this section of the guide will highlight the nuances of creating forms under the Administrative Features Section.

Administrative Forms

To create an administrative form, go to the "Administration" tab in the menu bar at the top of the screen. On the menu bar on the left side of the screen click the "Events" tab. Then click the "Create Event" button at the top of the screen.

Now that you have navigated to the area where you will be creating the form, you will need to fill out the name of your event and the start/end times you want the form to be available. Additionally, on this screen, you will find an "Active" option, which is used to make the form active. If you want your form to be active immediately after you create it, check the box. If you anticipate making changes to the form before the form is available, you can check the box later. You can also choose to allow multiple submissions from one user, and to implement access restrictions so only certain users will be able to submit the form. Once you have filled out this section, click "Save."

Once you click "Save," you will be taken to a screen where you can create questions for the form. You can create many types of questions, which are listed on the left side of the screen. I would recommend choosing what type of questions you would like to ask, and in what order, before you create the form on the HUB. You can add several questions to one page, or create different pages for different questions or different sets of questions. Once you create a question, you can edit the question by clicking on it, and then clicking "Edit." You can also rearrange questions on a page by clicking the question and using the four-way arrow to drag it to a different position on the page.

To create a new page for more or different types of questions, click the "Page List" button, and then click the "Page" button under "Add new..."

For most forms, it will be as simple as

creating questions on one page; however, sometimes you may want to create a form that "branches" or returns different questions depending on a user's answer for a specific question. This is easy to do as well. Basically, it is two steps: 1) create the question on one page (other questions may be included on the page as well), 2) create a different page for each "contingent" question, or question you want to branch off of the original question; 3) click the "Page Properties" button. Once you are on the "Page Properties" page, click the "Conditions" tab. Then, find the question you are basing this contingent page on, and the answer that you want to be associated with the contingent page. When a user answers the question, they will then be taken to the subsequent question or informational page that you just created.

As always, if you have any questions, you can contact the Office of Student Activities, and we will work with you directly to help you create your form on the HUB.

This guide is brought to you by the Office of Student Activities.



Questions?

Contact hub@lehigh.edu or call the Office of Student Activities at (610) 758-6670.