Assigning Student Assistant Permissions within Owl Life

This guide will walk you through how to assign Student Assistant permissions to your student employees within the Owl Life system for your areas of responsibility. Student Assistant permissions give your student employees access to defined aspects of your department and/or unit's organization page and allows them to assist you with the maintenance of your organization's page.

Step 1.

Log in to Owl Life at owllife.kennesaw.edu using your KSU NetID and password.

Step 2.

Once logged in, click on the "waffle" icon in the top right corner, next to the circle containing either your profile picture or your initials *(Image A)*.

Image A

Step 3.

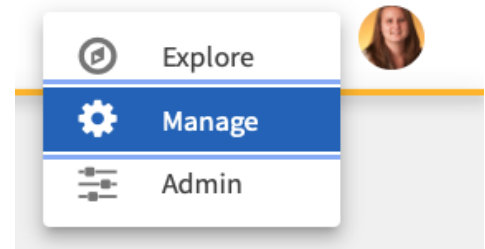Select the *Manage* view *(Image B)*. This will take you to your *Action Center*.

Step 4.

Scroll to the *My Memberships* section and select the organization for which you wish to give your student employee(s) *Student Assistant* permissions.

Image B

Step 5.

When your Organization's screen loads, click on the "Hamburger" icon located in the top left of the screen *(Image C).* After clicking, a menu will open.

Image C

Step 6.

Select the *Roster* option within the menu. The *Roster* screen will load.

Step 7.

Select the *MANAGE POSITION* link *(Image D)*. This will take you the *Manage Positions* screen.
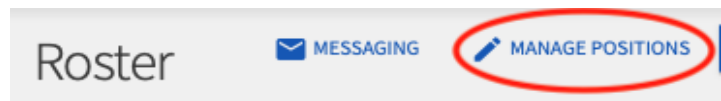

Image D

Step 8.

In the search bar located to the right of the blue + POSITION button, enter the term Student Assistant and click the magnifying glass icon *(Image E)*.

Manage Positions

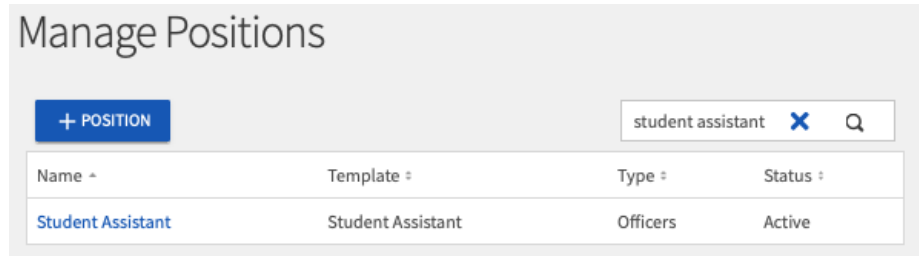| + POSITION			student assistant ✕ 🔍
Name ▲	Template ⬍	Type ⬍	Status ⬍
Student Assistant	Student Assistant	Officers	Active

Image E

Note: Depending on if your organization had previously created a Student Assistant position within your organization page, there may be multiple Student Assistant positions populated within your search results. If this occurs, please be sure to select the search result wherein the Template (second column) is listed as Student Assistant.

Step 9.

Click on the blue Student Assistant text (with Student Assistant as the Template). You will be directed to the Student Assistant permissions page. This page will allow you to set the specific permissions you would like to give.

Note: Do NOT edit the Position Name or Position Type fields.

Step 10.

Review the default permission settings and either confirm or edit the settings to meet the needs of your organization and the responsibilities of your student employees. You can change the permission level for the Student Assistant position for each of the available tools by clicking the drop-down menu and highlighting the desired permission level. For your convenience, a table containing a description of each access level is included at the end of this document.

   a. No Access: Those with the Student Assistant position will have no management access within your Department/Unit's organization page. You will not typically use this option.
   b. All Access: Those with the Student Assistant position will have ALL management access within your Department/Unit's organization page. This option is not allowable for student positions.
   c. Limited Access: Those with the Student Assistant position will have a unique set of permissions you have identified as necessary to conduct the business of your Department/Unit. This is the ideal option and should populate as the default setting. You can customize the access associated with this position among the following site functions:
      i. Documents: The Documents tool allows you to create a shared storage space for important files. You can share these publicly or only within certain members or positions.
      ii. Elections: Organizations have the ability to create elections within their organizations, either for the entire community to vote on, or exclusive to organization members.
      iii. Events: Organizations have the ability to create events hosted by their organizations.
      iv. Finance: The Finance tool enables organizations to manage their purchase and funding requests from within Owl Life. *(TIP: Most departments/units do not currently use this function. Unless your department/unit has adopted this feature you should select None).*
      v. Forms: Owl Life offers convenient methods to host forms with personalized access, logic and reviewer options.
      vi. Messaging: Owl Life uses Message Relays or simply Relays to allow you to send a rich-text email to many people based on their involvement data in Owl Life (e.g. members and positions within your department/unit's Owl Life page).

vii. <u>News:</u> The News tool allows you to keep your members up-to-date on all of your latest news. With a format similar to a blog, members can view a quick summary of the most recent news or drill down to view the full contents of each post.

viii. <u>Photo:</u> Your gallery photos are showcased at the top of your department/unit's public-facing organization page.

ix. <u>Profile:</u> Update some of the organization's basic details, such as profile photo, description, summary for the organization directory, contact information, and social media links. *Note: This access should NEVER be given to students.*

x. <u>Roster:</u> The Roster tool includes the ability to manage positions for the organization, invite members, remove members, and approve pending memberships.

xi. <u>Service Hours:</u> Your department/unit has the ability to track Service Hours that are associated with your area. These Service Hours can be included in a student's co-curricular involvement record *(Note: If your department/unit is not utilizing the Service Hours tool, this setting should be set to None).*

xii. <u>Wall:</u> The Wall is a discussion board on the home page of each organization's page. The Wall is primarily intended for internal communication among organization members.

Step 11.

After reviewing and either confirming or changing the desired permission levels, click the blue *SAVE* button at the bottom of the page. You will then be redirected to the Manage Positions page and a green box will appear in the center top of the page that reads "Position updated successfully" *(Image F).*
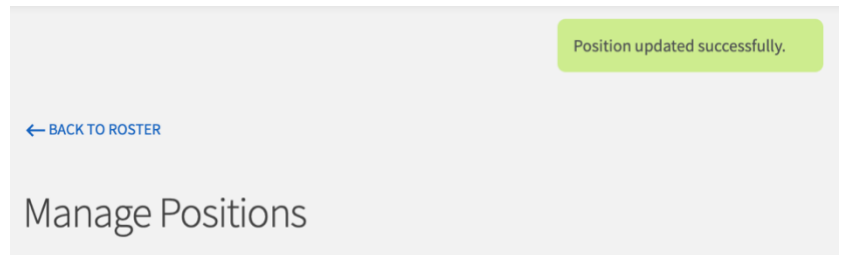

Image F

Step 12.

Click the blue ←*BACK TO ROSTER* text above the *Manage Positions* text *(Image F)*. You will be redirected to your department/unit's *Roster*.

Step 13.

To assign a user the Student Assistant position they must first be a member of your organization. To determine if they are a member of your organization page, type their name in the Search Bo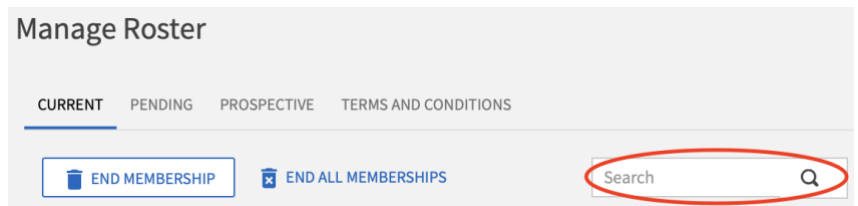x located on the right-side of the *Roster* page *(Image G).* *(TIP: It is recommended to search by last name only, as the system does not always accurately read entries with first and last name included).*

Image G

a. If the student is already a member of the organization, their name will appear in the search results. If this is the case, please skip Step 14 and proceed to Step 15 of this document.

b. If the student is not already a member of the organization, the search results will populate a response of "There are currently no active members."

Step 14.

If your student employee is not already a member of your organization, you will need to invite them to join and they will need to accept the invitation in order to gain access to the permissions you have assigned to them. To invite a member to join, you will need to:

a. Click the blue INVITE PEOPLE button on the Roster page *(Image H)*.

b. On the Invite People page, you will be prompted to enter the email addresses of those you wish to invite to join. For the purposes of assigning the Student Assistant position, only invite users for whom you wish to assign this position.

Image H

   i. Type their KSU email address in the white text box. If you are entering multiple addresses, you will need to separate each address within either a comma or enter each address on a separate line.
   ii. Click the white ADD E-MAIL ADDRESSES button.

c. A new form section will populate call "Invitations will be sent to:" that will allow you to invite the users directly into the Student Assistant position *(Image I)*.
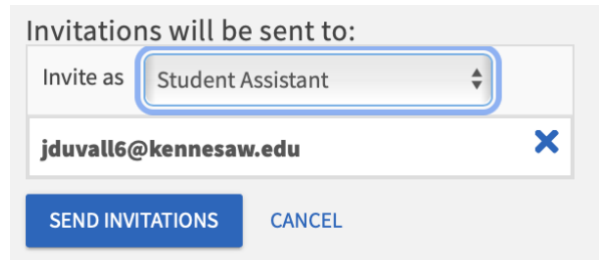   i. Click the drop-down menu next to 'Invite as' and select the Student Assistant position.

Image I

d. Click the blue *SEND INVITATIONS* button.
e. Your student employee will receive an email to their KSU student email account notifying them of their invitation. They will need to open this email and accept their invitation. Once they have accepted the invitation, they will automatically assume the Student Assistant position within your Owl Life organization page.

Step 15.
If your student employee is already a member of your organization (as determined after completing Step 13) you should see their name after having conducted a search for their name within the Roster. Click on the blue pencil icon to the right of their name to edit their position(s) *(Image J)*.
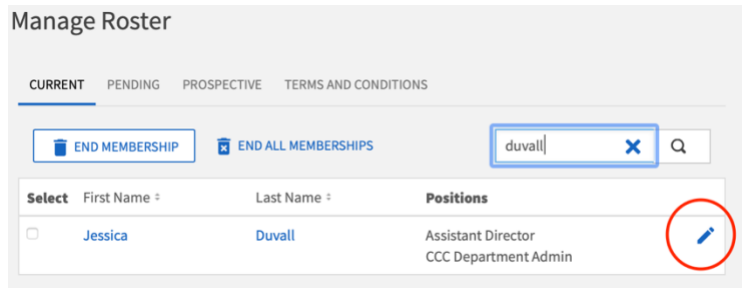

Image J

Step 16.
A pop-up window will open allowing you to select (or deselect) the positions you would like to have associated with the member *(Image K)*. After making your selection(s), click the blue SAVE button and the window will close.

Step 17.
You have successfully assigned the Student Assistant position to your student employee. If you need to assign the Student Assistant position to additional students, you may start the process again beginning with Step 13 of this document.
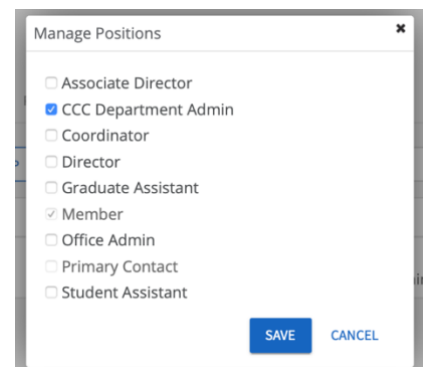

Image K

Chart of Management Access Permission Settings

Tool	No Access	View Access	Full Access
Registration Forms	Cannot view registration form submissions.	Can view the organization's registration submission but cannot edit it.	Can edit and resubmit the organization's registration form.
Documents	Only able to see documents that have been shared publicly or with that user's position.	Able to view all documents, but cannot edit, delete, or create them.	Has full access to documents, including the ability to create, edit, and delete them.
Messaging	Does not have access to the messaging tool but will receive messages sent to them.	Can view messages sent from the organization but cannot create new message relays.	Has full access to send message relays to members of the organization.
Events	Only able to see events that have been shared publicly, within their organization, or ones they have been invited to.	Able to view all event details and submissions, but cannot edit, delete, or create them.	Has full access to events, including the ability to edit and delete them, manage invitations, manage event attendance, and submit event requests.
Finance	Cannot access the finance tab.	Can view transactions and requests but cannot edit or create them.	Can submit purchase and funding requests on behalf of the organization.
Wall	Can view and contribute to the wall.	Can view and contribute to the wall.	Can view and contribute to the wall.
Roster	Can view the public roster of members but has no management access for the roster or Positions.	Can view all members of the organization, organization created positions, but cannot make edits to the roster or create new organization positions.	Can manage the roster, including the ability to create and edit positions, invite members, and approve memberships.
Profile	Can only see the basic profile of the organization.	Can view the full organization's profile but cannot update it.	Can edit the organization's profile.
News	Only able to see news posts that have been shared publicly or with the organization.	Able to view all news posts, but cannot edit, delete, or create posts.	Has full access to news, including the ability to create, edit, and delete posts.
Forms	Only able to see forms that have been shared publicly or with that user's position.	Able to view all forms, but cannot edit, delete, or create them. User can also view form submissions but cannot approve or deny them.	Has full access to forms, including the ability to create, edit, and delete forms and manage form submissions.
Photos	Only able to see photo galleries that have been shared publicly or with that user's position.	Able to view all photo galleries, but cannot edit, delete, or create them.	Able to manage all photo galleries, including the ability to edit, delete, and create them.
Service Hours	Able to see their own service hours and submit service hours for review.	Able to see service hours submitted by any user but cannot approve or deny them.	Able to view all service hours for all users and make decisions about approving and denying service hours.
Elections	Only able to see elections that have been shared publicly or with that user's position.	Able to view all elections and election results, but cannot edit, delete, or create them.	Able to create, edit, and delete elections and view results.