

Connecting an Owl Life RSS Feed to an OU Campus Website

This guide will walk you through how to embed an RSS feed containing the public events you have created within Owl Life into your department/unit's Omni Update (OU) Campus KSU website.

In order to start this process, you must first complete the following:

- Have editing and publishing access to your department/unit's OU Campus website. To request access to an OU Campus website, if needed, you must first contact service@kennesaw.edu.
- Have previously created Program Events within Owl Life that have been set to be visible to the Public. For instructions on how to do this, please refer to the Creating a Program Event within Owl Life User Guide (available at <http://studentaffairs.kennesaw.edu/assessment>).

PART I: Gather RSS Feed URL

Step 1.

Log in to Owl Life at owllife.kennesaw.edu using your KSU NetID and password. By default, you will be directed to the *Explore* view after logging in.

Step 2.

Scroll to the *Memberships* section and select the organization for which you wish to create a Program(s). You will be directed to your organization's Owl Life homepage.

Step 3.

Scroll to the All Events section of the page and click the white *VIEW MORE EVENTS* button on the right-side of the screen (*Image A*). You will be directed to a list of all

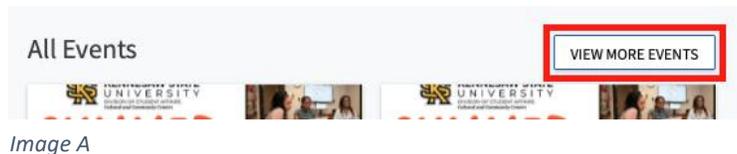


Image A

upcoming events currently hosted within your Owl Life page. (*Note: As a Manager of your department/unit's Owl Life page you will see all upcoming events, including events that were set to Invited Users Only. Your ability to see these events does not mean students are able to see these events.*)

Step 4.

Scroll to the bottom of your department/unit's Events page.

Step 5.

Right-click on the blue *RSS Feed* text located at the bottom right of the screen and a menu should open (*Image B*). Select the option that allows you to *Copy Link* (*Image C*) (the exact phrasing of this may vary from Windows to Mac systems). This is your RSS Feed URL.

Step 6.

Paste this link into an empty word processing software (e.g. Word, Notepad, Notes, etc.) for safe keeping. You will need this link for the next part of the process.

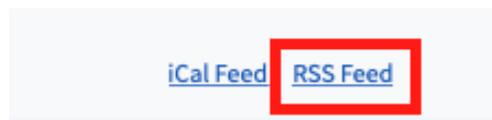


Image C

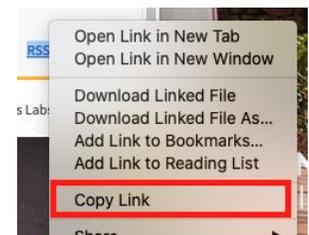


Image C

Step 7.

Copy the link to current URL from within your browser’s URL bar at the top of the page (*Image D*). This is your Calendar Link URL.

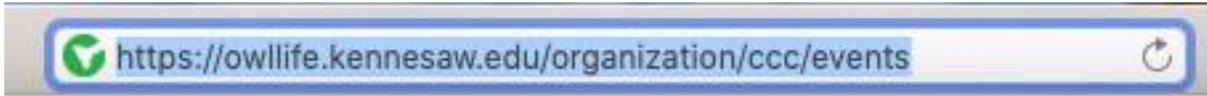


Image D

Step 8.

Paste this link into an empty word processing software (e.g. Word, Notepad, Notes, etc.) for safe keeping. You will need this link for the next part of the process.

PART II: Embed Owl Life Snippet into OU Campus site

Step 9.

Log-in to the OU Campus site page for which you wish to embed the Owl Life RSS Feed.

Step 10.

Select the green edit button that corresponds to the area of the page within which you wish to embed the Owl Life RSS Feed.

Step 11.

Place your cursor on the line where you would like the Owl Life Event Feed to be located.



Image E

Step 12.

Click the grey Gadgets button located in the top right of the OU Campus screen. This button features an electrical plug icon (*Image E*). Once clicked, a menu will open from the right of the screen.

Step 13.

Select the Snippets option from within the menu (*Image F*).

Step 14.

Scroll through the available Snippets to located the Owl Life Event Feed snippet.

a. Once located, click the blue Owl Life Event Feed text (*Image F*).

b. A window will open giving you a preview of how the Snippet looks.

Click the *Insert* button (*Image F*).

The Owl Life Event Feed Snippet has now been inserted into your OU Campus page.

Step 15.

Locate the Owl Life Event Feed Snippet within your OU Campus page.

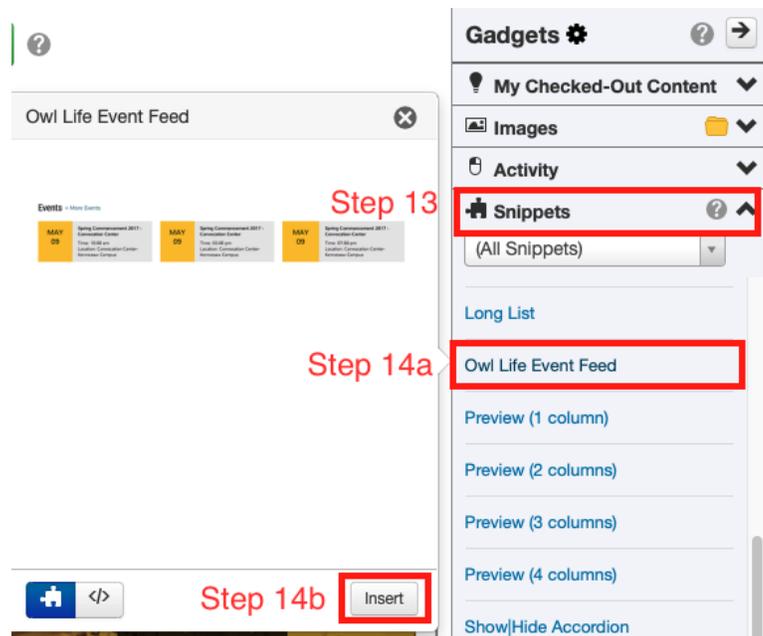


Image F

Step 16.

Type your desired heading within the Heading section of the Snippet.

Step 17.

Paste the RSS feed you copied from your Owl Life page (Step 5) into the RSS Feed URL box. **Note:** You will need to remove the 's' from 'https://' within the copied URL.

Step 18.

Select the number of events you would like to show within your Owl Life Event Feed in the # Events box. You may have between 1 and 3 events showing.

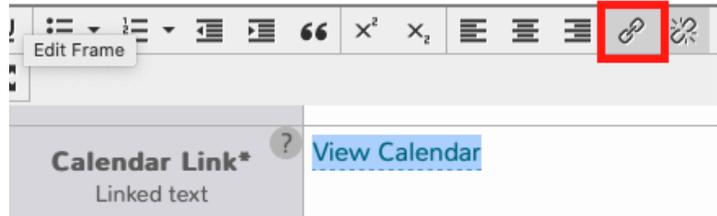


Image G

Step 19.

In the Calendar Link box, you will need to highlight the blue View Calendar text and click the *Insert/Edit Link* icon located at the top of the editable region of the site (Image G).

Step 20.

The Insert Link window will pop-up.

- In the URL section of the window, remove the hashtag symbol. Paste the Calendar Link URL from Step 7 of this document into the URL text box (Image H).
- Open the Target drop-down menu and select New Window (Image H).
- Click the blue OK button. The window will close (Image H).

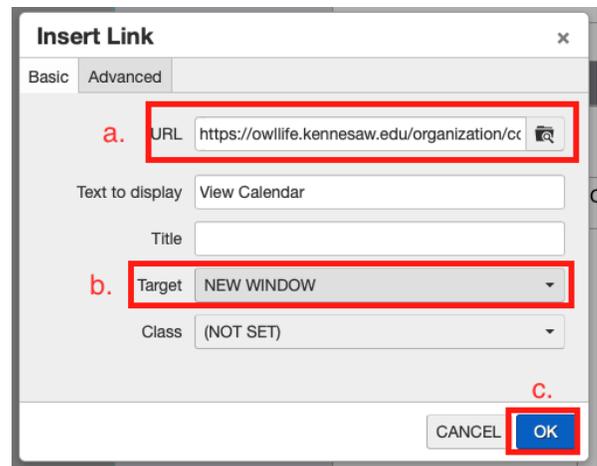


Image H

Step 21.

Click the *Save* icon, located in the top left of the edit tool bar.

Step 22.

Click the green Publish button. The Publish window will pop-up.

- Select the Run All button. Address any Spelling or Links errors that may be identified (Image I).
- Click the green Publish button (Image I).

Step 23.

You have successfully embedded the Owl Life RSS Event Feed into your OU Campus website.



Image I