

## Tracking Virtual Program Attendance in Owl Life

This guide will walk you through how to track attendance of a Virtual Program within the Owl Life system for the areas for your areas of responsibility. Owl Life Program events are used to track attendance of programs and events hosted by the Division of Student Affairs' Centers and Offices.

For instructions on how to create a Program Event, including Virtual Programs, please review the Creating a Program Event within Owl Life User Guide, available at <https://studentaffairs.kennesaw.edu/assessment/>

### Option 1: Tracking Virtual Program Attendance in Owl Life using a 'Virtual Tapper'

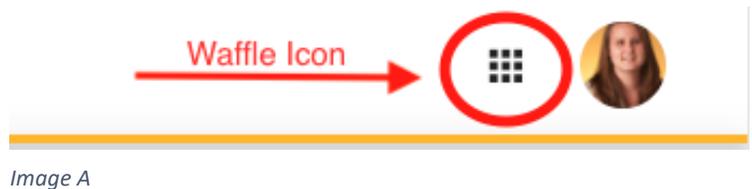
Owl Life includes an option to send students attending your Virtual Program a unique URL that can track their attendance within Owl Life, similar to when a student would 'tap' their ID card on the 'tapper' during a face-to-face event. Any student who visits the URL within 72 hours after the event ends will be marked as "Attended" for the event (they will be prompted to log in to their Owl Life account, if they are not already logged in).

#### Step 1.

Log in to Owl Life at [owllife.kennesaw.edu](http://owllife.kennesaw.edu) using your KSU NetID and password.

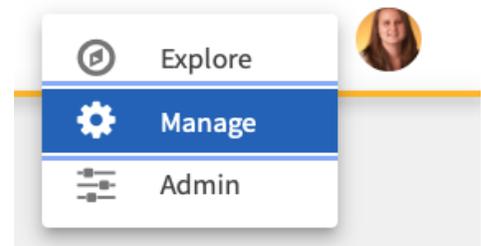
#### Step 2.

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*).



#### 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 create a Program(s).

*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*) and a menu will open.



#### Step 6.

Select the *Events* option within the menu. The *Manage Events* screen will load.

*Image C*

**Step 7.**

Navigate to the Status drop-down menu below the Manage Events text and select All. This will populate all of the current and past events hosted by your Department/Unit within Owl Life (Image D).

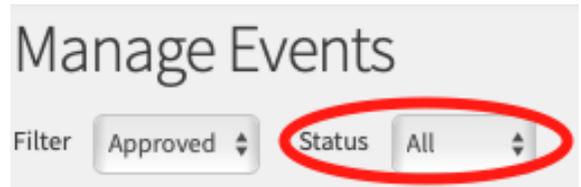


Image D

**Step 8.**

Navigate to the Search Box located on the right of the screen (Image E). Type in the name of the program for which you are wanting to upload attendance. A search result will populate based on your search terms.

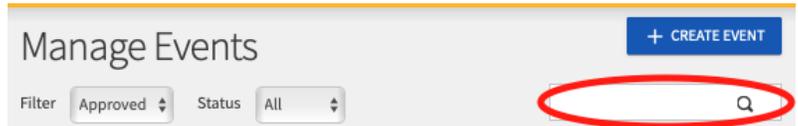


Image E

**Step 9.**

Identify the desired event and click the blue event Name text. This will open the Event's details page.

(Note: Do not use the 'Add Attendance' link unless your event has already occurred, and you are wanting to manually upload event attendance).

**Step 10.**

In the Event Attendance section of the Event Details page, locate the ATTENDANCE URL box. Copy the link text (Image F).

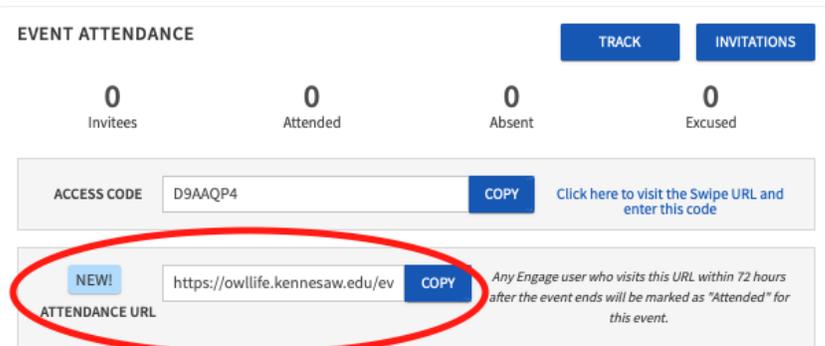


Image F

**Step 11.**

Share the link text within your Virtual Program's platform. Any student who visits the URL within 72 hours after the event ends will be marked as "Attended" for the event (they will be prompted to log in to their Owl Life account, if they are not already logged in).

**Option 2: Manually Tracking Attendance after a Virtual Program**

If you collected student attendance at your virtual program manually (e.g. a virtual sign-in sheet, manually collecting a list of attendees, etc.) you are able to upload the attendance after the event has concluded. You will need access to either the KSU student email address or the KSU ID number of the students who attended.

**Step 1.**

Complete Steps 1-8 listed under Option 1 of this User Guide.

**Step 2.**

Identify the desired event for which you want to upload attendance. Click the blue event Add Attendance text in the fourth column of the search results (Image G). This will open the Event's Add Attendance page.

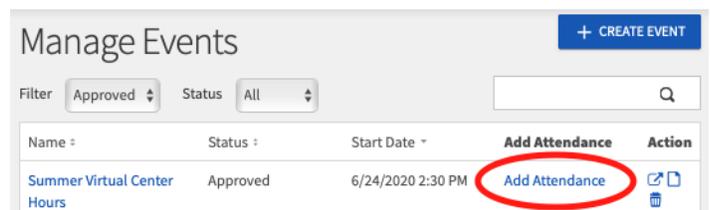
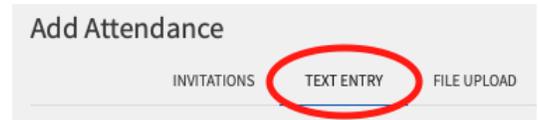


Image G

**Step 3.**

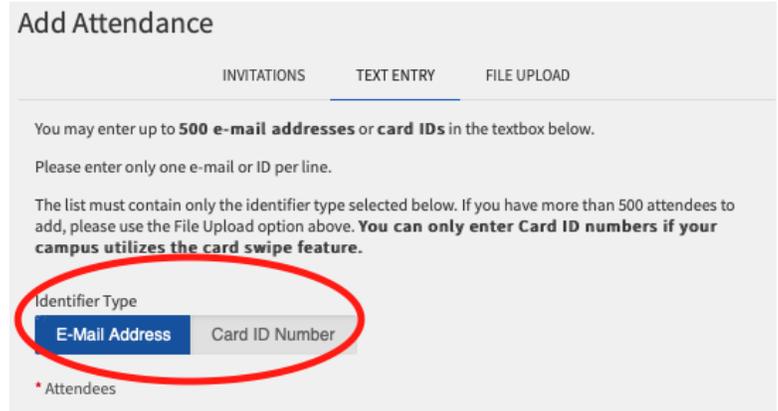
Select the Text Entry option, available at the middle of the screen below the Add Attendance text (*Image H*). This will open the upload field for you to enter attendee data.



*Image H*

**Step 4.**

Select the appropriate *Identifier Type*, depending on which type of data you collected from your attendees (*Image I*).



*Image I*

**Step 5.**

Enter the relevant student identifiers. Only enter one identifier per line in the upload box.

- a. E-Mail Address: enter each student’s KSU student email address. You must include the ‘@students.kennesaw.edu’ for the system to recognize the student.
- b. Card ID Number: This field requires the KSU ID number (i.e. 000123456). You must include the first three zeros (000) for the system to recognize the student.

**Step 6.**

Review and confirm the Status drop-down menu as Attended selected (*Image J*)

**Step 7.**

Click the blue ADD button (*Image J*).



*Image J*

**Step 8.**

You will be re-directed back to the Event Details page. You have successfully manually uploaded attendance for your Virtual Program into Owl Life.