CARD SWIPE APPLICATION

User Guide

FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS
Strategic Planning & Assessment

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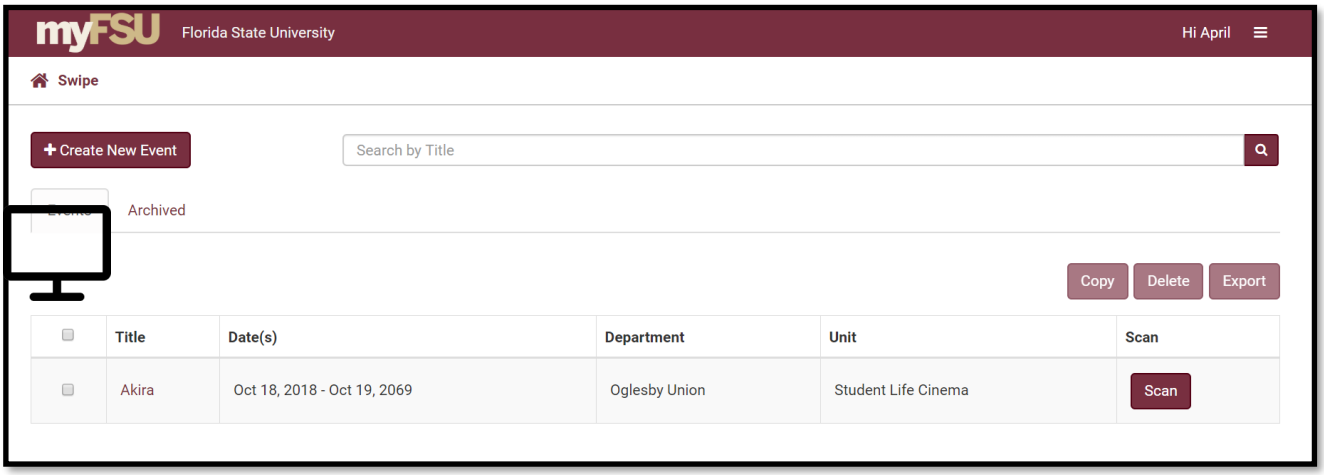
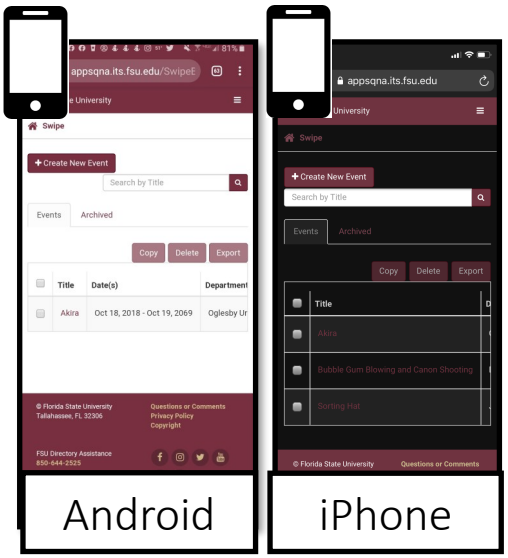
ABOUT THE CARD SWIPE APPLICATION (APP)

The card swipe app was developed through a partnership between the Division of Student Affairs (DSA) and FSU Information Technology Services (ITS) in response to requests from departments for a system to collect participation data at events using the FSU identification card (FSU card). The app allows departments to assess patterns of engagement or follow up with participants after an event. In addition to FSU students, faculty, or staff, the app can also track guests or count participants anonymously, similar to an attendance counter. The data that powers the app comes directly from Student Central, allowing departments to access demographic information including year in school, major, etc.





CARD SWIPE APP CAPABILITIES

- Create and edit events
- Track attendance and/or participation including guests and anonymous attendees
- See participation data in real time
- Import participant lists to events
- Export a list of participants following events
- Create private events using a predetermined list of attendees
- Use multiple card readers simultaneously at an event
- Have row level security for event data (based on units within departments)
- Draw student data directly from Student Central

The card swipe app cannot be used as a time clock. A participant can only swipe into an event one time, and the card swipe app does not track the time a card is swiped. The card swipe app is not connected to other calendar or room scheduling tools.

UTILIZATION DATA

Utilization refers to data related to the usage of a service, program, or facility. Utilization data can focus on a single event or be used to look at patterns across multiple events. The data that power the card swipe app comes directly from Student Central enabling departments to look at demographic data. Collecting and analyzing utilization data enables staff and faculty to look at patterns, make inferences, allocate resources, and ask better questions of their programs, services, and spaces.

Some examples of using the card swipe app include:

- Using a card reader to swipe cards for attendees at meetings, trainings, concerts, movies, community service projects, guest speakers, etc.
- Taking attendance at a required training session
- Uploading a list of pre-registered attendees for a private event and swiping cards for admission
- Creating an anonymous event and using the Card Swipe App as an attendance tracker, particularly if swiping cards would be cumbersome, you do not need to know exactly who attended, or you do not want to collect identifiable data
- Collecting data at events connected to a central initiative (ex. Welcome FSU, Homecoming, Healthy Campus 2030, etc.)

GET STARTED WITH THE CARD SWIPE APP

Add a Department

To have your department added to the card swipe app, email Jillian Volpe White (jvwhite@fsu.edu), Director of Strategic Planning & Assessment.

To add a department, you need the following:

⇒ Power User—This is the person (or people) in the department who frequently use the card swipe app. Power Users can add other users. Undergraduate students may not be Power Users.

⇒ Units—What functional or programmatic units make sense to include as part of the department? Units are the foundational element of data security in the card swipe app.

⇒ Event Types—Event types are specific to the department. What types of events will the card swipe app be used for? These can be more general (meeting, guest speaker, social, etc.) or department specific (new member interest meeting, service trip, intercultural training, etc.). For data quality and clarity, 'other' is not an option in the card swipe app.

Add Users

Once a department has been added and a Power User is designated, that person can add additional Power Users and Users (see page 6).

Update Fields

See pages 10 and 11 for a more detailed description of event fields. To request additional venues, initiatives, or strategic priorities, email the Strategic Planning & Assessment team.

Troubleshooting

Problems with the app? Take a screenshot, if possible, and email a description of the problem along with the screen shot to the Strategic Planning & Assessment team.

ACCESS THE CARD SWIPE APP

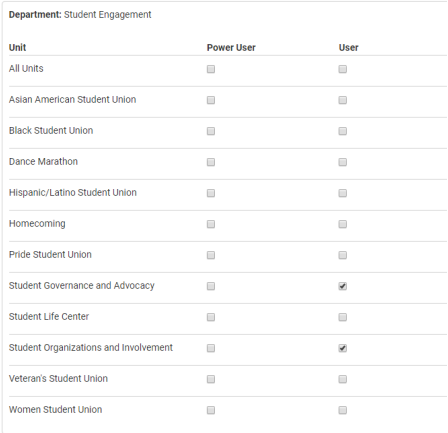
The card swipe app is web-based and available on computers, tablets, and smart phones. You do not need to download anything to use the card swipe app. FSU staff, faculty, and students must be logged in using their FSUID (ex. abc15d, jthompson) to access the app.

https://apps.its.fsu.edu/Swipe

If someone tries to access the card swipe app without being added as a user, they will receive an error screen. Contact the department Power User or the Strategic Planning & Assessment team.

DATA SECURITY

In the previous version of the card swipe app, anyone could sign in through the Central Authentication System (CAS) to create an event and all events were visible to all users. In the upgraded version of the card swipe app, there is row level security based on department and unit. Each event created is associated with a unit, and only users for that unit can see the events.



Department: Student Engagement

Unit	Power User	User
All Units	☐	☐
Asian American Student Union	☐	☐
Black Student Union	☐	☐
Dance Marathon	☐	☐
Hispanic/Latino Student Union	☐	☐
Homecoming	☐	☐
Pride Student Union	☐	☐
Student Governance and Advocacy	☐	☑
Student Life Center	☐	☐
Student Organizations and Involvement	☐	☑
Veteran's Student Union	☐	☐
Women Student Union	☐	☐

Before a user can access the app, they must be added to a department and assigned unit level access. In the example to the left, Student Engagement has multiple units. Someone may need access to all units, or they may only need to access a few units.

Unit level access applies to both events and event data, which can be pulled from the FSU Business Intelligence system.

If you are interested in an assessment or research project looking at data across departments, contact the Strategic Planning & Assessment team.

CARD SWIPE APP USERS

Row level data security is possible because card swipe app users are granted access to specific units within departments.

Departments are campus entities (ex. Center for Global Engagement, Center for Undergraduate Research & Creative Endeavors, or Sustainable Campus). Within a department, there can be multiple units.

Units may be based on organizational structure, programs, or other functions. For example, under Student Engagement (pictured above) there are units on the org chart (Student Governance & Advocacy), programs (Homecoming, Dance Marathon), and student unions. Staff or students assigned to a unit can only see and access events associated with that unit.

Card swipe app users can be fulltime staff, graduate assistants, or undergraduate students. Each department should have one or more Power Users.

Power Users can create and scan at events as well as import/export participant lists and add other users. **Users** have the ability to create/edit events and scan at events. See chart below for a summary of functions.

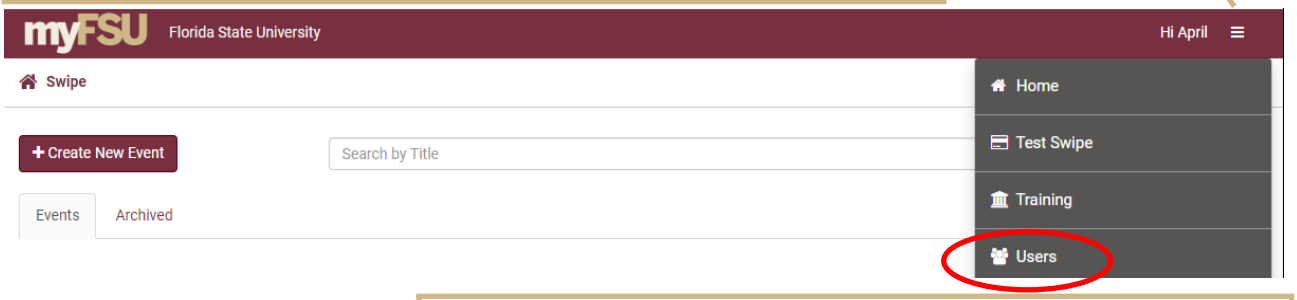
Power users and users can be assigned to one or more units within a department and can also be associated with multiple departments. For example, if Student Organizations & Involvement partners with Campus Recreation for a program and they create the event, SOI can add a Campus Rec staff member to their department/unit so that person can swipe attendees at the joint event.

	Scan Events	Create/Edit Events	Import Participant List	Export Participant List	Add Users	Add Power Users	Undergraduate Student Role	Full Time Staff or GA Role
Power User	●	●	●	●	●	●		●
User	●	●					●	●

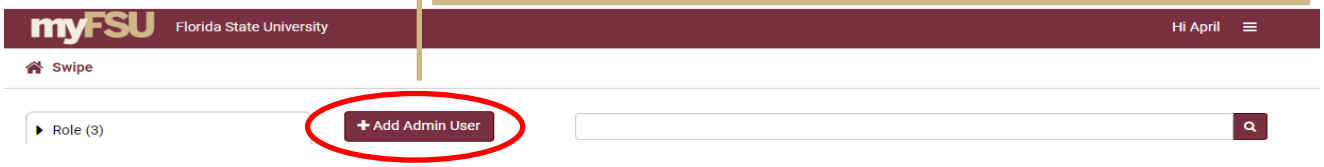
ADD POWER USERS AND USERS

Power Users can add other Power Users and Users. Access to events and data is based on units. To give access to a whole department, select 'all units' for the department. Add users using the steps below; repeat for each person.

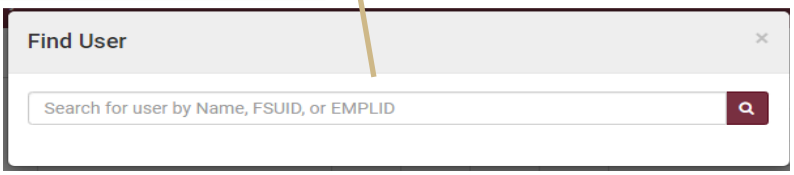
1. Using the hamburger menu at the top right, navigate to Users

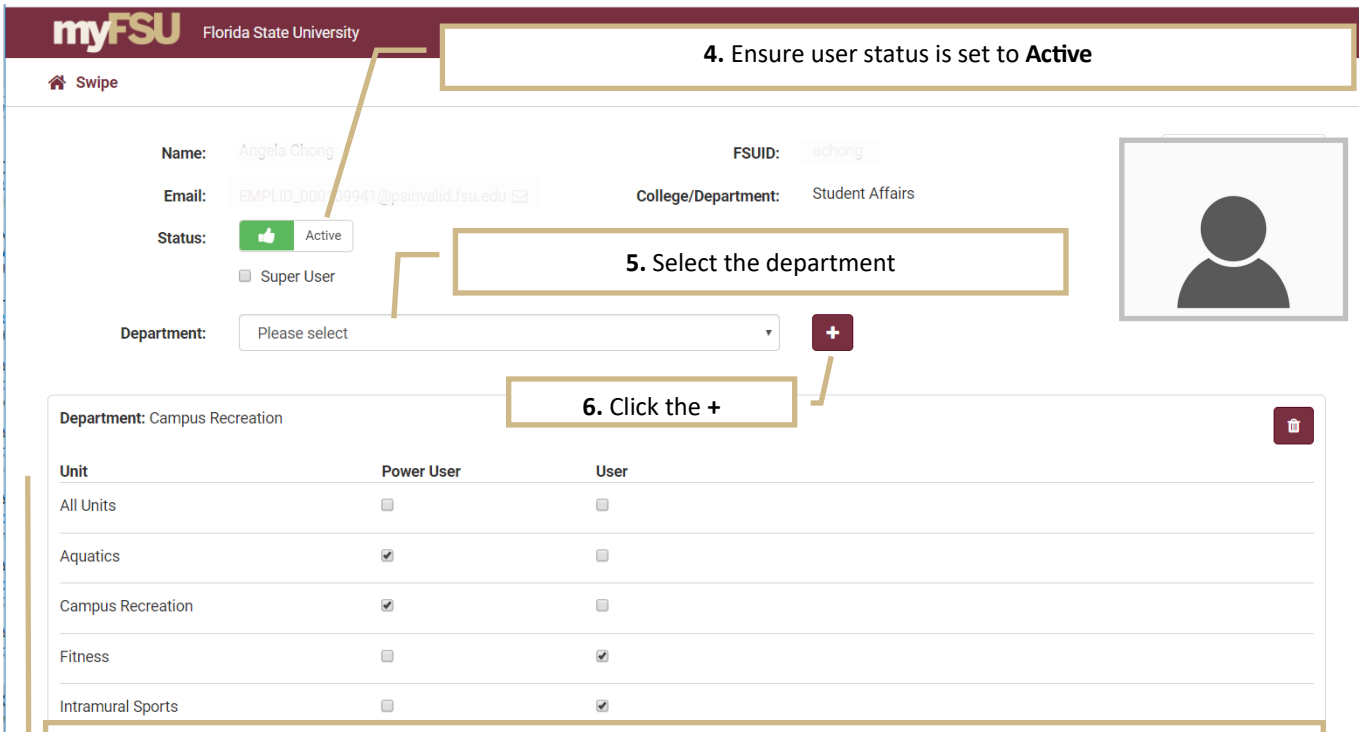


2. Add Power Users and Users by clicking **Add Admin User**



3. Find staff, faculty, and students in the FSU system with the search bar





4. Ensure user status is set to **Active**

5. Select the department

6. Click the **+**

7. Within the department selected, select the units for which the person should be a Power User or User

8. Click **Save**

HARDWARE

Hardware includes card readers and adapters. Although the card readers facilitate easy data collection, the application works without a card reader by typing in an FSUID.

Card Reader: Reads the magnetic strip on the FSU card and records the information. Readers connect to a computer by USB.

Adapter: Allows data collection from a mobile device by adapting the USB card reader to a phone or tablet.

There are many options for card readers at different price points and with varying durability. Both of the card readers below have been used by staff members at FSU. Clicking the image below will take you to the Amazon page for these items.

Setting Up Hardware: Some card readers require configuration. Once you acquire hardware, test it using the 'Test' section of the card swipe app. ITS can support configuration of card readers.

Borrowing Hardware: Several departments have card readers and may be open to lending the hardware. If you are interested in borrowing hardware, contact the DSA Strategic Planning & Assessment team.

Mag-Tek 21040110 USB Keyboard Emulation, Track I/II Card Reader

MSR90 USB Swipe Magnetic Credit Card Reader 3 Tracks Mini Smart Card Reader MSR605 MSR606

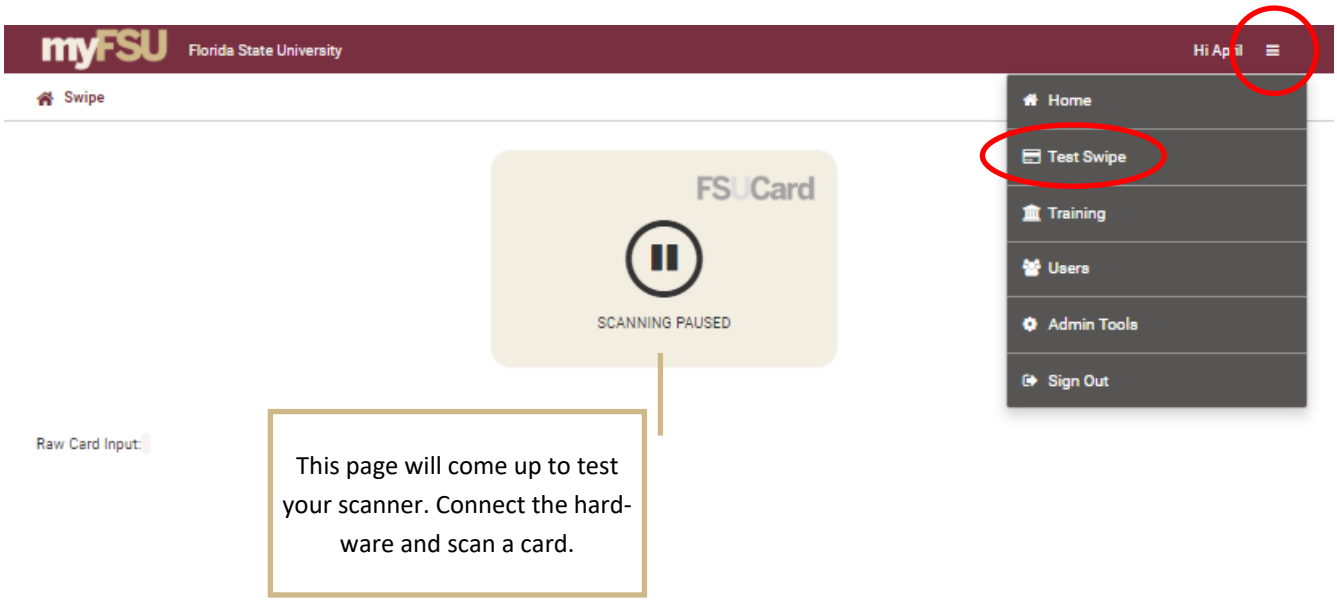
Apple Lightning to USB Camera Adapter

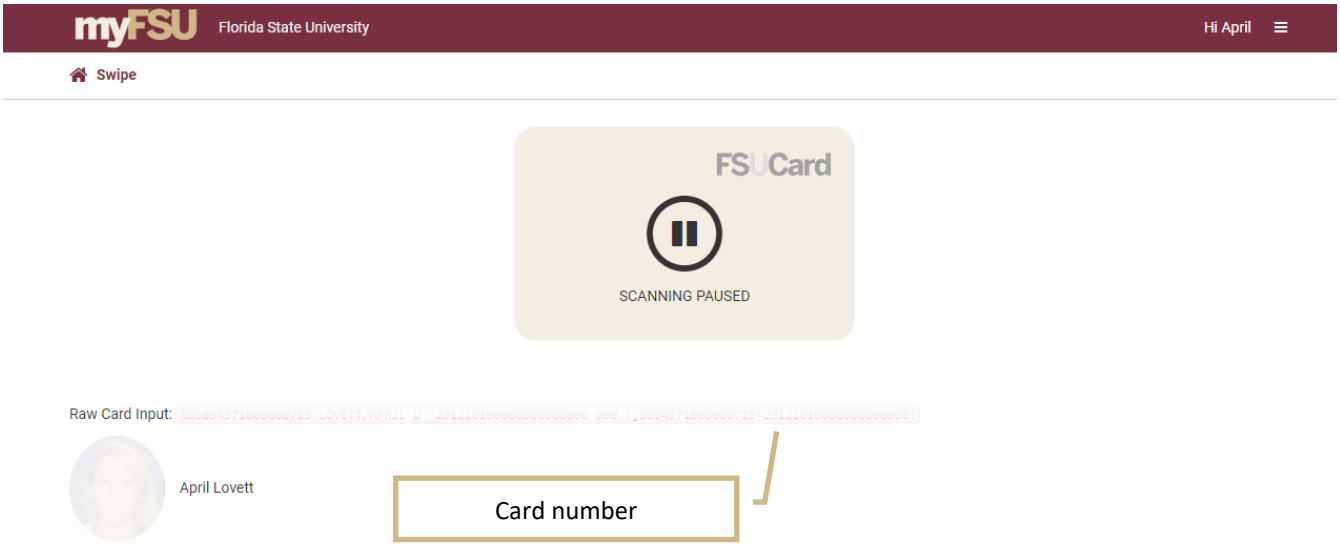
16cm Nylon Braided Micro USB 2.0 OTG Cable On The Go Adapter A Female to Micro B Male Compatible for Samsung, Android or Windows Smart Phones Tablet with OTG Function

TEST THE APP AND/OR HARDWARE

Test the app, card reader, and adapters when you purchase new hardware and before events. The test swipe allows you to confirm the app and hardware are working without creating a separate test event or swiping people into the event as a test. The device (computer, tablet, phone, etc.) running the web app needs to be connected to the internet (for a data collection option when there is no internet connectivity, see page 17).

To test the app and/or hardware, from the main menu, navigate to **Test Swipe**.





CREATE AN EVENT

Events may include meetings, programs, performances, trainings, workshops, or any occasion where you want to capture participants or the number of attendees. Events can be created in advance and edited if details change.

Fields are described below, and a visual with corresponding numbers is on the following page.

1. Click **+ Create New Event.**

On the event page, all fields are required except event description, strategic priorities, initiatives, and internal notes.

2. Fill out the **Event Details** including **Event Title, Event Description** (optional)**, Contact Name, Contact Email,** and **Event Phone.** The event contact should be the person who is responsible for the event, not necessarily the person filling out the form.
3. Select the **Event Date & Time**. When you click in the start and end time fields, you will be prompted to select a date followed by a time (hour and minute). Events cannot be created in the past; if you try to select a time in the past, date/time will default to the current date and time. The card swipe app will only scan people into an event during the designated time.
4. Select the **Department, Unit, Event Type** and **Venue**. Power Users and Users should only see departments for which they have been granted access. Units and Event Types are associated with specific departments. Venues include a list of common spaces for events (Landis Green, Student Services Building, etc.) as well as more general categories (classroom).
5. **Initiatives** (optional) indicate an event is part of a larger series of programming (i.e. Welcome FSU, Homecoming, Healthy Campus 2030, etc.).
6. **Strategic Priorities** (optional) associate events with university, divisional, or departmental goals.
7. Select the **Population** of attendees. For population, you can select Public, Private Event Listing, or any combination of students and faculty/staff.

   Public: anyone

   Currently enrolled fee-paying students

   Non-degree students: students taking courses who may not be able to participate in all programs based on payment of fees

   Students who are APPL ADMITS but have not matriculated: students admitted to FSU who are not yet enrolled (ex. Orientation attendees)

   Faculty/Staff

   Private Event Listing: this should be used for events that are only open to a specific group of people or people who are pre-registered (see page 22)

CREATE AN EVENT (continued from previous page)

myFSU Florida State University — Hi Jillian

Swipe

1 + Create New Event

Search by Title

Events | Archived

Copy | Delete | Export

Title	Date(s)	Department	Unit	Scan
CLSC Front Desk Swipe	Feb 4, 2020 7:30 AM - Feb 4, 2020 5:30 PM	Center for Leadership & Social Change	Front Desk	Scan

2 **Event Details**

Event Title: Alternative Break Corps Information Session

Event Description: This session is open to anyone to learn more about spring break service trips.

Event Contact Name: Jillian M. Volpe-White

Event Contact Email: jvwhite@fsu.edu

Event Phone: (850) 644-1331

☐ Make Event Anonymous

3 **Event Date**

Event Start Date & Time: 02/05/2020 03:30 PM

Event End Date & Time: 02/05/2020 04:30 PM

Unit

4 Department: Center for Leadership & Social Change

Event Type: Seminar/Training

Unit: Community Engagement

Venue: Dunlap Student Success Center

5 Initiatives: Select

6 Strategic Priority: Facilitate Experiential and Community-Based Lear

Add Priority

7 Population:

- ☑ Public
- ☐ Currently enrolled, fee-paying students
- ☐ Non-degree Students
- ☐ Students who are APPL_ADMITS who may not have matriculated
- ☐ Faculty/Staff
- ☐ Private Event Listing

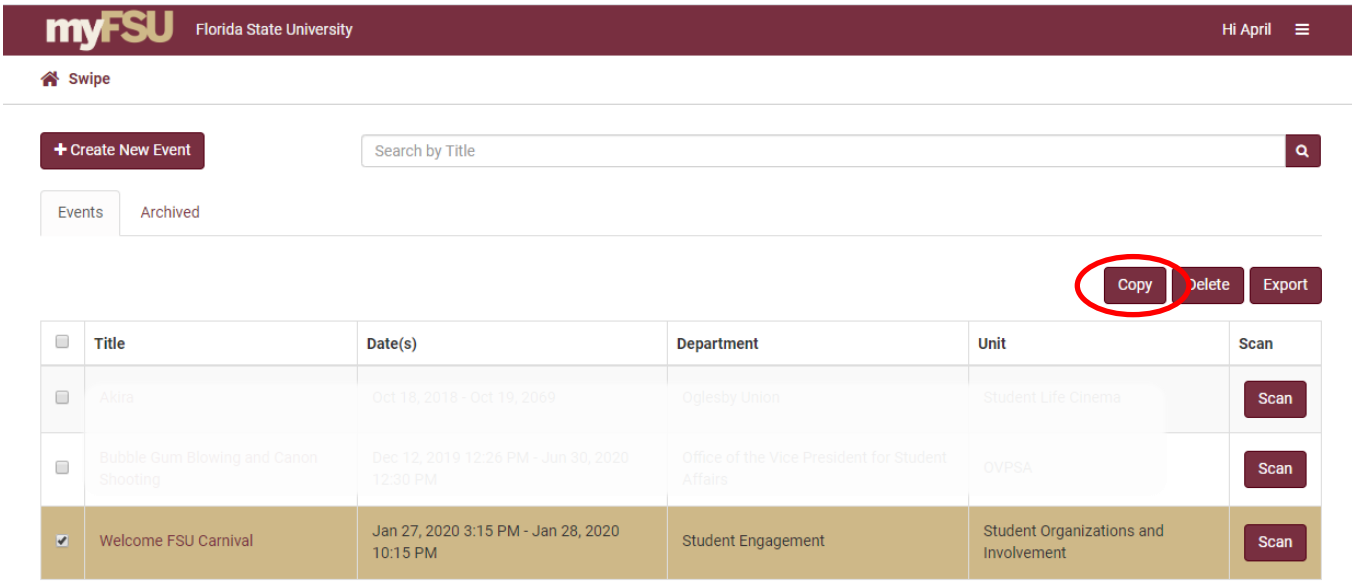
Internal Notes 0

+ add a new note

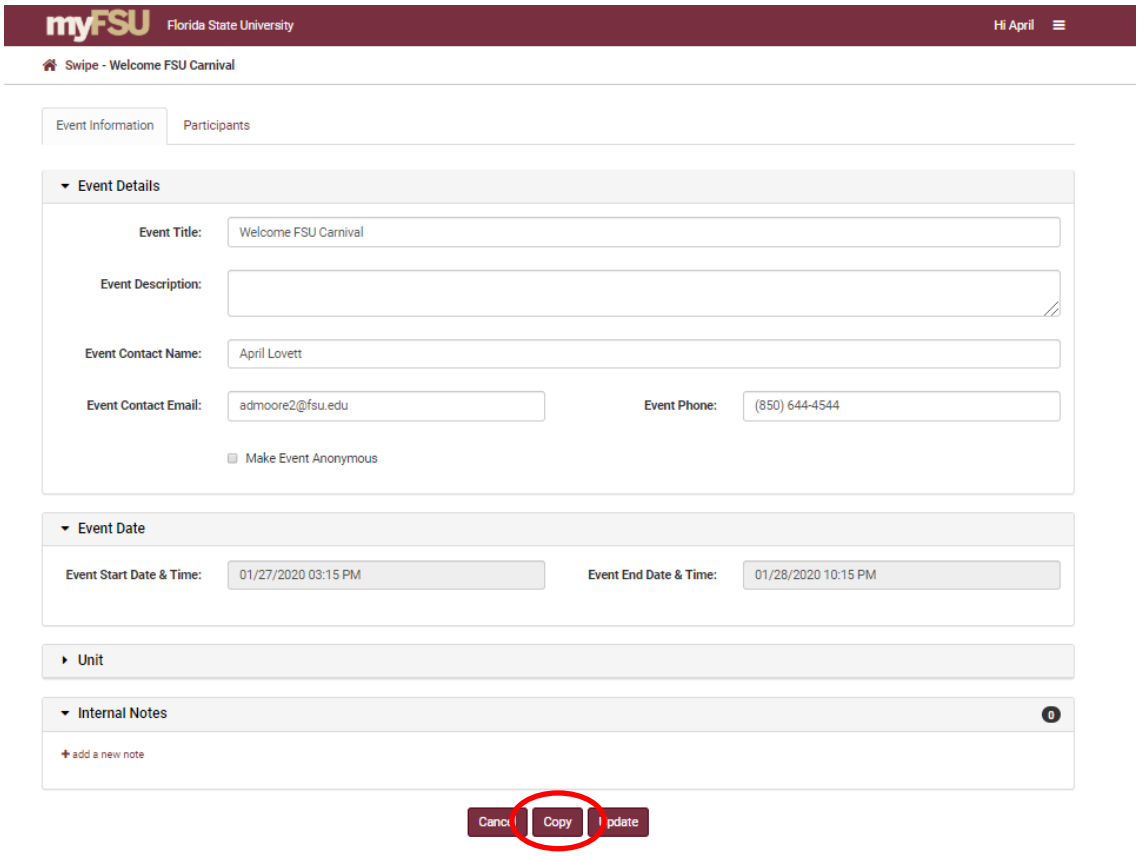
COPY AN EVENT

For events that occur regularly, you can duplicate an event and change the dates or other details.

From the home page, select the event you would like to copy and click **Copy**. The copied event will have title, contact name, contact email, event phone, and population pre-filled. You will have to select event date, event type, unit, venue, initiatives, and strategic priorities.

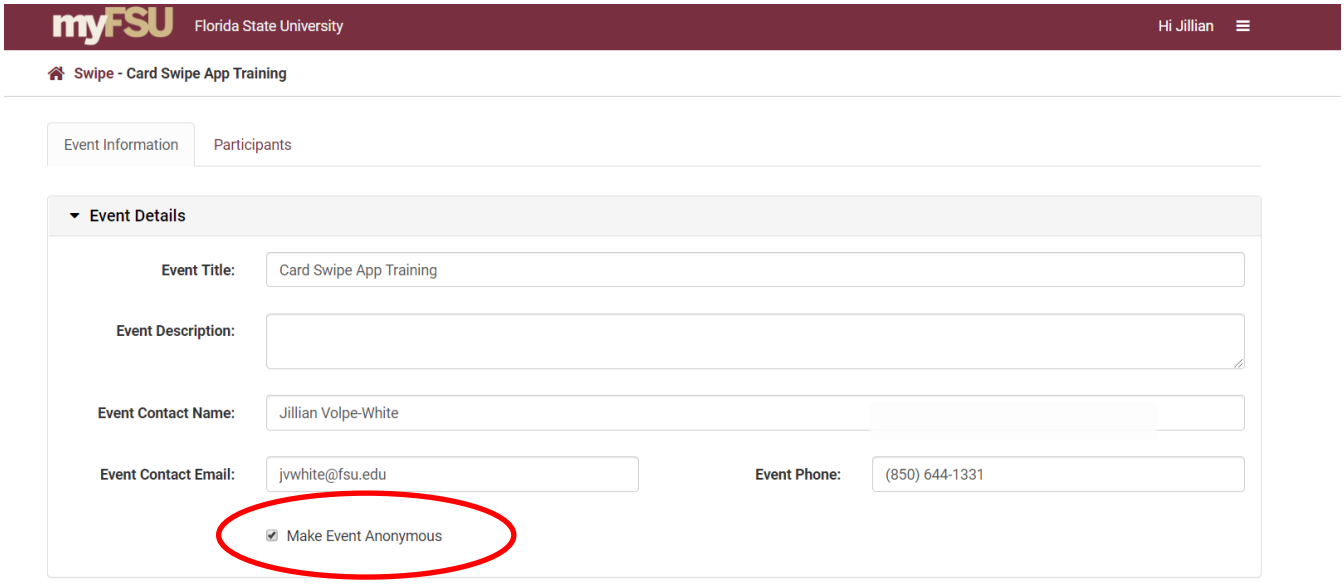


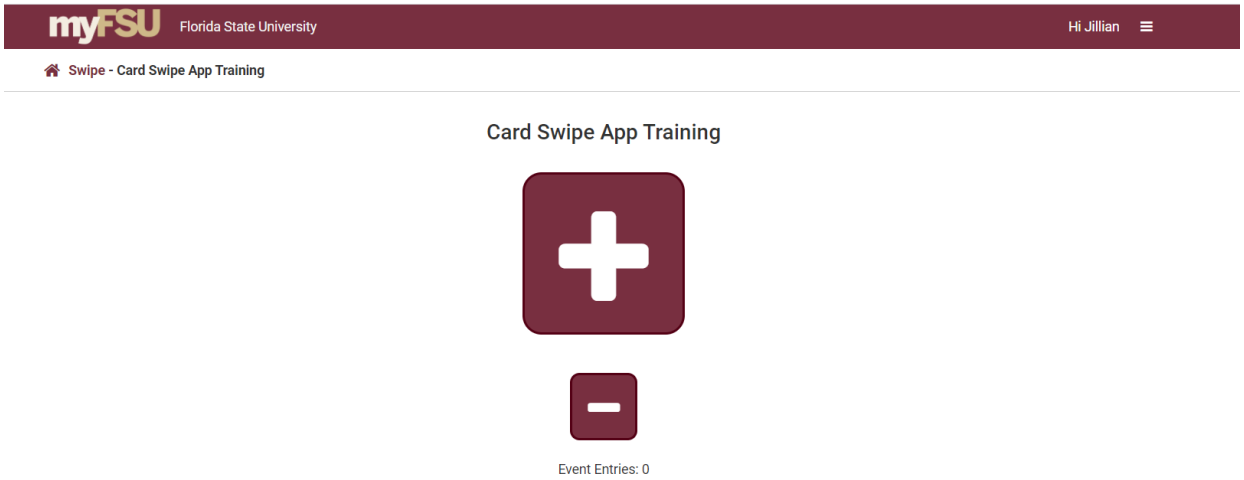
You can also copy an event from the event details page by clicking the **Copy** button.



ANONYMOUS EVENTS

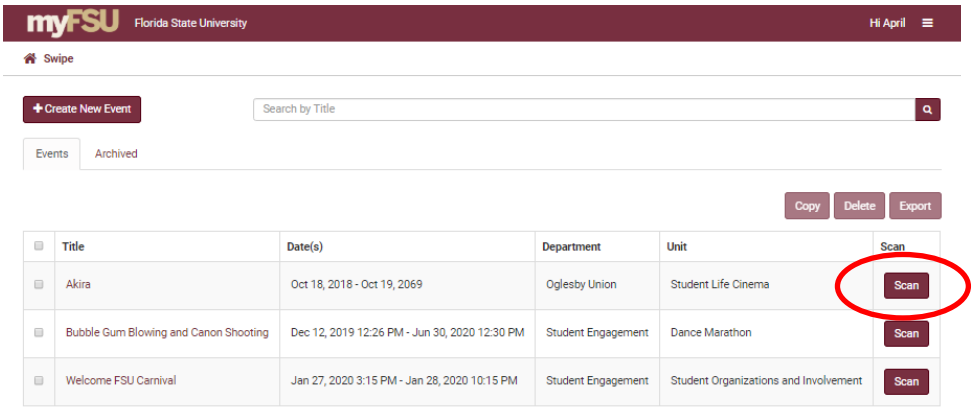
An anonymous event allows you to count participants without collecting identifying information. The event will function like an attendance counter. An anonymous event may work well if it is not important to know exactly who attended, you are not able to collect identifying information, or the volume of traffic would make it cumbersome to scan cards. You do not need a card reader for anonymous events. To make an event anonymous, check the 'Make Event Anonymous' button under Event Details. When you open your event to scan, a + button will appear. Click the **+** to add people to the event.





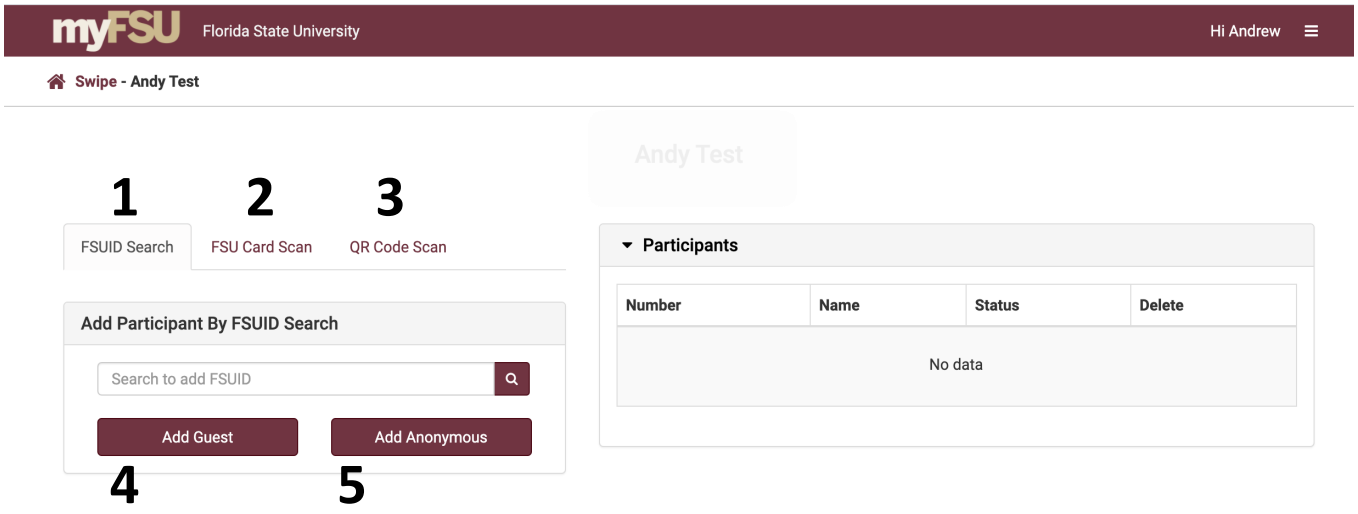
COLLECT DATA USING A COMPUTER

Before the event begins, set up your computer, check the Wi-Fi connection, and plug in the card reader. Use the **Test** section of the card swipe app to make sure everything is working. Once you reach the event start time, you are able to scan participants. From the home page, find your event and click the garnet **Scan** button in that row. There are five ways to add people to events: 1) search for FSUID's (if someone does not have their card), 2) scan the FSU Card using a card reader, 3) scan a QR code using the camera on the computer, 4) add guest entries (for non-FSU participants at public events), or 4) click in anonymous participants.



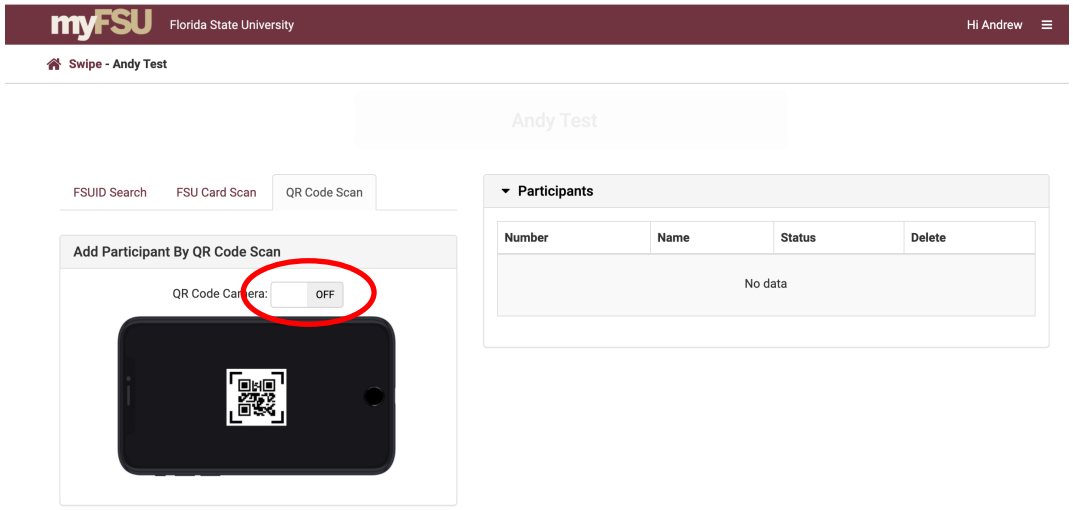
From the homepage, click the garnet **Scan** button.

From the event scan page, you can 1) search for someone by FSUID, 2) scan an FSU Card using a card reader, 3) use the camera on the computer to scan a QR code, 4) add a guest, or 5) add an anonymous participant.

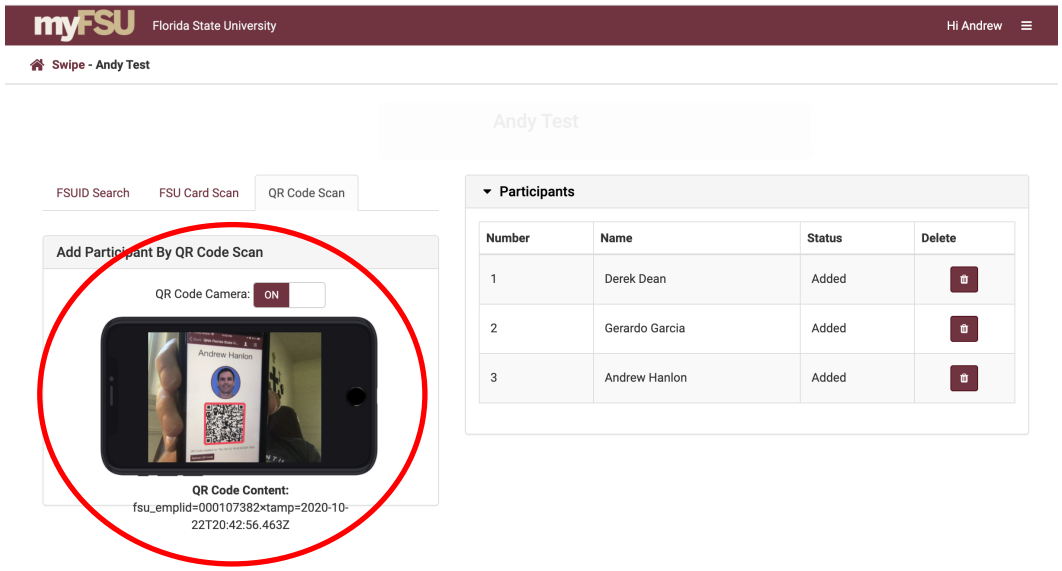


To search for someone using an FSUID, click in the search box and type the FSUID (ex. aex10c).

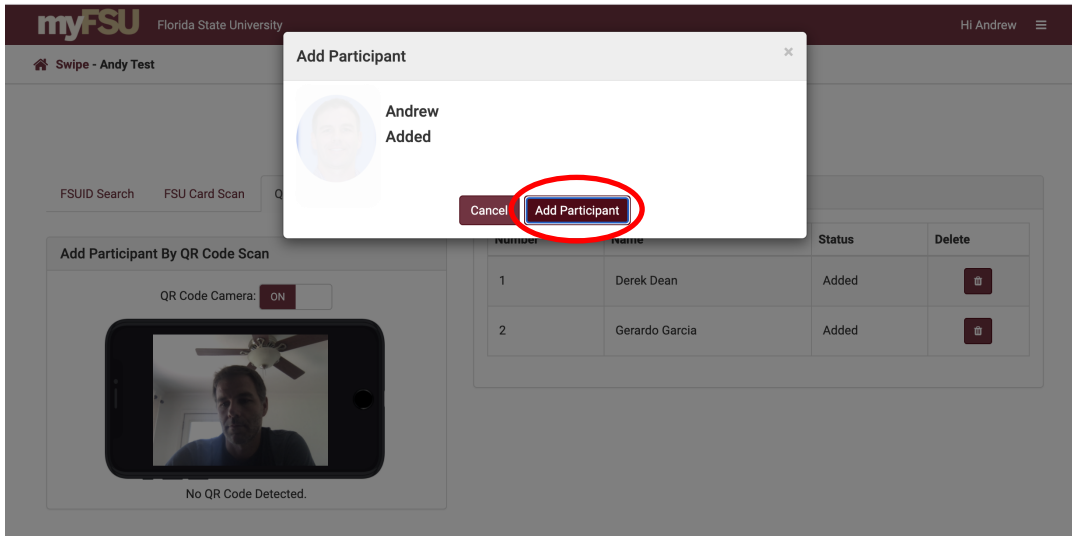
COLLECT DATA USING A COMPUTER (CONTINUED)



The QR Code Scan allows for contactless scanning. To scan a QR Code, click on the QR Code Scan. The toggle above the QR code icon indicates if the scanner is on or off.



When the scanner is toggled on, ask the participant to hold their phone up to the camera. The camera should read the QR code and will include a time stamp for when the QR code was generated.

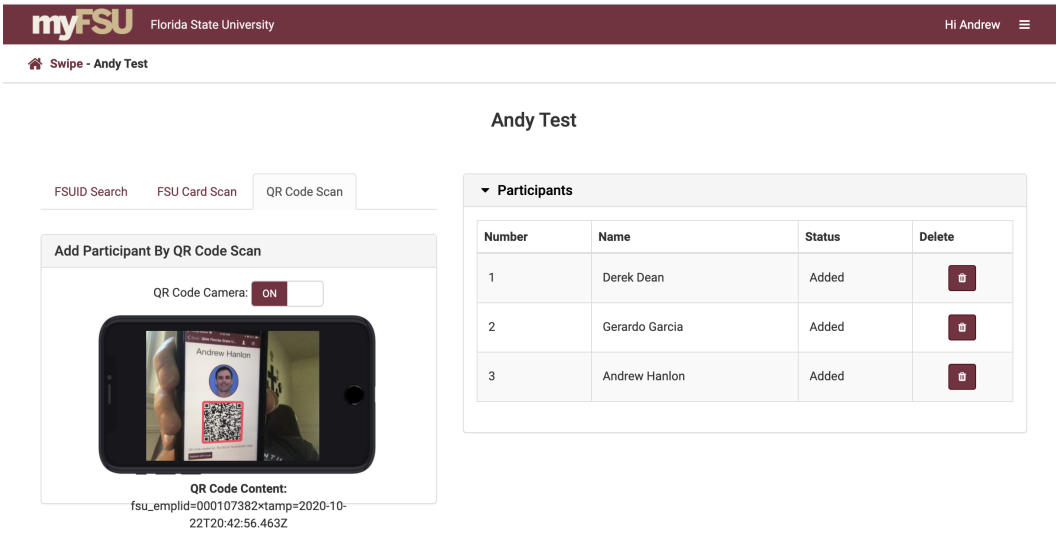


When you scan a card, scan a QR code, or search by FSUID, the name and FSU card photo of the person will appear.

To add someone to an event, click **Add Participant**.

GETTING A QR CODE

The QR Code Scan allows for contactless scanning. To scan a QR Code, click on the QR Code Scan.

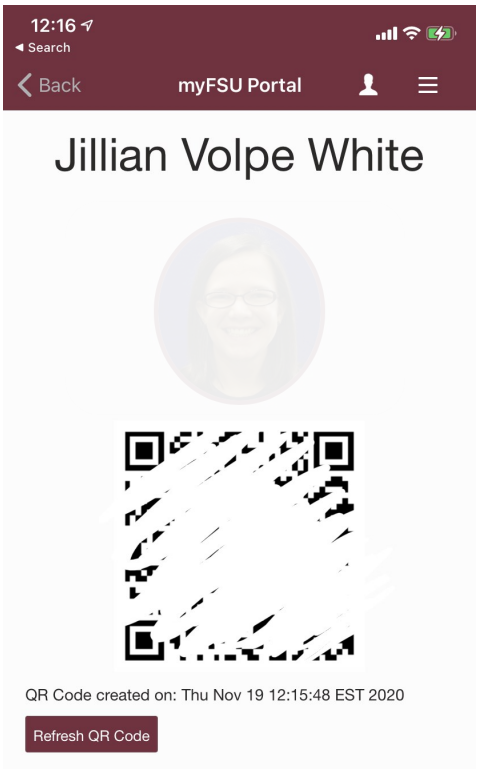


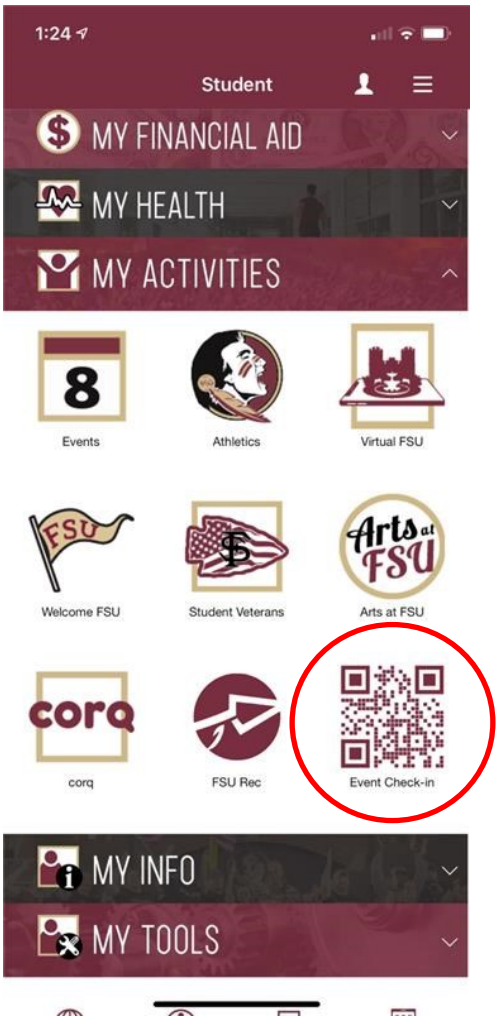
Students, staff, and faculty can access a QR code for event check-in through the myFSU app..

Open the myFSU app. Go to My Activities. Click on 'Event Check-in.'

Staff and faculty can get a QR code by switching to the 'Student Persona' option in the app, regardless of whether they are a current student or not.

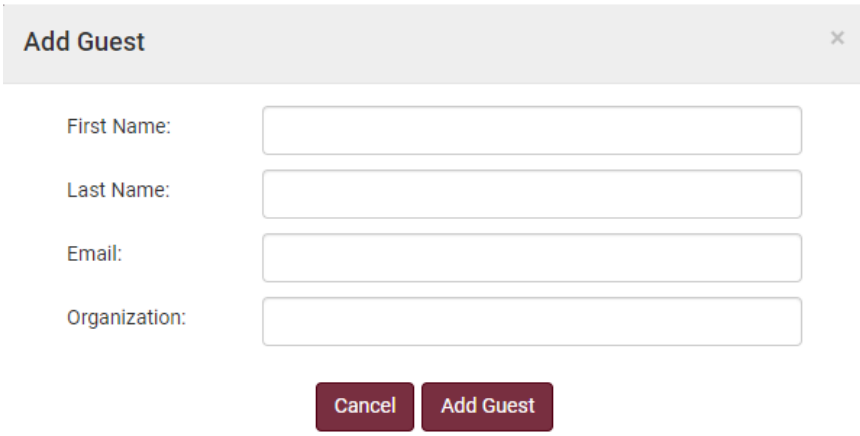
The screen includes the participant name, FSUID photo, a QR code of their FSUID, and the date the QR code was generated.



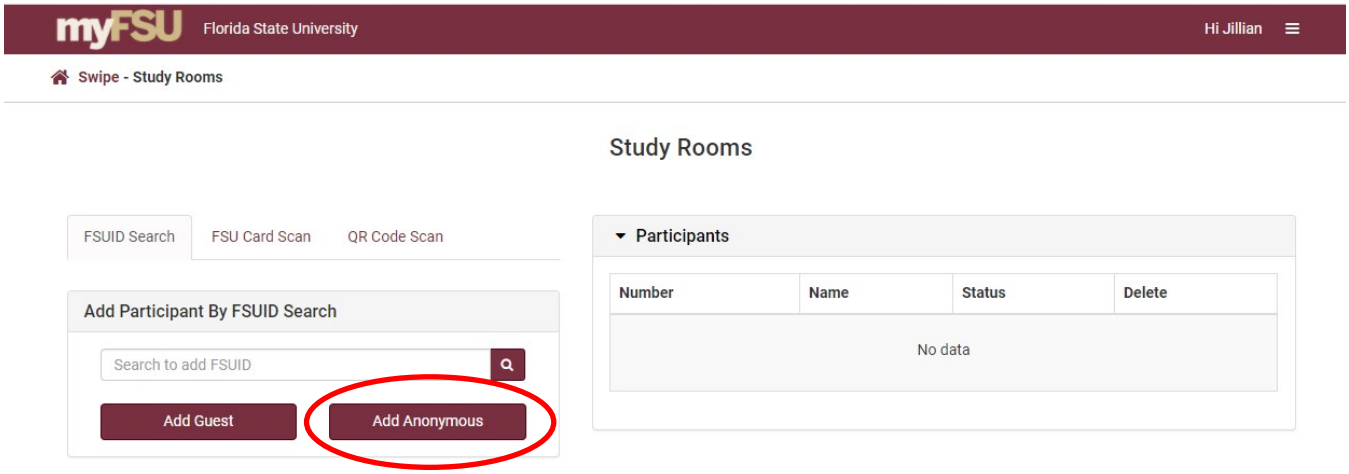


ADD GUESTS OR ANONYMOUS PARTICIPANTS

To add a Guest, click the **Add Guest** button and a form will pop up. In order to add a guest, First Name and Last Name are required; Email and Organization are optional. This works best for events open to the public and community members who would not have an FSU card or FSUID.



To add an anonymous participant, click the **Add Anonymous** button. This is useful to track the number of participants if someone does not want to scan their card.



When someone is added to an event using an FSU card, FSUID, or as a guest, their name will appear under the list of participants. Anonymous participants say **anonymous**.

You can remove participants from the guest list using the delete icon.

For example, a student may scan into an event and then realize they are in the wrong place and leave.

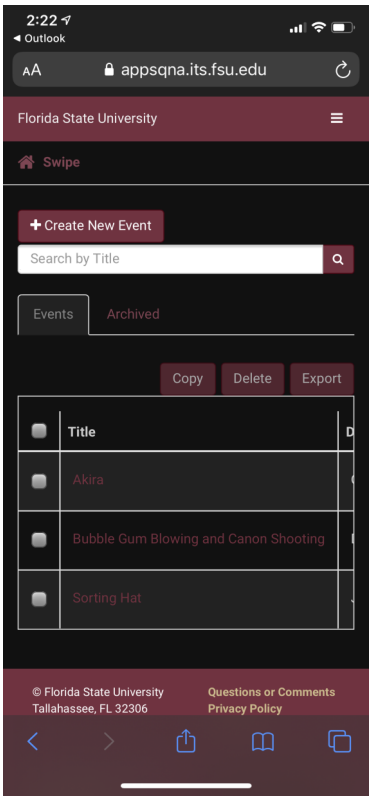
COLLECT DATA USING A MOBILE DEVICE

The card swipe app is mobile friendly. Using a mobile device requires an adapter (see page 8).

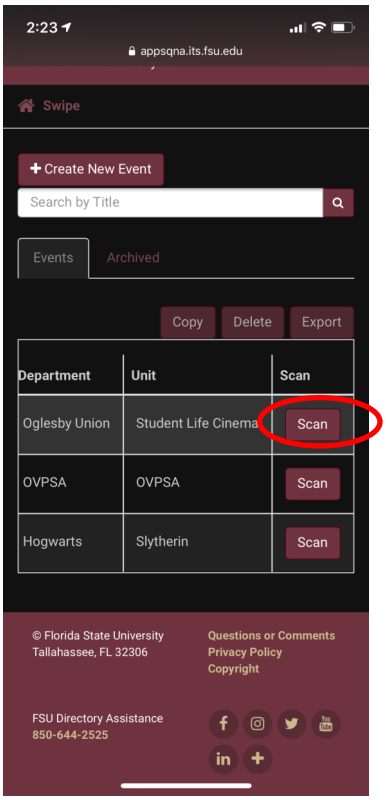
Be sure to test your hardware and the app using the **Test** function before an event.

Because the card reader is substituting for the keyboard when it is plugged into a mobile device or tablet, the keyboard will not work when it is connected. Before connecting the adapter and reader, navigate to the card swipe app from your web browser and sign in to the app.

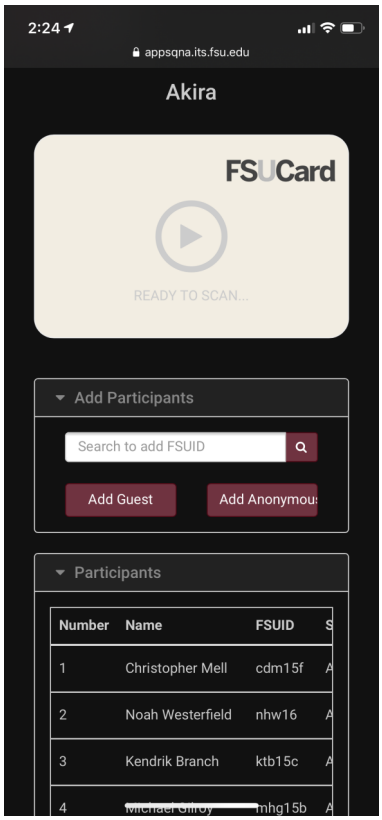
From your web browser, navigate to the card swipe app. Connect the adapter and card reader.



Swipe to the right to select the **Scan** button for your event.



You are ready to use the scanner to swipe people into an event. Click **Add Anonymous** to add an anonymous attendee.



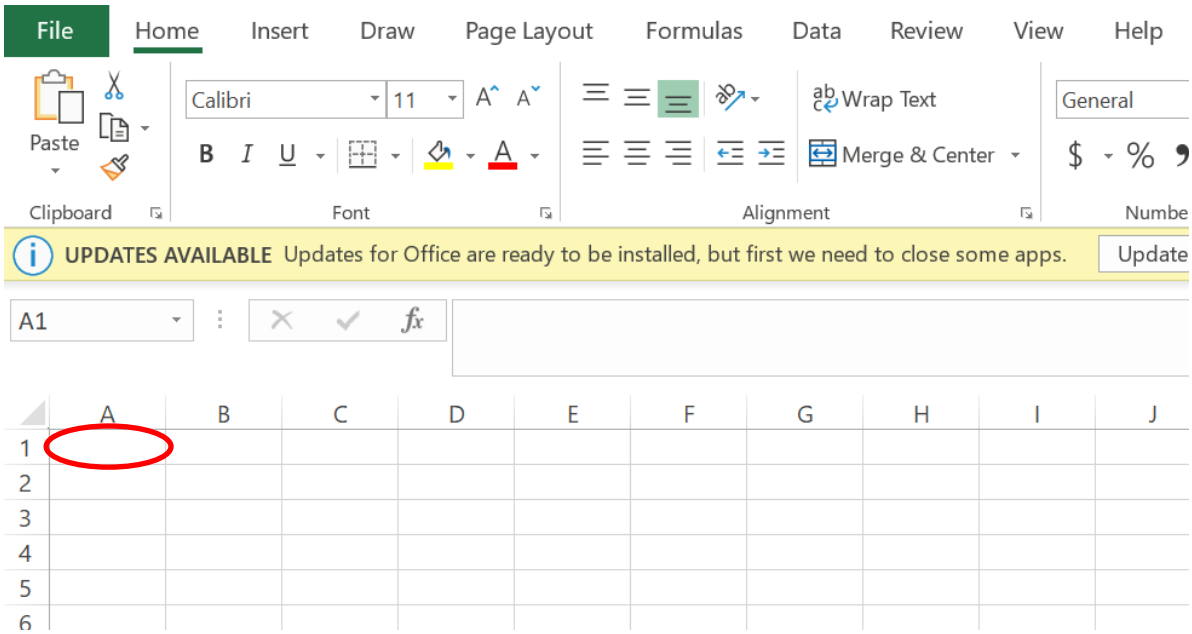
When the adapter is connected, the keyboard is disabled and you will not be able to search by IDs or type the names of guests. One option is to have another device where you can search by ID or add guest entries. This may involve having two lines for check-in—one for cards and one for guests or people without cards.

Scanning **QR Codes**: When collecting data using a mobile device, you can scan QR codes using the camera on the phone just as you would scan QR codes using the camera on a computer (see page 15).

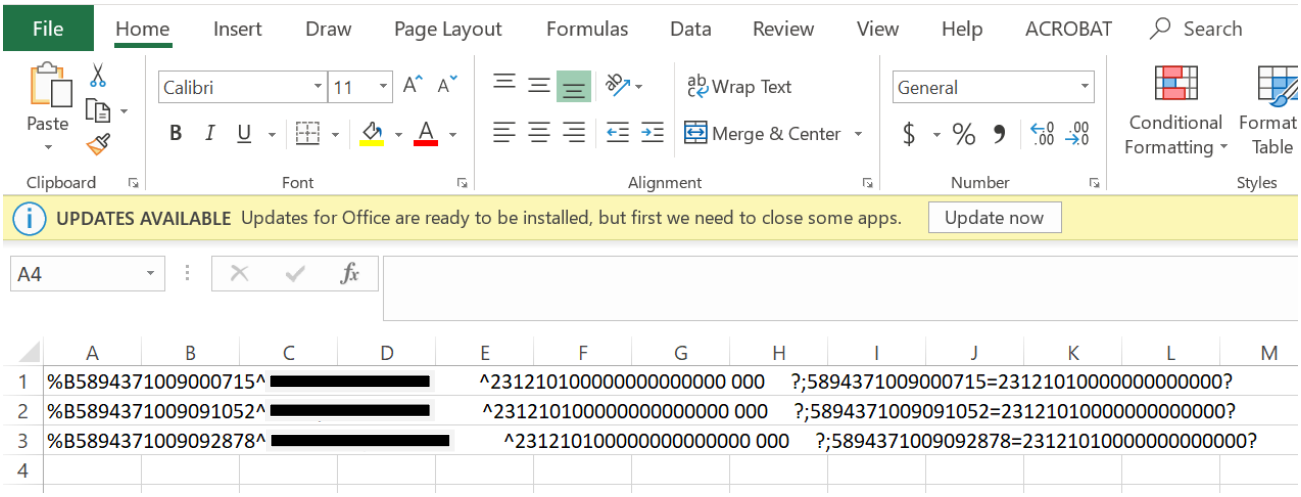
COLLECT DATA USING EXCEL

Scanning to the card swipe app is the best option, however there may be events without Wi-Fi or instances when the card swipe app is not working. In these cases, you can scan to an Excel document.

Open a blank Excel document. Connect the scanner to the computer by USB.



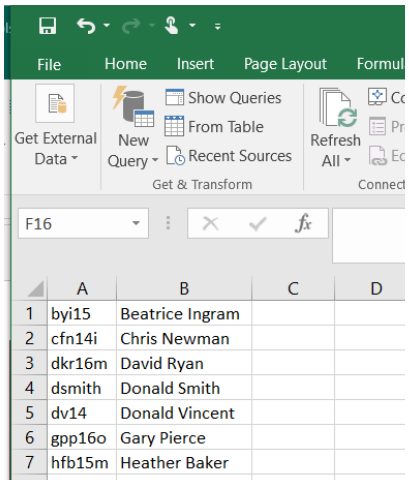
Place the cursor in the first cell (A1) in the spreadsheet, and scan the card using the reader. Upon scanning, the card information should appear in the first row. The cursor will automatically move to the row below (A2) so you will be able to continue scanning without stopping.



Among other information contained on the magnetic strip, the information collected includes name and card number. Email the Strategic Planning & Assessment team for assistance preparing the Excel file of FSUIDs to import into an event in the card swipe app.

IMPORT A PARTICIPANT LIST

Power Users are able to upload participant lists to events. On occasions, there may be technical issues or a lack of Wi-Fi that make it difficult to use the card swipe app at an event. It is also possible there is an event roster or sign in sheet and the information can be imported to card swipe app for tracking.

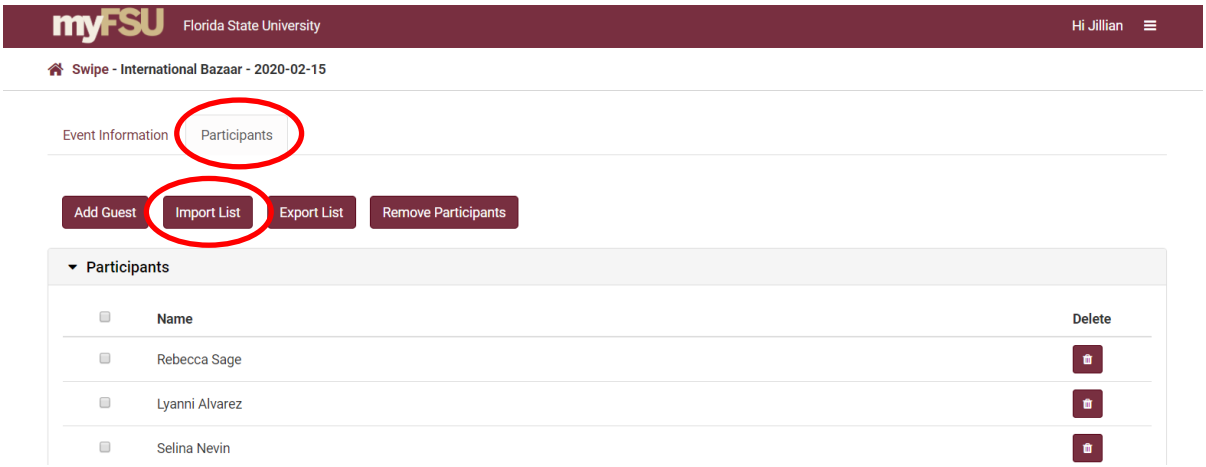


Participant lists can be imported while the event is active or after the event has been archived.

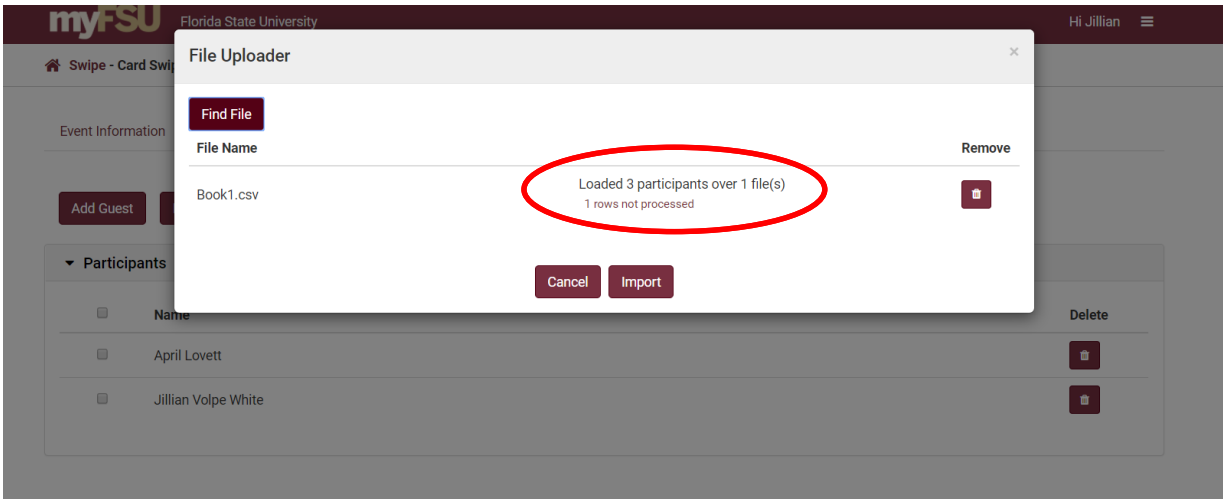
To import a list, prepare an Excel file with FSUIDs in the first column. Do not add headers or insert a table into the sheet.

The spreadsheet may include additional information provided the FSUIDs are in the first column. Save as a CSV (comma delimited) file.

To import participants, select the event, either from the home page or the archived tab. Navigate to the participants tab. Click on **Import List** and find the .csv file.

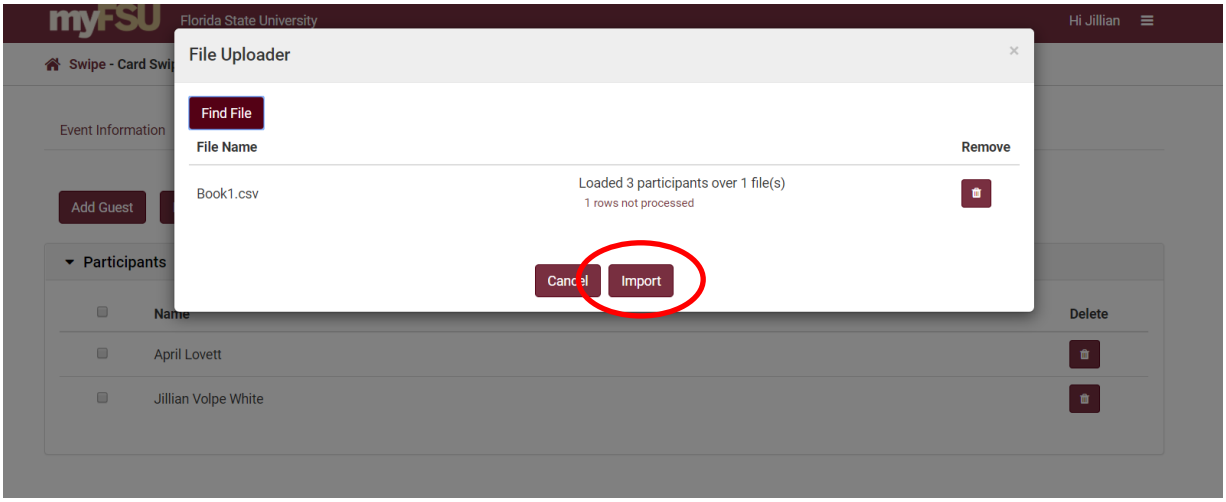


The card swipe app will confirm the number of participants loaded from the selected file or files and also indicate how many rows could not be processed.

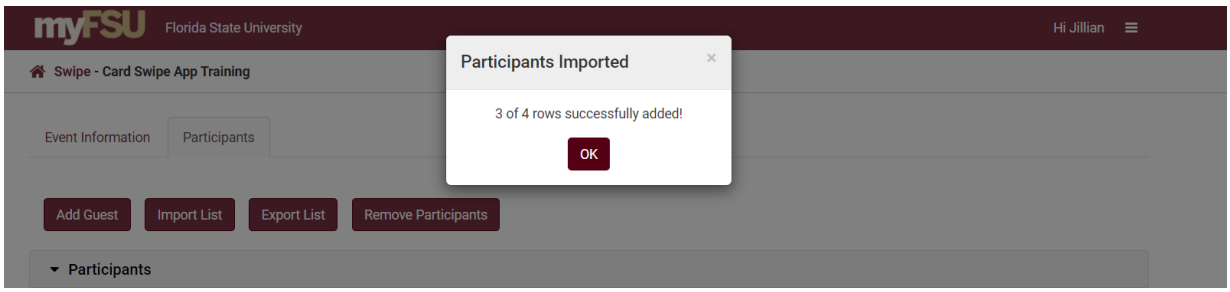


IMPORT A PARTICIPANT LIST (CONTINUED)

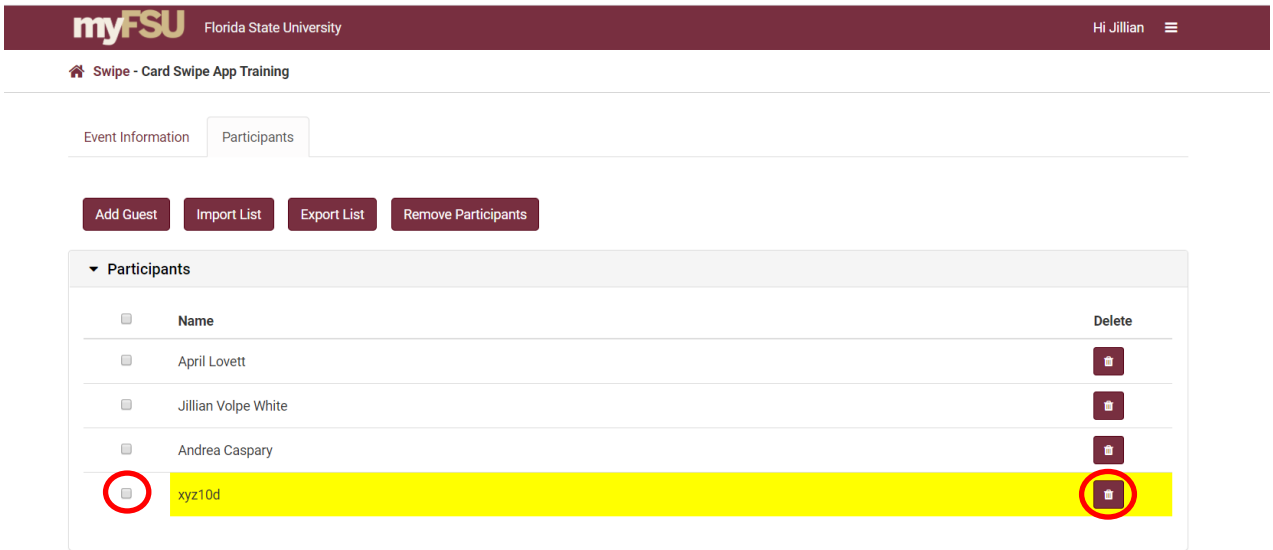
Confirm the participants will be added to the event by clicking **Import**. .



The card swipe app will confirm the number of participants successfully added.



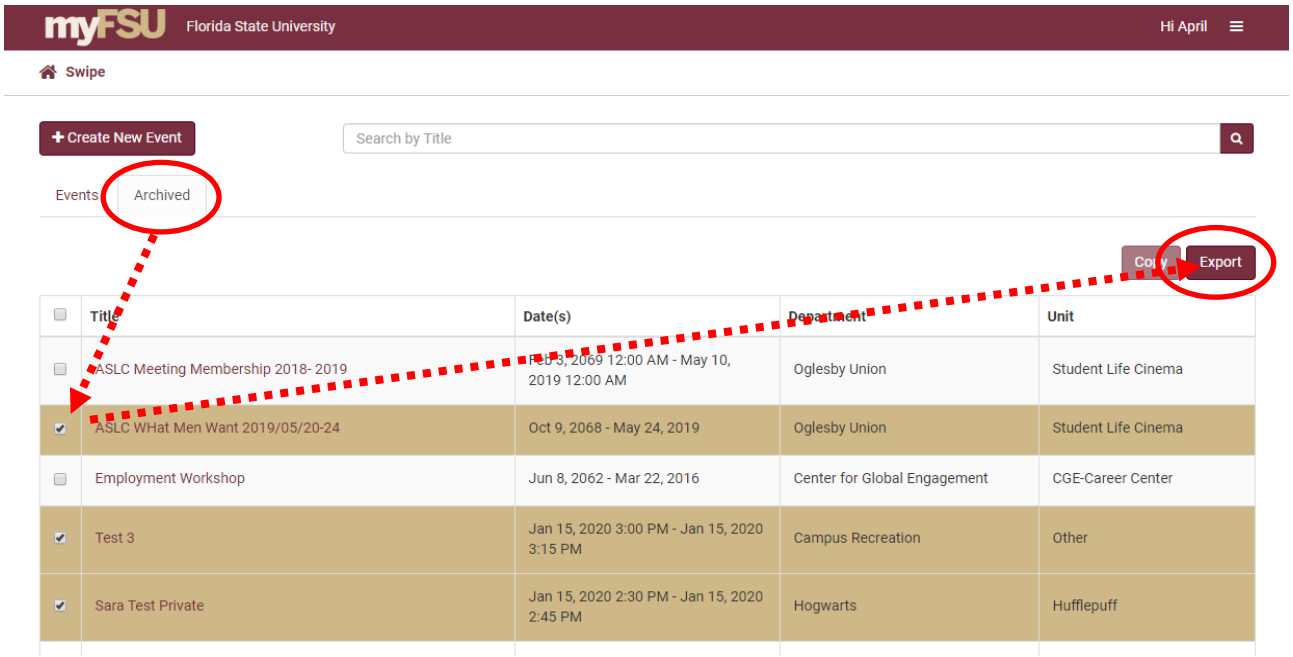
Participants who could not be added because the FSUID is incorrect will be highlighted in yellow.



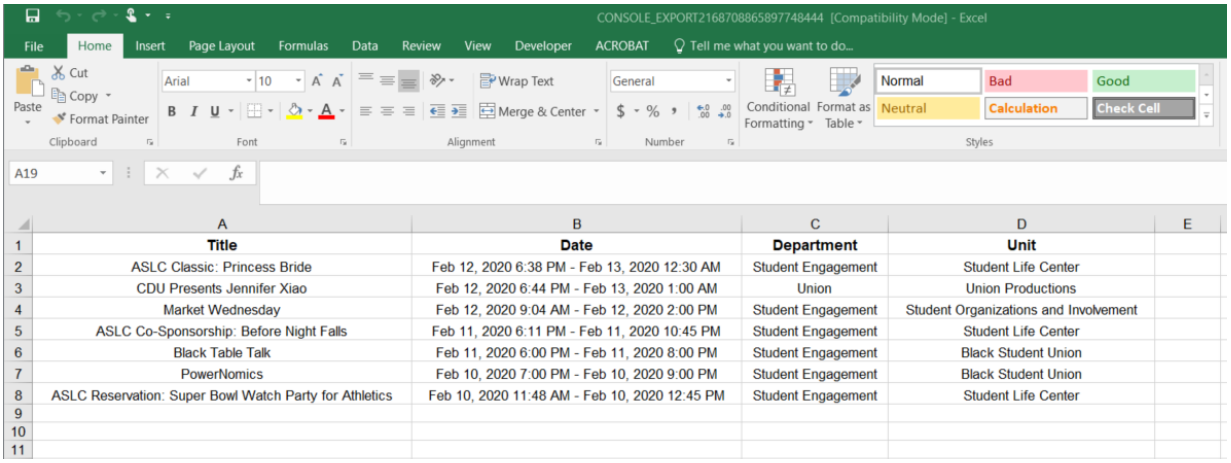
Remove rows highlighted in yellow by checking the box(es) next to the name(s) and clicking **Remove Participants** or by using the delete icon. Once the FSUIDs have been corrected, import another spreadsheet.

EXPORT EVENTS

Power Users can export lists of events. Once the event end time has passed, go to the **Archived** tab. Check the box to the left of the event or events you are exporting. The row will turn gold. Once you have highlighted all the events you want to export, click the **Export** button.



Files export as Excel spreadsheets and include events, dates, departments, and units. To access lists of participants by event, see the next page.

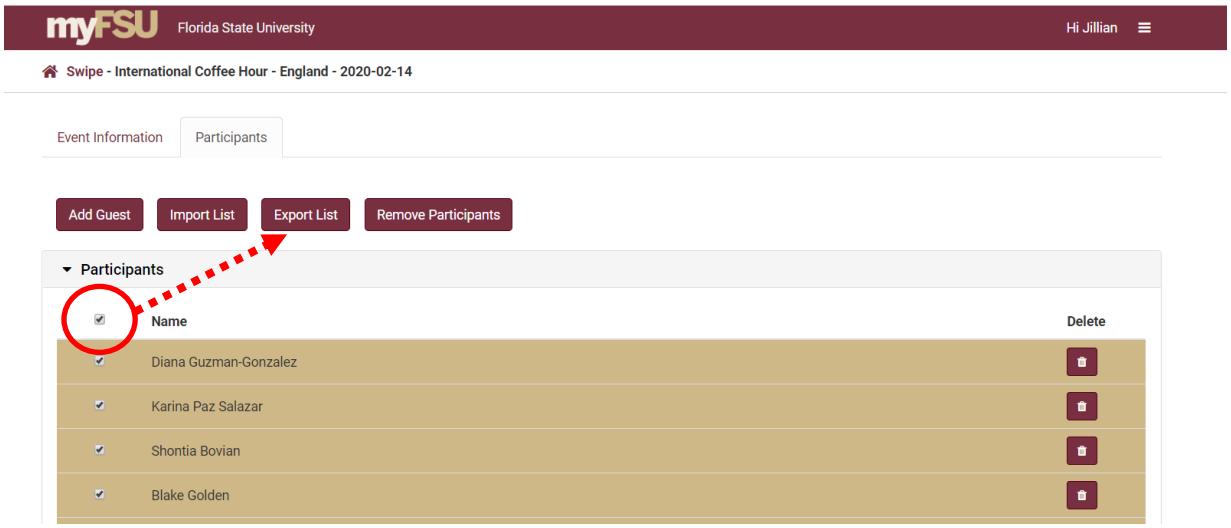


	A	B	C	D	E
1	Title	Date	Department	Unit	
2	ASLC Classic: Princess Bride	Feb 12, 2020 6:38 PM - Feb 13, 2020 12:30 AM	Student Engagement	Student Life Center	
3	CDU Presents Jennifer Xiao	Feb 12, 2020 6:44 PM - Feb 13, 2020 1:00 AM	Union	Union Productions	
4	Market Wednesday	Feb 12, 2020 9:04 AM - Feb 12, 2020 2:00 PM	Student Engagement	Student Organizations and Involvement	
5	ASLC Co-Sponsorship: Before Night Falls	Feb 11, 2020 6:11 PM - Feb 11, 2020 10:45 PM	Student Engagement	Student Life Center	
6	Black Table Talk	Feb 11, 2020 6:00 PM - Feb 11, 2020 8:00 PM	Student Engagement	Black Student Union	
7	PowerNomics	Feb 10, 2020 7:00 PM - Feb 10, 2020 9:00 PM	Student Engagement	Black Student Union	
8	ASLC Reservation: Super Bowl Watch Party for Athletics	Feb 10, 2020 11:48 AM - Feb 10, 2020 12:45 PM	Student Engagement	Student Life Center	
9					
10					
11					

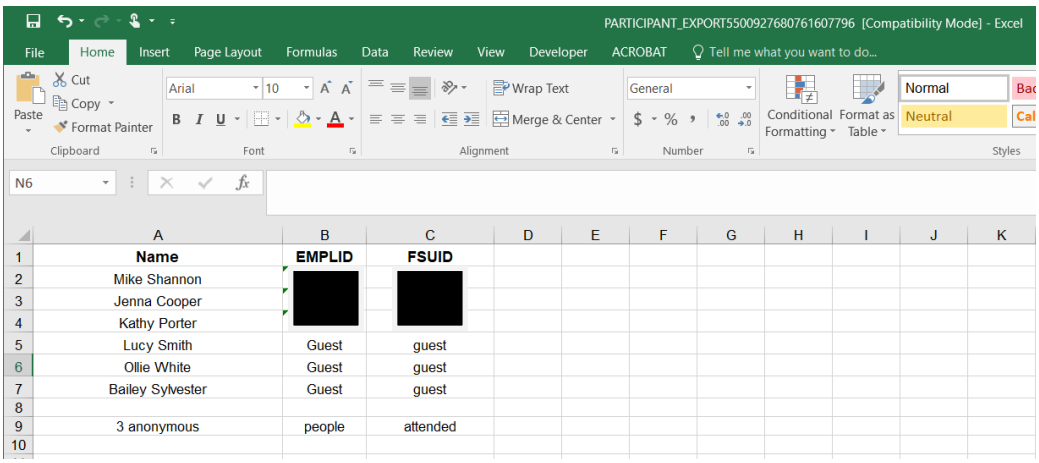
EXPORT PARTICIPANT LIST

Power Users can export lists of participants from events. Once the event end time has passed, go to the **Archived** tab. Open the event by clicking on the event title. The click the **Participants** tab.

From the Participants tab, select individual participants by checking the box next to their name. To select all participants, check the box at the top of the list (circled below). Then click **Export**.

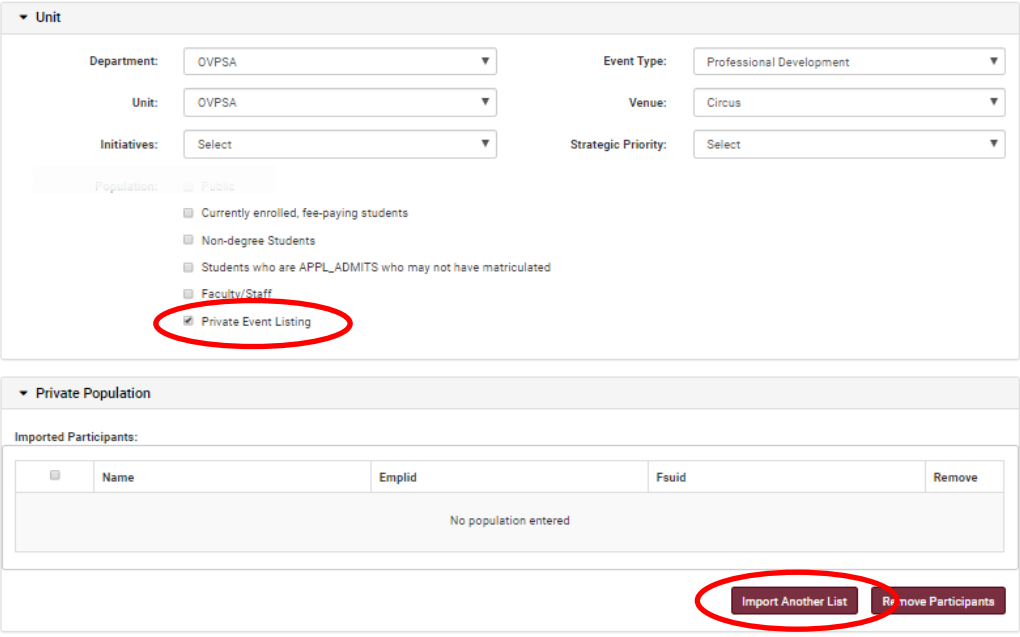


Files export as Excel spreadsheets and include the name, EMPLID, and FSUID for participants. Guest entries include the name as entered into the card swipe app form with 'guest' in place of an ID. Anonymous participants appear as a count.

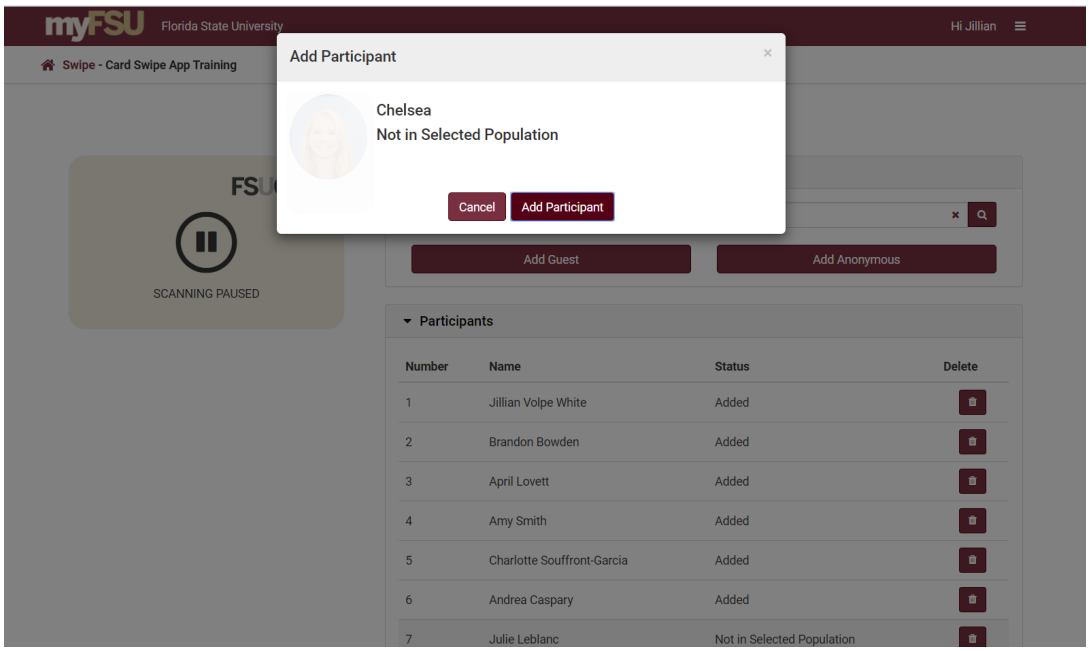


PRIVATE EVENTS

When creating an event, the population **Private Event Listing** allows you to import a list of FSUIDs to create a guest list in advance. Importing a list for a Private Event works the same as importing a list to other events (see pages 16—17). This may work well for events that require pre-registration or events limited to people with membership in an organization.



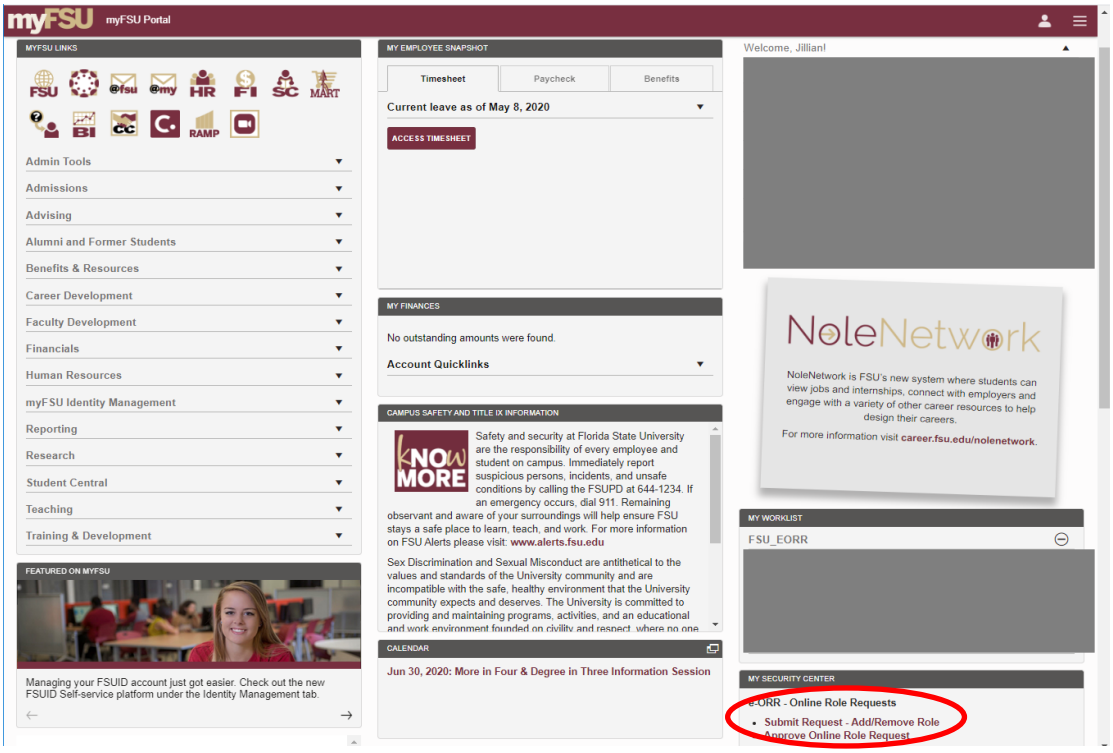
Collecting data for private events is similar to other events. The primary difference is when someone who is not on the pre-registered list scans their card, the scan page will indicate **Not in Selected Population**. People can still be added to the event, and under status it will indicate they are Not in Selected Population.



When exporting the data, you can download a list of attendees, but the app cannot compare the attendance to those on the guest list. This could be accomplished using a VLOOKUP formula in Excel.

E-ORR ONLINE ROLE REQUEST

Card Swipe App data is accessed through Business Intelligence (BI). Full time staff can be granted access to the data in BI. Request access through e-ORR - Online Role Requests (under My Security Center in the myFSU Portal).



Only Power Users and Super Users should access data in BI; Users cannot access data in BI.

Follow the prompts, and select the following:

1. Search for the person who needs access by employee ID, first name, or last name.

2. Click on the name of the staff member.

3. Under 'Select the Application' select 'Student OBI' and 'Add.'

4. Under 'Select types of Roles for Campus Solutions Application' select 'Both.'

5. Check the following roles:

    FSU_OBI_STU_LOGIN

    FSU_OBI_STU_DSA_DB

    FSU_OBI_STU_DSA_EVENTS_DB

6. Choose a Reason for Request, provide a Justification (typically job duties), and Submit.

7. The request will route first to the supervisor and then to the role approvers.

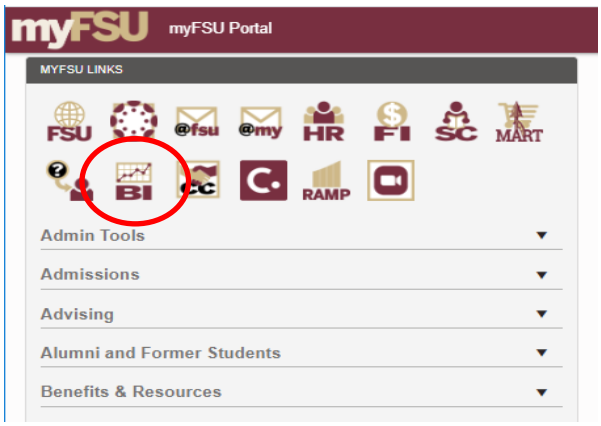
Once role approvals have been granted, see the following section for how to access data.

BUSINESS INTELLIGENCE

Card Swipe App data is accessed through Business Intelligence. First, request a role through E-ORR online role request (see page 23)

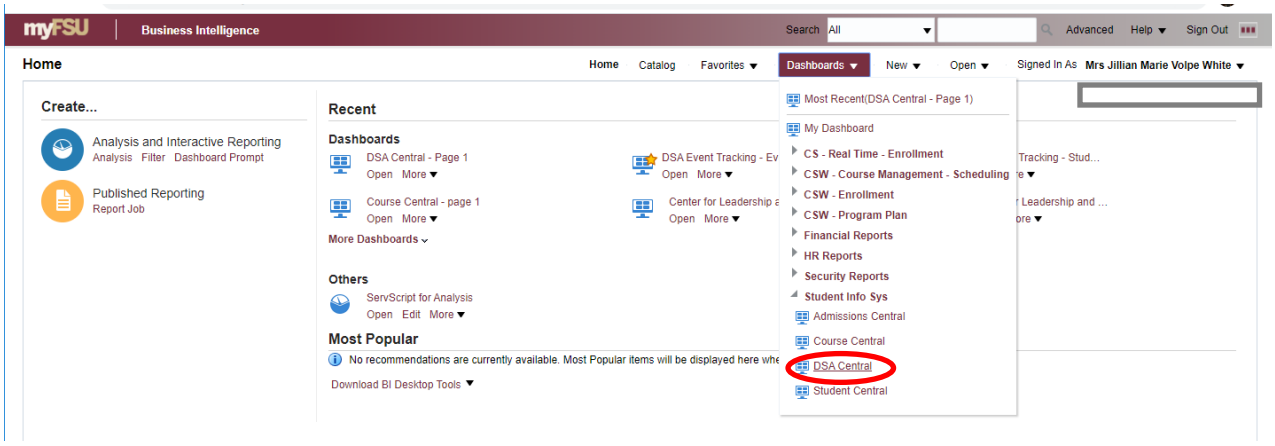
The data in the Card Swipe App has row level security (see page 6) which means people can only access data for which they have Department and Unit access.

BI can be access from the myFSU Portal.

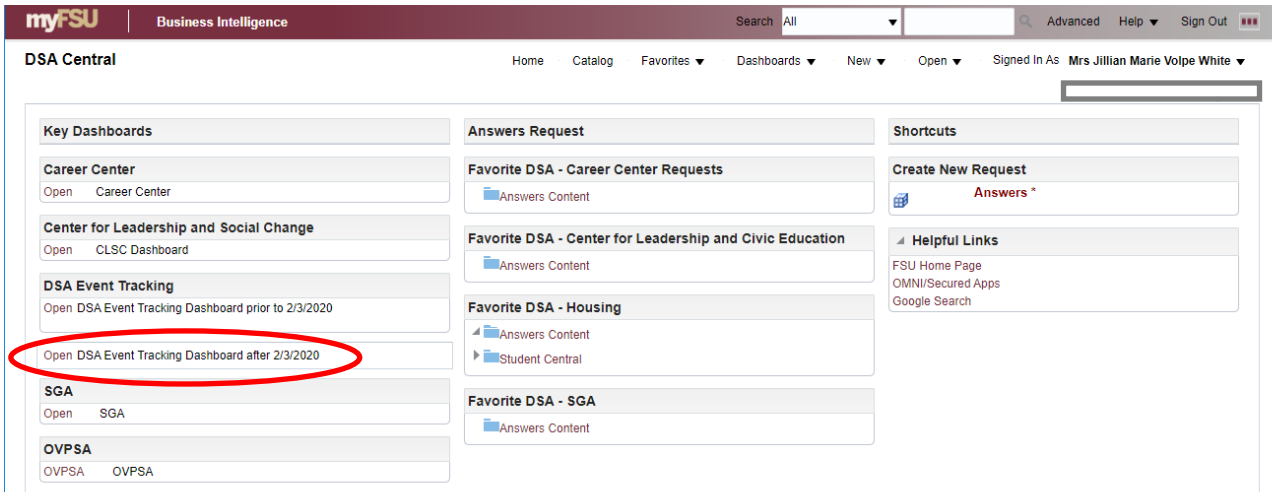


NAVIGATING TO THE EVENT TRACKING DASHBOARD

From the Dashboard dropdown, select 'Student Info Sys' and then 'DSA Central.'

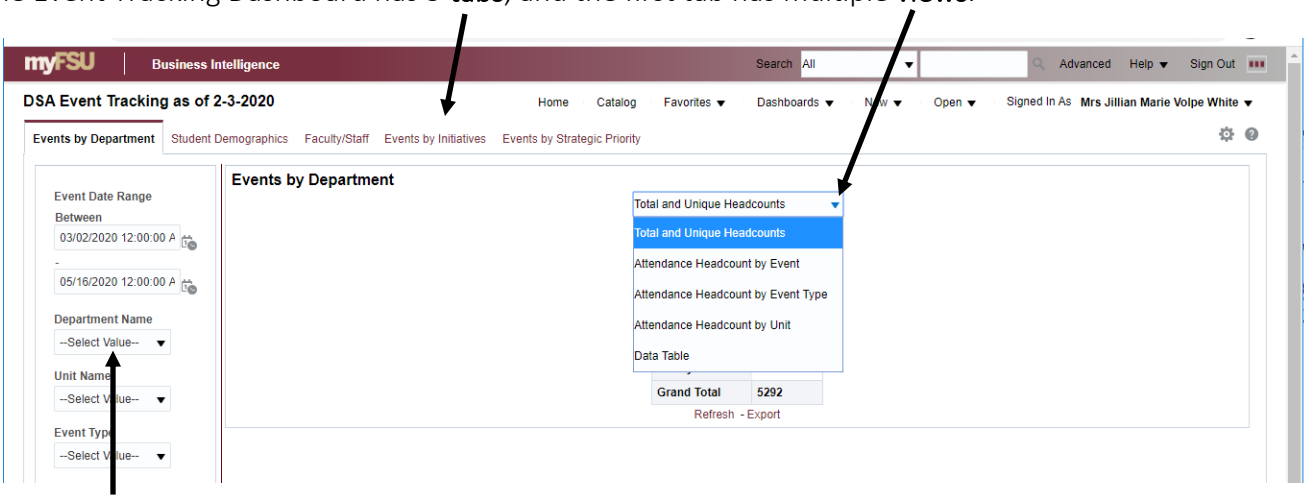


Next, choose the dashboard 'DSA Event Tracking Dashboard after 2/3/2020.'

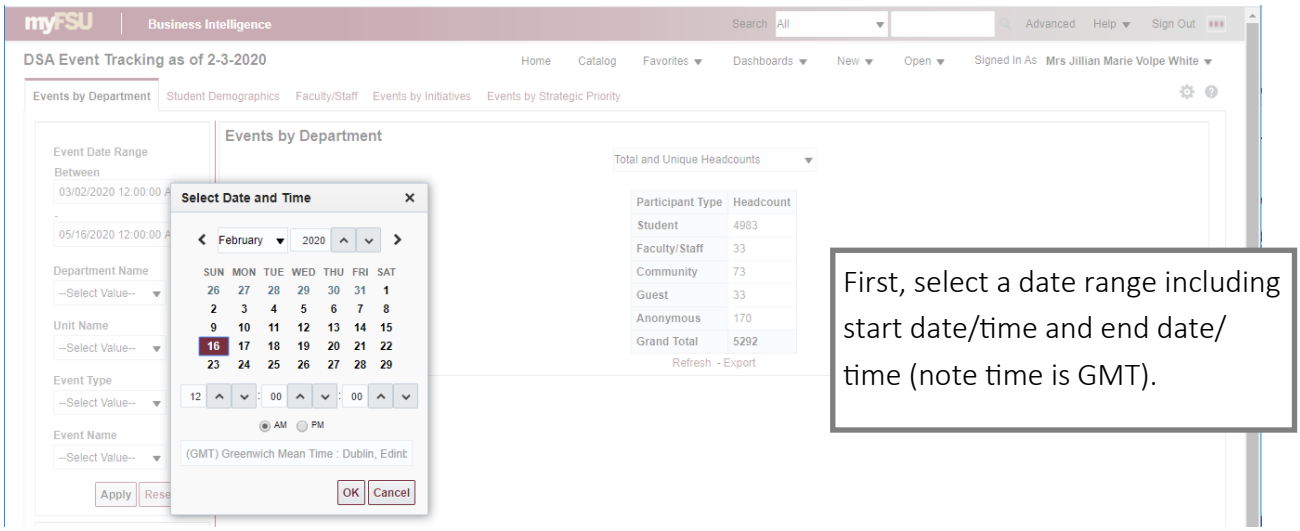


FILTERING DATA IN REPORTS

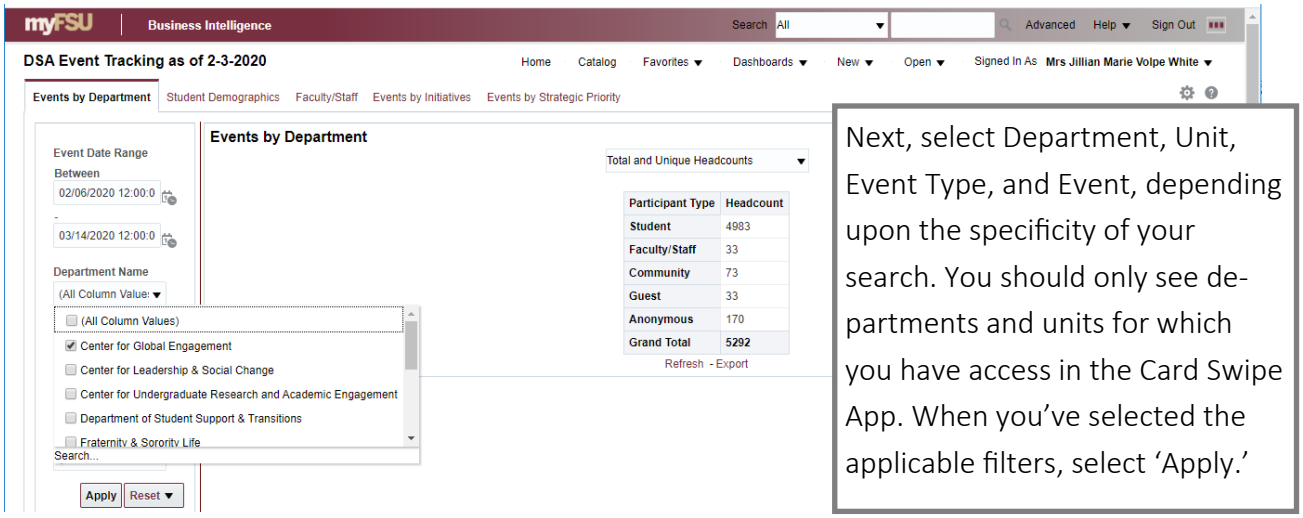
The Event Tracking Dashboard has 5 **tabs**, and the first tab has multiple **views**.



The **filters** on the left side of the page allow you to narrow the event information. Select the filters in the order they are listed; each filter depends upon the one above it to narrow criteria. For example, if you select a department, only the units for that department will be available.



First, select a date range including start date/time and end date/time (note time is GMT).



Next, select Department, Unit, Event Type, and Event, depending upon the specificity of your search. You should only see departments and units for which you have access in the Card Swipe App. When you've selected the applicable filters, select 'Apply.'

EVENTS BY DEPARTMENT

Attendance Headcount by Event: Lists each event and provides a headcount

Events by Department | Student Demographics | Faculty/Staff | Events by Initiatives | Events by Strategic Priority

Event Date Range
Between
02/04/2020 12:00:0
-
05/18/2020 12:00:0

Department Name
Center for Global I

Unit Name
Black Student Uni

Event Type
Comedy;Concert;F

Event Name
(All Column Value:

Apply | Reset

Events by Department

Attendance Headcount by Event

				Headcount					
Department Name	Event Title	Anonymous Event	Open Date	Student	Faculty/Staff	Community	Guest	Anonymous	Headcount Total
Center for Global Engagement	Global Cafe - Dominican Republic - 2020-02-28	N	2/28/2020	115	19	5	2		141
	Global Cafe- Italy- 2020-02-07	N	2/7/2020	135	39	14			188
	International Bazaar - 2020-02-15	N	2/15/2020	486	34	27	235		782
	International Coffe Hour - Puerto Rico - 2020-02-07	N	2/7/2020	251	8	8	5		272
	International Coffee Hour - Belgium - 2020-02-21	N	2/21/2020	167	7	4	6		184
	International Coffee Hour - England - 2020-02-14	N	2/14/2020	130	10	8	7		155
	International Coffee Hour - Iran - 2020-03-06	N	3/6/2020	162	7	3	3		175
	International Coffee Hour - Peru - 2020-02-28	N	2/28/2020	168	11	8	5		192
Fraternity & Sorority Life	IFC New Member Academy	N	2/10/2020	29					29
			2/17/2020	29					29
			2/24/2020	29					29
			3/2/2020	22					22

Attendance Headcount by Event Type: Groups events by type and provides a headcount

Events by Department | Student Demographics | Faculty/Staff | Events by Initiatives | Events by Strategic Priority

Event Date Range
Between
02/04/2020 12:00:0
-
05/18/2020 12:00:0

Department Name
Center for Global I

Unit Name
Black Student Uni

Event Type
Comedy;Concert;F

Event Name
(All Column Value:

Apply | Reset

Events by Department

Attendance Headcount by Event Type

		Headcount					Total Attendance
Department Name	Event Type Name	Student	Faculty/Staff	Community	Guest	Anonymous	
Center for Global Engagement	Global Café	250	58	19	2		329
	Intl Bazaar	486	34	27	235		782
	Intl Coffee Hour	878	43	31	26		978
Fraternity & Sorority Life	Training/Workshop	109					109
Student Engagement	Fundraiser	933		1	4		938
	Open Mic Night/Talent Show	43		1		12	56
	Professional Development	62	1		10	35	108
Union	Comedy	155		6			161
	Concert	531	2	20			553
	Special Events	380	2	1			383
Grand Total		3827	140	106	277	47	4397

Refresh - Export

Attendance Headcount by Unit: Groups events by unit and provides a headcount

Events by Department | Student Demographics | Faculty/Staff | Events by Initiatives | Events by Strategic Priority

Event Date Range
Between
02/04/2020 12:00:0
-
05/18/2020 12:00:0

Department Name
Center for Global I

Unit Name
Black Student Uni

Event Type
Comedy;Concert;F

Events by Department

Attendance Headcount by Unit

		Headcount					Total Attendance
Department Name	Unit Name	Student	Faculty/Staff	Community	Guest	Anonymous	
Center for Global Engagement	CGE Programs	1614	135	77	263		2089
Fraternity & Sorority Life	Interfraternity council	109					109
Student Engagement	Black Student Union	105	1	1	10	47	164
	Dance Marathon	933		1	4		938
Union	Union Productions	1066	4	27			1097
Grand Total		3827	140	106	277	47	4397

Refresh - Export

EVENTS BY DEPARTMENT (CONTINUED)

The Data Table provides the most comprehensive event data. Each column in the report is explained below.

Events by Department

Data Table

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Department Name	Unit Name	Event Type Name	Event Title	Anonymous Event	Open Date	Participant Type	Emplid/Id	Unit Id	Fsuid	Last Name	First Name	Email	Scan Status	Headcount	Term
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Student		STU					BAD		2201
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Student		STU					GOOD		2201
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Student		STU					BAD		2201
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Student		STU					BAD		2201
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Community		OTHER					BAD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Community		OTHER					BAD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Community		OTHER					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Guest		GUES					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Guest		GUES					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					BAD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					GOOD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Faculty/Staff		FAC/STA					BAD		NA
Office of the Vice President for Student Affairs	OVPSA	Meeting	Card Swipe App Training	N	2/15/2020	Anonymous		ANONY					ERR		NA

Several columns (department—1, unit—2, event type—3, event title—4, and open date—6) are determined when an event is created through the Card Swipe App.

Anonymous Event (5): a yes/no to indicate whether the event was fully anonymous

Participant Type (7 & 9): Student, Faculty/Staff, Community/Other, Guest, or Anonymous

- Students: Anyone enrolled in classes, full or part, degree seeking or non-degree
- Faculty/Staff: Current faculty and staff members
- Community/Other: People who have an FSUID but are not currently students, faculty, or staff; most include alumni/past graduates
- Guest: Selected at time of sign-in; will include an email if they provide one at check in
- Anonymous: Selected at time of check-in; indicates attendance without identification

EMPLID (8): Employee ID that is unique to all students, faculty, and staff; guest or anonymous entries are assigned a sequential number in this place

FSUID (10): Unique to all students, faculty, and staff

Last Name and First Name (11 & 12): For students, faculty/staff, and community, this is generated by Campus Solutions; for guests, this is self-entry

Email (13): Generated by Campus Solutions

Scan Status (14): For private events, 'Good' = on the preloaded event list, 'Bad' = not on the preloaded list but admitted; 'ERR' shows up for all anonymous attendees

Headcount (15): Used by BI to tabulate totals in reports; for students, faculty, staff, and community, this corresponds to EMPLID; for guests and anonymous participants, this is generated by the app

Term (16): Term of current enrollment for students; N/A for others

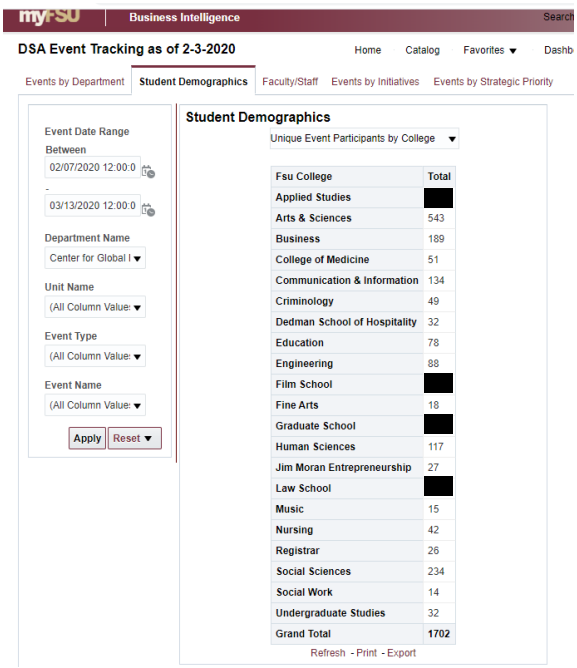
STUDENT DEMOGRAPHICS

When moving between tabs, the filters from the previous tab will be applied.

The four views on the Student Demographics tab filter by student participants. The views allow you to look at demographics in aggregate for one event or a series of events. The four views include 1) students by college, 2) international or domestic students, 3) students by gender and race/ethnicity, and 4) students by level.

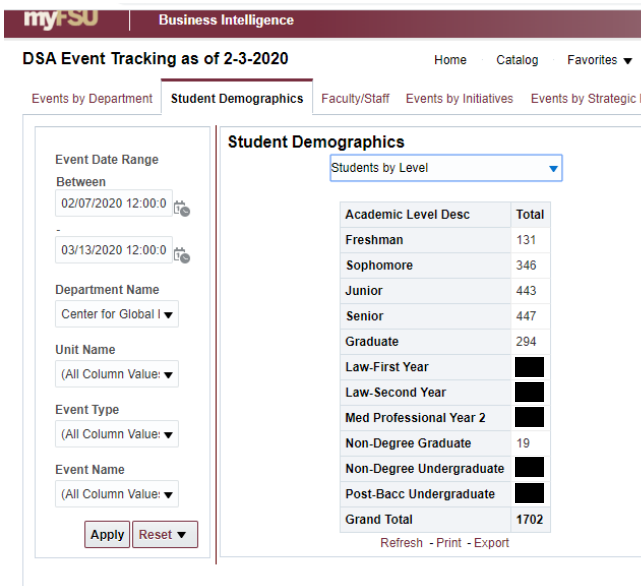
When reporting demographics, any cells with fewer than 10 should be redacted.

1



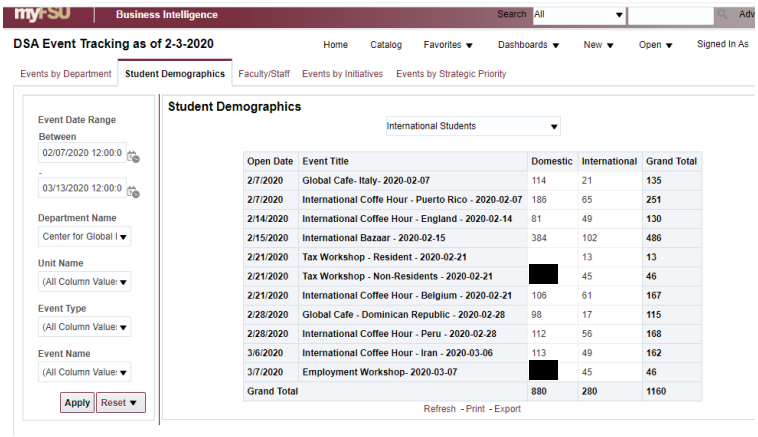
Fsu College	Total
Applied Studies	[redacted]
Arts & Sciences	543
Business	189
College of Medicine	51
Communication & Information	134
Criminology	49
Dedman School of Hospitality	32
Education	78
Engineering	88
Film School	[redacted]
Fine Arts	18
Graduate School	[redacted]
Human Sciences	117
Jim Moran Entrepreneurship	27
Law School	[redacted]
Music	15
Nursing	42
Registrar	26
Social Sciences	234
Social Work	14
Undergraduate Studies	32
Grand Total	1702

4



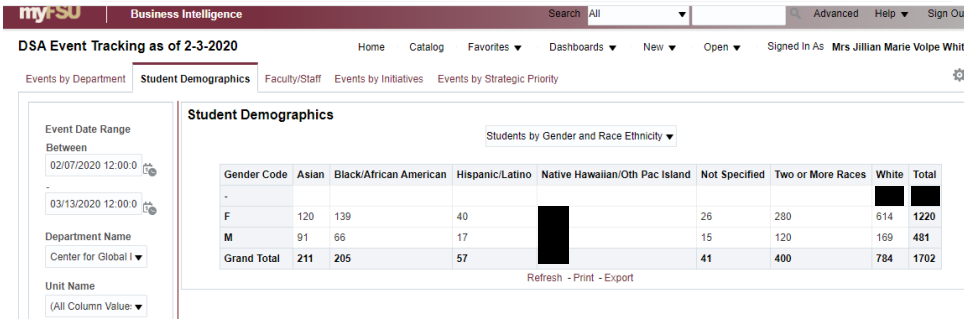
Academic Level Desc	Total
Freshman	131
Sophomore	346
Junior	443
Senior	447
Graduate	294
Law-First Year	[redacted]
Law-Second Year	[redacted]
Med Professional Year 2	[redacted]
Non-Degree Graduate	19
Non-Degree Undergraduate	[redacted]
Post-Bacc Undergraduate	[redacted]
Grand Total	1702

2



Open Date	Event Title	Domestic	International	Grand Total
2/7/2020	Global Cafe- Italy- 2020-02-07	114	21	135
2/7/2020	International Coffe Hour - Puerto Rico - 2020-02-07	186	65	251
2/14/2020	International Coffee Hour - England - 2020-02-14	81	49	130
2/15/2020	International Bazaar - 2020-02-15	384	102	486
2/21/2020	Tax Workshop - Resident - 2020-02-21		13	13
2/21/2020	Tax Workshop - Non-Residents - 2020-02-21	[redacted]	45	46
2/21/2020	International Coffee Hour - Belgium - 2020-02-21	106	61	167
2/28/2020	Global Cafe - Dominican Republic - 2020-02-28	98	17	115
2/28/2020	International Coffee Hour - Peru - 2020-02-28	112	56	168
3/6/2020	International Coffee Hour - Iran - 2020-03-06	113	49	162
3/7/2020	Employment Workshop- 2020-03-07	[redacted]	45	46
Grand Total		880	280	1160

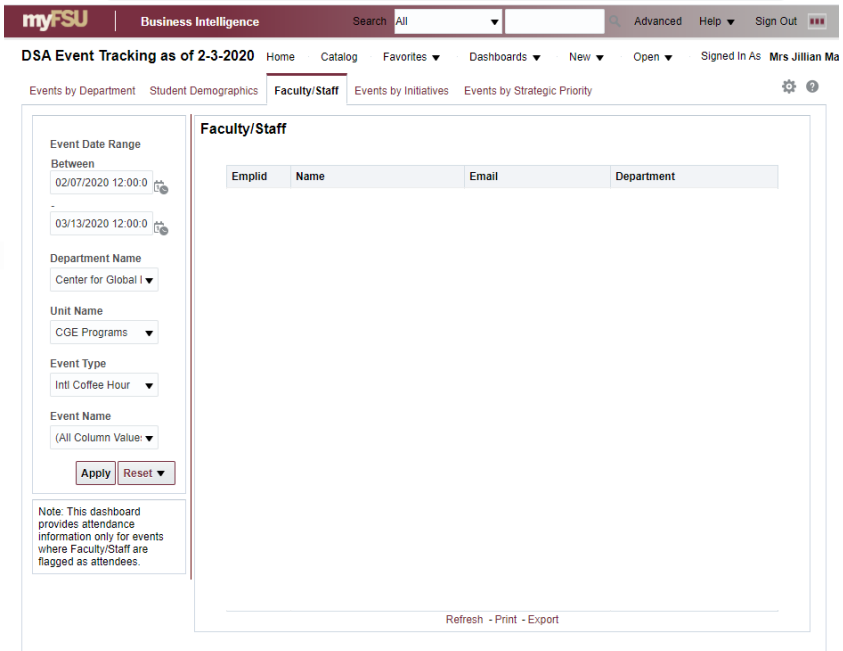
3



Gender Code	Asian	Black/African American	Hispanic/Latino	Native Hawaiian/Oth Pac Island	Not Specified	Two or More Races	White	Total
-							[redacted]	[redacted]
F	120	139	40	[redacted]	26	280	614	1220
M	91	66	17	[redacted]	15	120	169	481
Grand Total	211	205	57	[redacted]	41	400	784	1702

FACULTY/STAFF

The Faculty/Staff tab provides a list of faculty and staff attendees including employee ID, name, FSU email, and department.

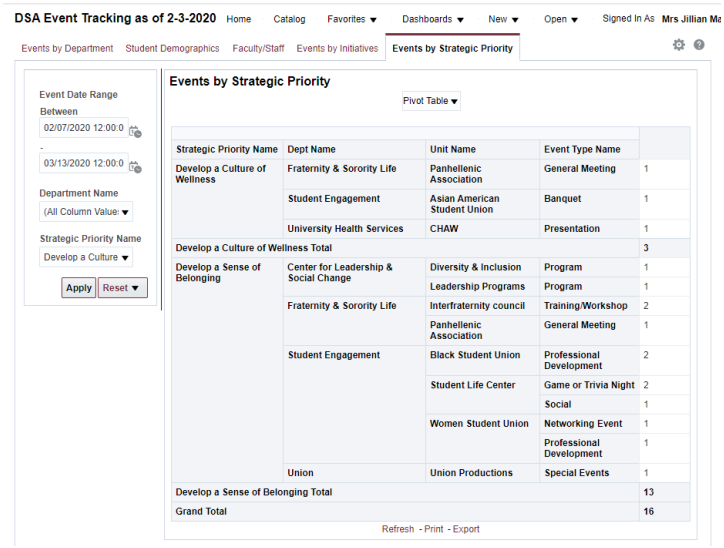


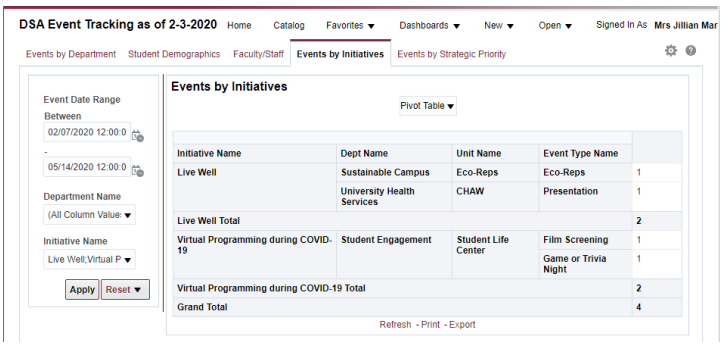
EVENTS BY INITIATIVE & EVENTS BY STRATEGIC PRIORITY

These tabs display details regarding events, not individuals.

Initiatives are cross-department or campus-wide and may include things like Live Well, Critical Thinking, Homecoming, Family Weekend, etc. Strategic Priorities can be university-wide, division-wide, or departmental. To add to the list of initiatives or strategic priorities, contact the DSA Strategic Planning & Assessment team.

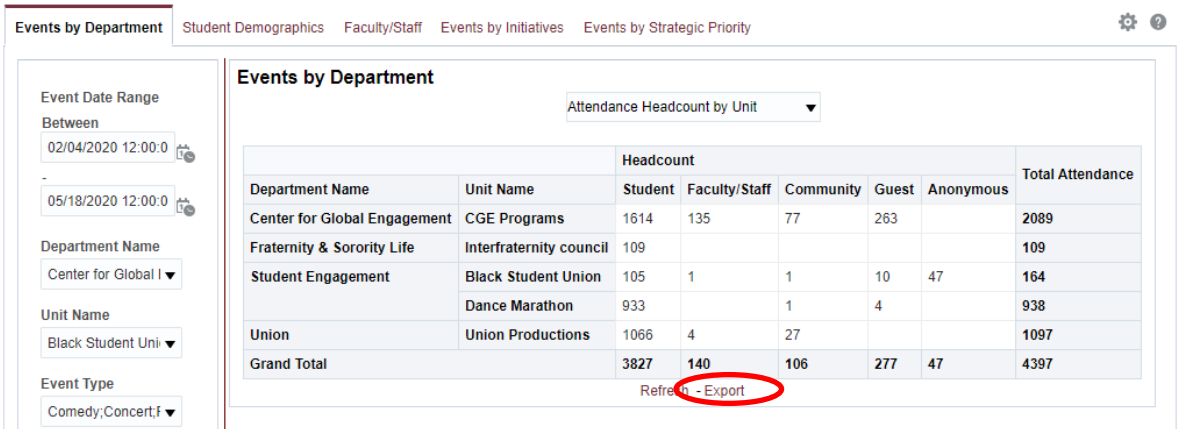
Use these tabs to find events associated with specific initiatives or priorities, then use Events by Department or Student Demographics to find out the number of attendees or attendee demographics.





UTILIZING REPORTS

The tables in BI are a good place to begin analysis. Reports can be exported for additional analysis and reporting.



		Headcount					Total Attendance
Department Name	Unit Name	Student	Faculty/Staff	Community	Guest	Anonymous	
Center for Global Engagement	CGE Programs	1614	135	77	263		2089
Fraternity & Sorority Life	Interfraternity council	109					109
Student Engagement	Black Student Union	105	1	1	10	47	164
	Dance Marathon	933		1	4		938
Union	Union Productions	1066	4	27			1097
Grand Total		3827	140	106	277	47	4397

UTILIZING DATA

⇒ Student data is protected by the Family Educational Rights and Privacy Act (FERPA). Refer to the FERPA website for guidance regarding student data: https://registrar.fsu.edu/records/ferpa/

⇒ Having access to student emails may make it easier to contact students following an event or service to market programs or send a follow up survey. Students are inundated by emails and surveys. To avoid survey fatigue, staff and faculty should be judicious regarding outreach.

- ⇒ Marketing outreach: In one example of good practice, the Center for Global Engagement maintains a roster of program attendees. Using a VLOOKUP formula in Excel to cross check participant lists from the card swipe app, they ensure each attendee receives only one invitation to join their listserv.
- ⇒ Surveys: Consider the type of data required and if there is another way to access the information or if only a portion of the attendees should be contacted. The Strategic Planning & Assessment team can support departments in developing an assessment plan or a questionnaire, if this is the best tool.