

Preparing Your Booth in CampusGroups

The Choices Fair will kick-off with live virtual hours on Friday. All booth information will remain available for students to review department and program materials throughout the following week. There is also a helpful video tutorial you can review:

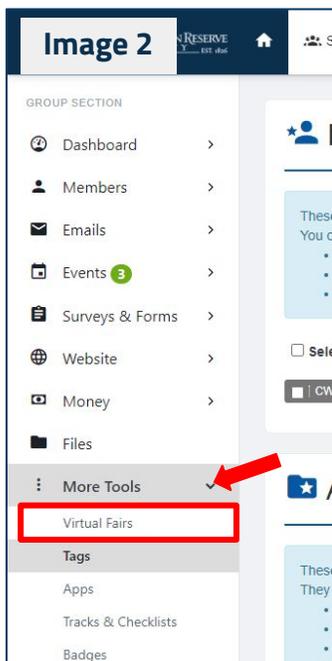
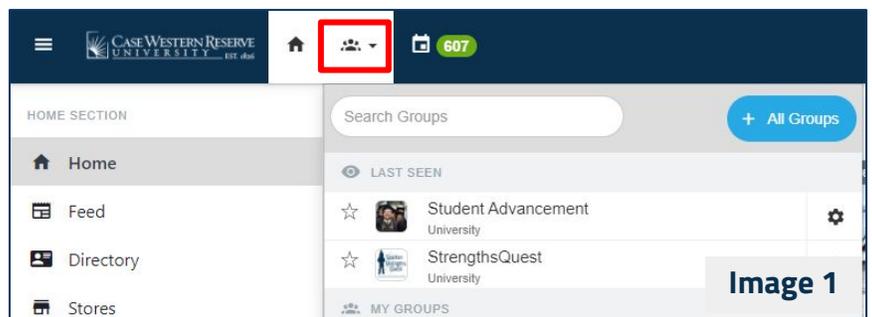
<https://vimeo.com/437515063/578cd33000>.

UPDATING AND ACCESSING YOUR BOOTH

Departments already have booths in CampusGroups. To access your booth, login to community.case.edu with the "CWRU Single Sign-On." If you experience any problems logging in or accessing your group and virtual fair booth, email campusgroups@case.edu and include your name, group name and a description of the problem, including error text or a screenshot if applicable. If you do not have a booth, contact choices@case.edu.

1) Accessing Your Group Page:

- From the top panel, click on the groups icon (outlined in red on Image 1)
- Your group may display in "My Groups", if not you can search for your group.



2) Accessing the Virtual Fair:

- Once within the group, on the left side panel, click the dropdown arrow next to "More Tools," then select "Virtual Fairs." (Image 2)

3) Accessing Your Booth:

- When the virtual fair screen displays, you should see a listing for the Choices Fair. To access your booth, click the "Booth Setting" button on the far right (see below - Image 3).



4) Adding Content:

Departments who have previously hosted booths in CampusGroups have had their copied to their current booth. Please review these materials to ensure fair attendees can get to know about your program through the added content. You do not need to fill every field, but should ensure you have enough text, pictures and links to help attendees learn about your program even before they start asking questions. Content can be added to basic settings, group suggestions, add more photos, add more videos, and add links. We highly encourage booth participants to consider uploading a brief introduction video to their booth, especially if they are unable to participate in the live hours.

FAIR ADMIN ONLY

- Your booth will be assigned to a zone for the Choices Fair by fair administrators. You can only be located in one zone within the fair.

LIST YOUR BOOTH IN THE FAIR

- When you are satisfied with your content, and before the fair opens, you will need to *activate* your booth.

BASIC SETTINGS

- Add a **slogan**, share what you're all about.
- **Present your group is a few words** by adding a brief description or introduction.
- Add a **main photo** that will be displayed as an identifier to booth attendees.
 - A note about photos: When adding pictures to your booth, avoid using graphics with overlaid text as it may not work as expected with the booth layout, and will be inaccessible to low-vision users. If you do include an image with text on it, the same text should also be included in the booth description.
- Consider adding a **video link** to provide attendees with a personal introduction to your program. (We highly encourage uploading a video if you will not be available for live hours).
- Upload **documents** like program plans of study, events, and more.
 - If you decide to upload documents directly to your booth, make sure they are PDFs with a small file size (less than 1-2mb). Not all attendees will have fast/unlimited internet or the ability to open specialized file types.
 - We encourage promoting follow-up events during the Choices Fair and having these materials posted. If you have events that you would like to be shared with students throughout the semester please consider submitting to our Student Success newsletters using this form: bit.ly/fyi-thrivenews.
- Ensure the **display "I'm interested button"** is marked as yes, this will allow you to capture attendees who may be interested in your program.

GROUP SUGGESTIONS

- You do not need to select anything within this area unless you would like to do so.

STUDENT ADVANCEMENT

ADD MORE PHOTOS, VIDEOS, AND LINKS

- Considering adding photos, videos, and web links that allow students to learn more about your programs, research, and campus engagement.
- With each photo upload you will also need to add a photo comment/description.
- When adding videos, be mindful of adding captioning, transcripts, and other considerations to make content accessible to all attendees.

5) Deciding How You Want to Communicate:

CHAT

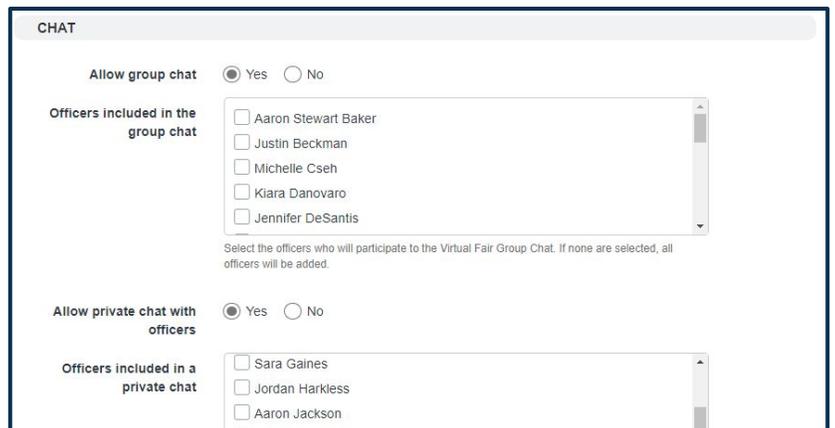
Use the “Chat” settings to choose how your booth staff will interact with attendees during the fair. You can use one of the following chat options, both, or neither - as well as selecting which officers will be involved in which kinds of chat.

- **Group Chat** is a single room where all participants can see all messages sent during the fair - great for general Q&A.
- **1-on-1 Chat** is assigned on a rotating basis with interested students. If you do not choose specific officers for 1-on-1 chat, attendees will be able to select a specific officer to chat with.
- **Private Chat** is for officers to communicate via chat with one another during the fair.

NOTE:

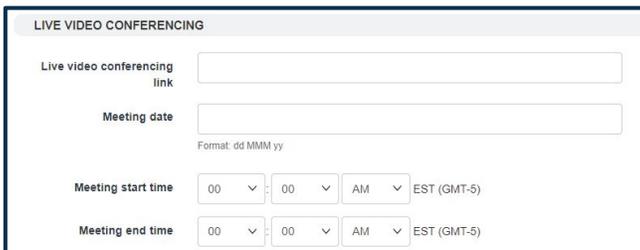
Review your list of **officers**.

If you are missing individuals who need to have access to manage your booth or participate in the fair, you can submit their information to have them added to the update form or contact choicesfair@case.edu.



The screenshot shows the 'CHAT' settings interface. It includes two sections: 'Allow group chat' and 'Allow private chat with officers'. Each section has a radio button for 'Yes' (selected) and 'No'. Below each section is a list of officers with checkboxes to select them for participation. The group chat list includes Aaron Stewart Baker, Justin Beckman, Michelle Cseh, Kiara Danovaro, and Jennifer DeSantis. The private chat list includes Sara Gaines, Jordan Harkless, and Aaron Jackson. A note states: 'Select the officers who will participate to the Virtual Fair Group Chat. If none are selected, all officers will be added.'

6) Add a Live Video Conferencing Link



The screenshot shows the 'LIVE VIDEO CONFERENCING' form. It includes fields for 'Live video conferencing link', 'Meeting date' (with a format of dd MMM yy), 'Meeting start time' (with dropdowns for hours, minutes, AM/PM, and a time zone of EST (GMT-5)), and 'Meeting end time' (with similar dropdowns and time zone).

1. Create a live video conferencing link using Zoom.
2. Copy and paste the link into the booth settings
3. Add the date, start time, and end time of the video conference. The link will be prominently displayed next to your booth, along with “live” status indications.

7) Remember to Activate Your Booth

When you're ready, make sure to select "Yes" next to "Activate Booth" in order for it to show up in the fair.

LIST YOUR BOOTH IN THE FAIR

Activate Yes No

DURING THE FAIR

Your officers should be online and ready to engage fair attendees by participating in the chats or the live video conference during the advertised "live hours." We recommend waiting in your Zoom room during the fair and preparing and planning for multiple visitors at a time.

AFTER THE FAIR

After the fair, you can download a list of the attendees who expressed interest in your group using the following steps:

1. Log in to community.case.edu and navigate to your group.
2. On the left sidebar, click "Members".
3. Use the first dropdown over the members list to filter down to "Contacts".
4. Use the fourth dropdown to filter to the "Member Tag" that matches the name of the fair.
5. Check the box on the left to select some (or all) of the resulting list.
6. Click the gray "Generate Report" button on the top left to download the list as a CSV file that can then be opened in Excel.

STILL HAVE QUESTIONS?

General info about CampusGroups at CWRU: <https://case.edu/studentlife/services/campusgroups>
Official CampusGroups help site: <https://help.campusgroups.com/en/>

For general questions about your virtual fair booth (i.e. how it should be set up, when are the "live" times, etc.), contact the choicesfair@case.edu. For technical issues or questions about CampusGroups that are not related to a specific virtual fair, contact CWRU CampusGroups Support at campusgroups@case.edu.