

# University of Windsor Senate

## Elections Website – The “How To”

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# Senate Election/ Voting

*The University of Windsor Senate Bylaw 1 sets the procedures and for Senate elections.*

*The University of Windsor Senate Bylaw 2 sets the Rules of Order for Motions, Debate and voting.*

**Elections**

**Meeting Voting**

**1) Secret Ballot**

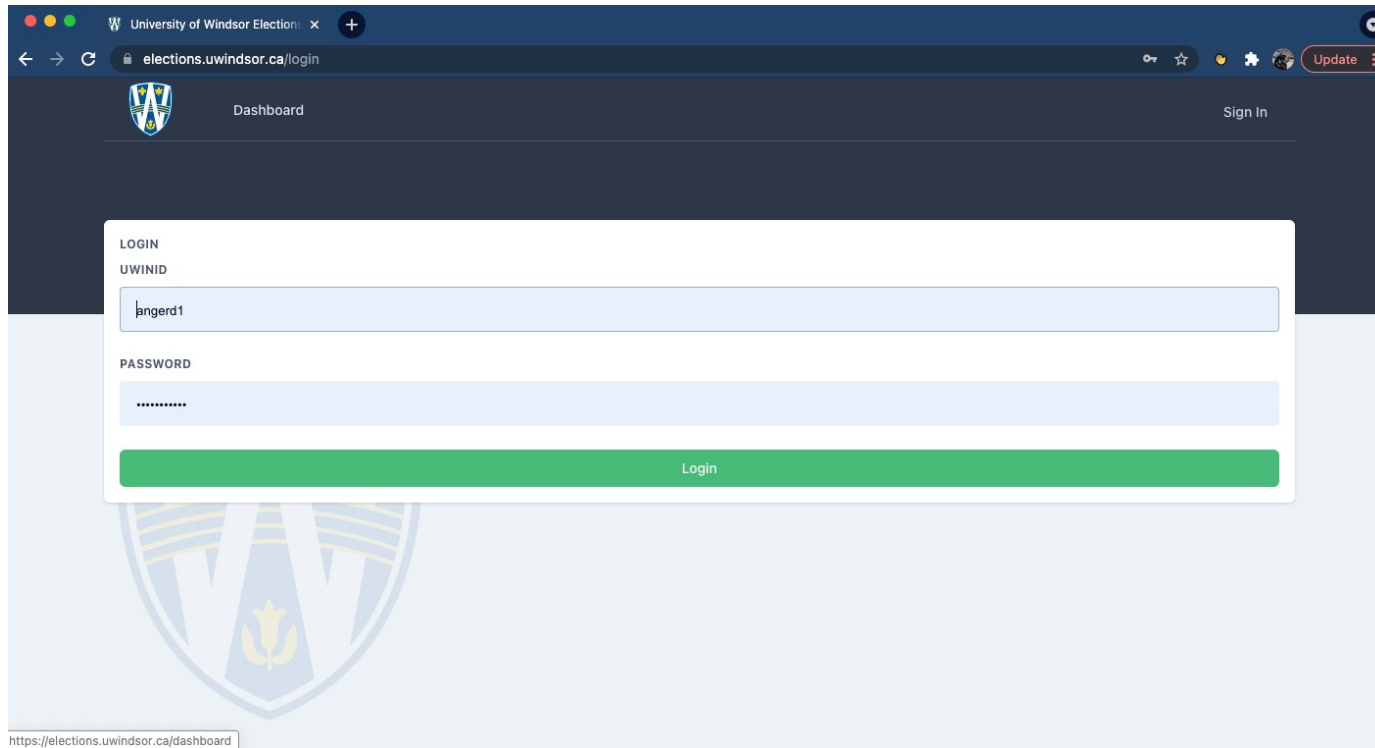
**2) Motions**



# Senate Election Website

1) Follow Link below and sign in with UWINID and password.

- 1) <https://elections.uwindsor.ca/login>
- 2) If you are unable to login please ensure you are using **UWINID**
- 3) If you are still unable to login please reach out to [angerd1@uwindsor.ca](mailto:angerd1@uwindsor.ca). There may be an issue, **or** you have not been added as an administrator for your department/faculty.



The screenshot shows a web browser window with the URL [elections.uwindsor.ca/login](https://elections.uwindsor.ca/login). The page features a dark blue header with the University of Windsor logo and the text "Dashboard" and "Sign in". Below the header is a white login form with the following fields:

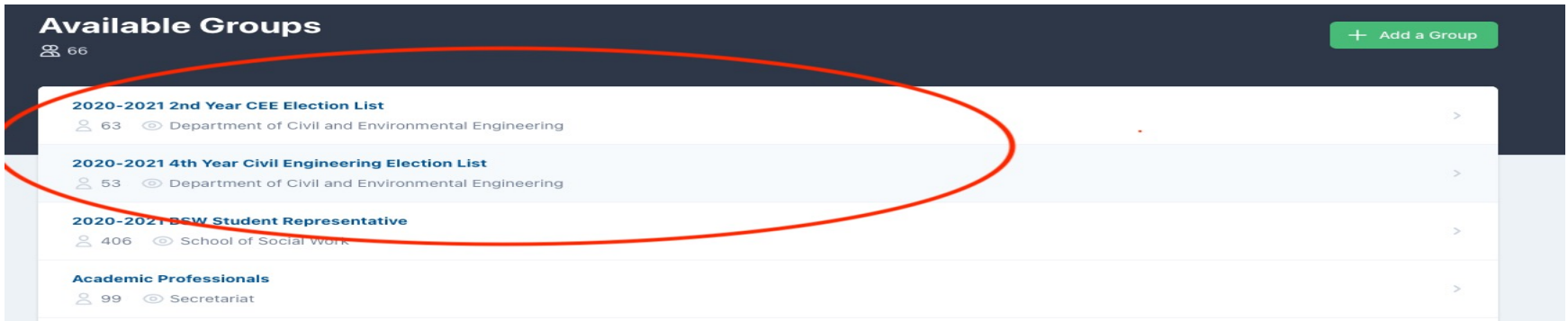
- LOGIN**
- UWINID**: A text input field containing the text "angerd1".
- PASSWORD**: A password input field with masked characters "\*\*\*\*\*".
- A green "Login" button.

The background of the page is a light blue gradient with a large, faint University of Windsor crest watermark. The browser's address bar shows the URL <https://elections.uwindsor.ca/dashboard>.

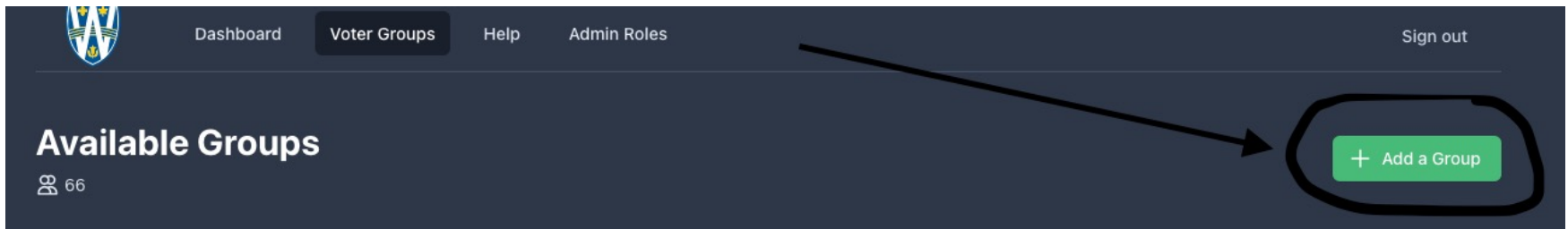
# Senate Election Website

## 2) Adding your voting group

- If you have already added a 'voter group' please skip this step.



- Select 'add a group' (green tab)

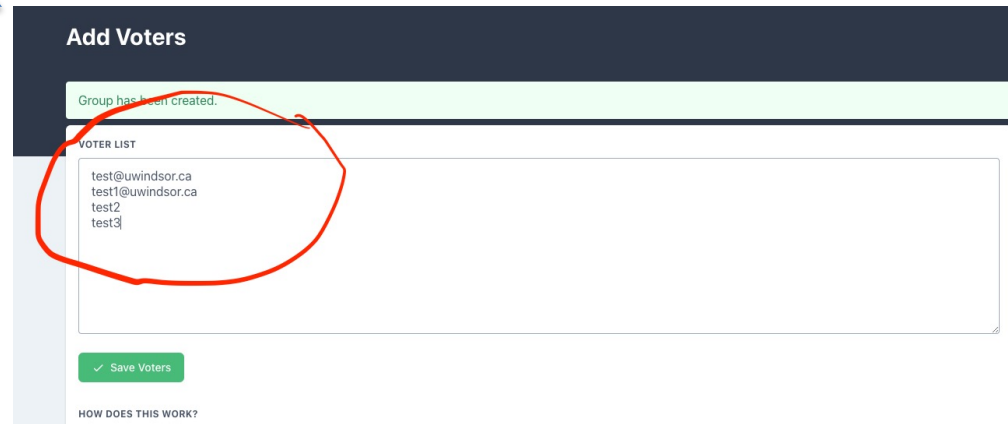
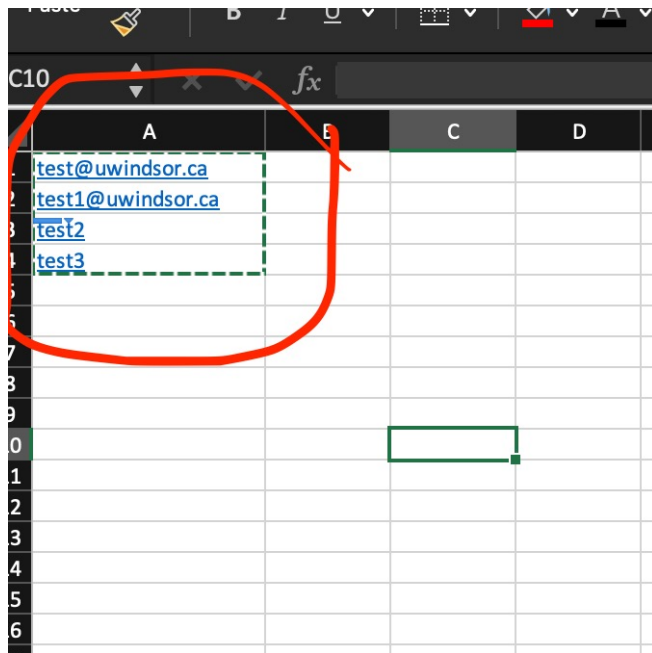


- Create a title for the group – ex. Associate Dean of Science
  - 1) Ownership should read the Faculty/Department/Group you are associated with. If it reads 'secretariat' please select drop down.

# Senate Election Website

## 2) Adding your voting group (continued)

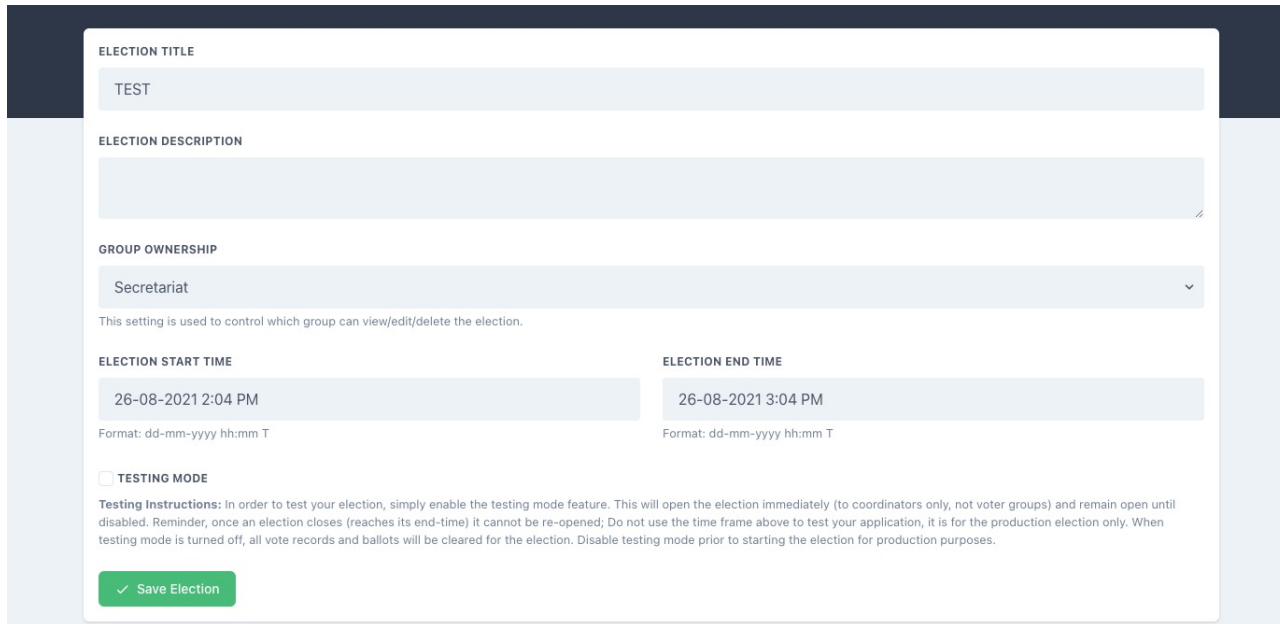
- To populate the 'voter group':
  - 1) Populate an excel spreadsheet with the voter's UWIND ID or UWIN email.
  - 2) Copy and paste the list into the space provided under 'voter list' in the election site
  - 3) Once complete, select 'save voters'



# Senate Election Website

## 3) Creating a SINGLE election

- 1) Select 'Dashboard' (top banner).
- 2) Select green 'add an election' (under the sign out button)
- 3) Insert the title, election description (if needed) and set the election start time (always set the time one day in advance from your expected start time – if your election starts, we cannot stop and edit). As set out in Senate bylaws, elections are to run for a week in length.



The screenshot shows a web form for creating an election. The form is titled 'ELECTION TITLE' and contains the following fields and options:

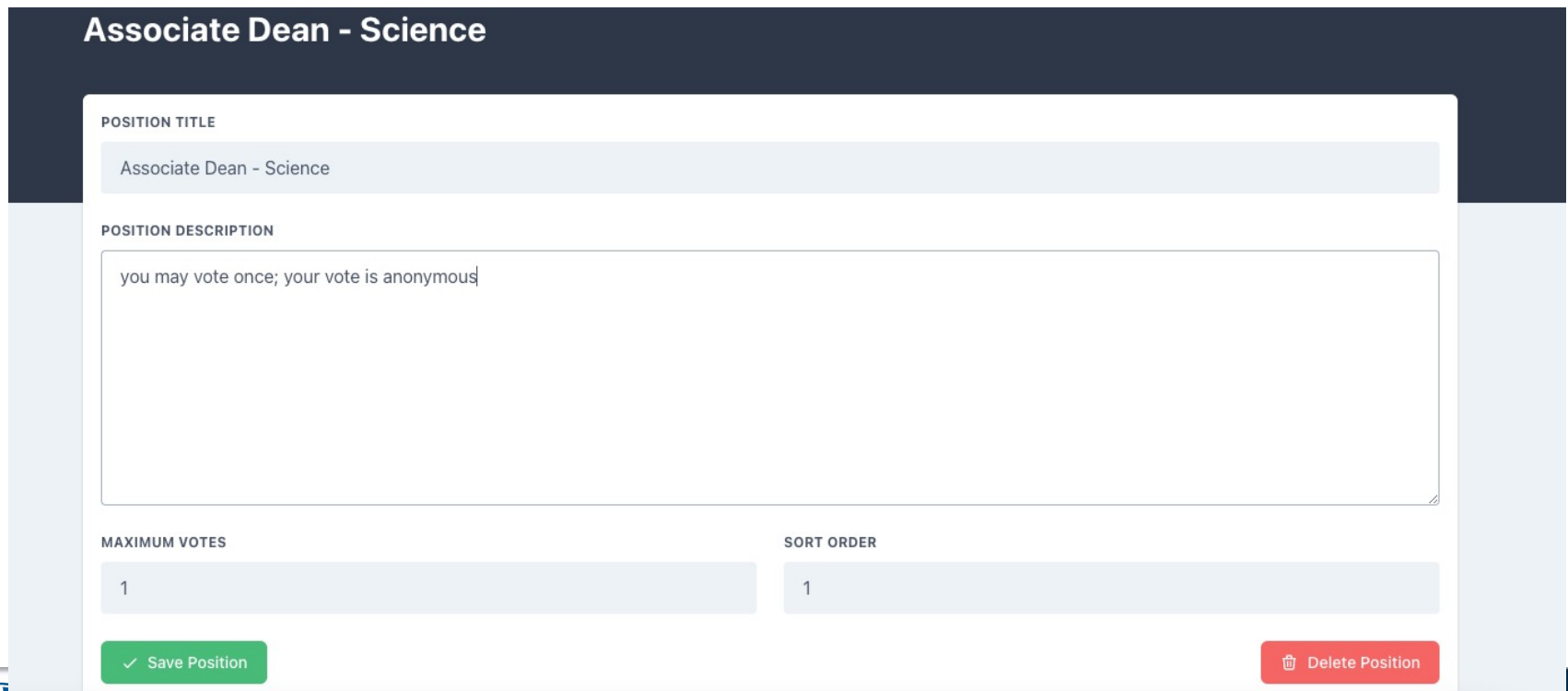
- ELECTION TITLE:** A text input field containing the word 'TEST'.
- ELECTION DESCRIPTION:** A large text area for entering a description.
- GROUP OWNERSHIP:** A dropdown menu currently set to 'Secretariat'. Below it, a note reads: 'This setting is used to control which group can view/edit/delete the election.'
- ELECTION START TIME:** A date and time picker set to '26-08-2021 2:04 PM'. Below it, the format is specified as 'Format: dd-mm-yyyy hh:mm T'.
- ELECTION END TIME:** A date and time picker set to '26-08-2021 3:04 PM'. Below it, the format is specified as 'Format: dd-mm-yyyy hh:mm T'.
- TESTING MODE:** A checkbox labeled 'TESTING MODE' which is currently unchecked. Below it, 'Testing Instructions' state: 'In order to test your election, simply enable the testing mode feature. This will open the election immediately (to coordinators only, not voter groups) and remain open until disabled. Reminder, once an election closes (reaches its end-time) it cannot be re-opened; Do not use the time frame above to test your application, it is for the production election only. When testing mode is turned off, all vote records and ballots will be cleared for the election. Disable testing mode prior to starting the election for production purposes.'
- Save Election:** A green button with a checkmark icon and the text 'Save Election'.



# Senate Election Website

## 3) Adding a position to a single election

- 1) Select 'add a position' ex. Associate Dean - Faculty of Graduate Studies
- 2) Description – 'you may vote once; your vote is anonymous
- 3) Input the number of max votes and sort order (usually set to 1).
- 4) Select ' save position'



The screenshot shows a web form titled "Associate Dean - Science". The form has four main sections: "POSITION TITLE" with the text "Associate Dean - Science"; "POSITION DESCRIPTION" with the text "you may vote once; your vote is anonymous"; "MAXIMUM VOTES" with the value "1"; and "SORT ORDER" with the value "1". At the bottom, there are two buttons: a green "Save Position" button and a red "Delete Position" button.

**Associate Dean - Science**

POSITION TITLE  
Associate Dean - Science

POSITION DESCRIPTION  
you may vote once; your vote is anonymous

MAXIMUM VOTES  
1

SORT ORDER  
1

✓ Save Position

🗑 Delete Position





# Senate Election Website

## 3) Adding candidate(s) to a single election

- 1) Select 'add a candidate' ex. Jane Doe
- 2) Biography is not needed but can be inputted depending on your needs
- 3) Use 'Sort Order' to put in Alpha order if required
- 4) Select 'Save Candidate'
- 5) To add more candidate(s) repeat steps 1-4.

### Candidate Details

CANDIDATE NAME

Jane Doe

BIOGRAPHY

SORT ORDER

1

✓ Save Candidate



# Senate Election Website

## 3) Adding voter groups to a single election

- 1) Ensure the correct voter group is highlighted in green (voter groups are on the right side of the page at the bottom).
- 2) Once complete, select 'save position'.
- 3) Select 1) 'dashboard', 2) 'upcoming' 3) the election and 4) change the date to the expected start/end times.

The screenshot displays a web interface for managing election positions. At the top, there are two input fields: 'MAXIMUM VOTES' and 'SORT ORDER', both containing the number '1'. Below these are two buttons: a green 'Save Position' button with a checkmark icon and a red 'Delete Position' button with a trash icon. The interface is divided into two main sections: 'CANDIDATES' on the left and 'VOTER GROUPS' on the right. The 'CANDIDATES' section lists 'Jane Doe' and 'John Doe' with right-pointing chevron icons, and a green '+ Add Candidate' button below. The 'VOTER GROUPS' section lists several groups: '+ Academic Professionals', '+ Rep-At-Large', 'Testing Group' (highlighted in green), '+ Secretariat', '+ Senate (2020/2021)', '+ Danny/Alison Test', and '+ Danny Anger'. A large red oval is drawn around the 'VOTER GROUPS' section, highlighting the 'Testing Group' and the other groups below it.



# Senate Election Website

## 4) Adding multiple positions to have multiple election(s)

- 1) Complete slides 3-8 to create single election.
- 2) Select: 1) 'dashboard', 2) 'upcoming' 3) the election 4) update and 4) add position

**Testing instructions:** In order to test your election, simply enable the testing mode feature. This will open the election immediately (to coordinators only, not voter groups) and remain open until disabled. Reminder, once an election closes (reaches its end-time) it cannot be re-opened; Do not use the time frame above to test your application, it is for the production election only. When testing mode is turned off, all vote records and ballots will be cleared for the election. Disable testing mode prior to starting the election for production purposes.

✓ Save Election Delete Election

Created by: Danny Anger, Last Updated: 26-08-2021 01:08 PM

**POSITIONS**

Title	Groups	Candidates
<a href="#">Associate Dean - Faculty of Graduate Studies</a>	1	2

+ Add Position

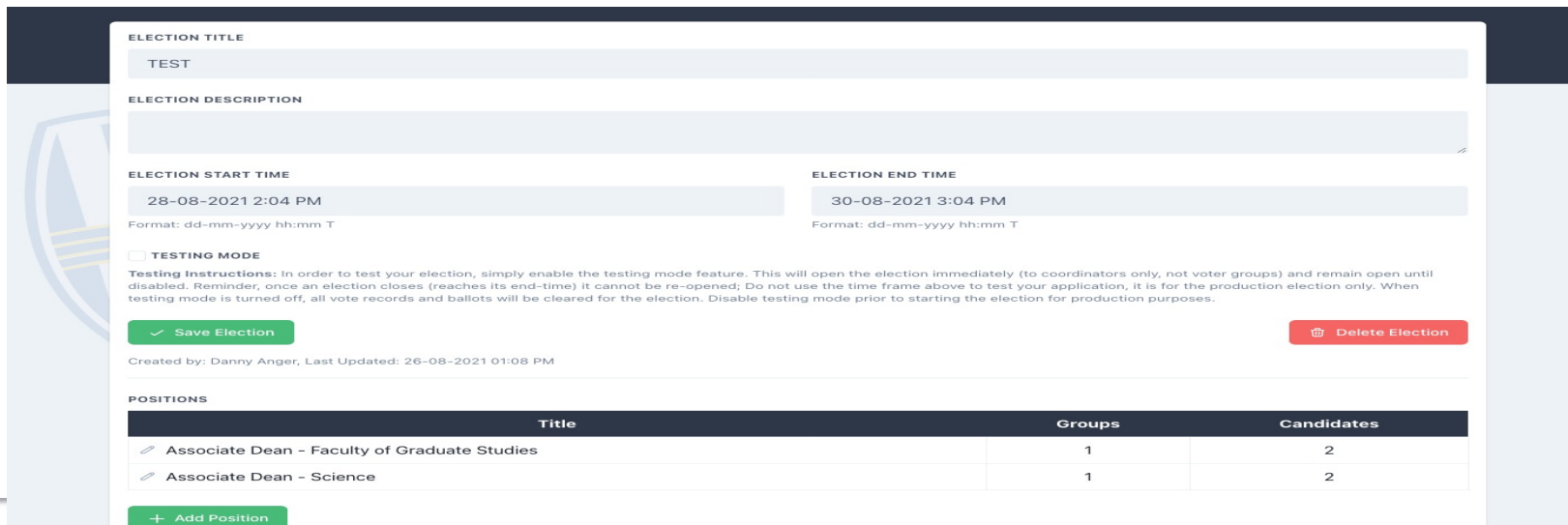
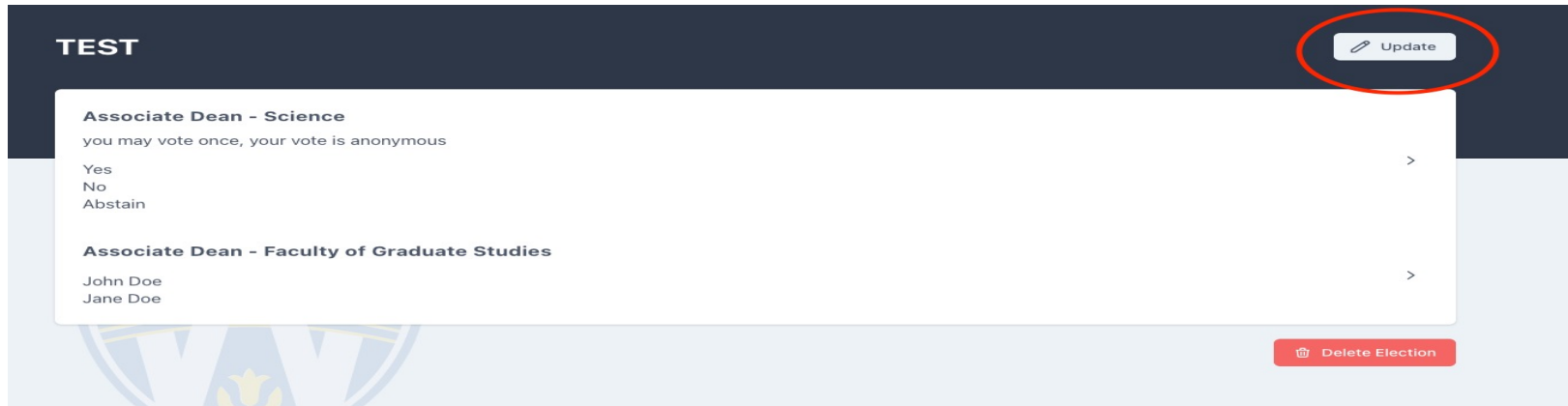
- 3) Complete slides 6-8 to add another election to run at the same time.
- 4) Repeat steps 2-3 if adding more than two positions.



# Senate Election Website

4) Adding multiple positions to have multiple elections:

1) When running multiple elections, your election page should look like this:



# Senate Election Website

## 5) Creating a Secret Ballot Vote

- 1) Complete slides 3-8 to create single election.
- 2) **Position = The Motion being put forth**
- 3) **Candidate(s) = 1) Yes 2) No 3) Abstain**
- 4) Complete slides 6-8 to add another secret ballot to run at the same time.

The screenshot shows a web form for creating a secret ballot vote. The form is divided into several sections:

- POSITION TITLE:** A text input field containing "To approve Jane Doe as the Associate Dean - Science".
- POSITION DESCRIPTION:** A large, empty text area for describing the position.
- MAXIMUM VOTES:** A text input field containing "1".
- SORT ORDER:** A text input field containing "1".
- Buttons:** A green "Save Position" button with a checkmark icon and a red "Delete Position" button with a trash can icon.
- CANDIDATES:** A list of three options: "Yes", "No", and "Abstain", each with a right-pointing chevron icon. Below the list is a green "+ Add Candidate" button.
- VOTER GROUPS:** A list of five groups: "Academic Professionals", "Rep-At-Large", "Testing Group" (highlighted in green), "Secretariat", and "Senate (2020/2021)". Each group has a plus sign icon to its left.

# Microsoft Forms – Motion Voting

- 1) Follow Link below and sign in with UWINID and password.
  - 1) <https://www.office.com/?auth=2>
  - 2) Microsoft Forms is a user-friendly platform to allow for fast and public or confidential motion voting during virtual meetings (this does not to take the place of secret ballot voting for elections)
  - 3) Select Microsoft forms using the diagrams below.

The image displays two screenshots of the Microsoft Office 365 interface. The top screenshot shows the home page with a red circle around the 'Forms' icon in the left-hand navigation pane. The bottom screenshot shows the 'Apps' menu with a red circle around the 'Forms' icon.



# Microsoft Forms – Motion Voting

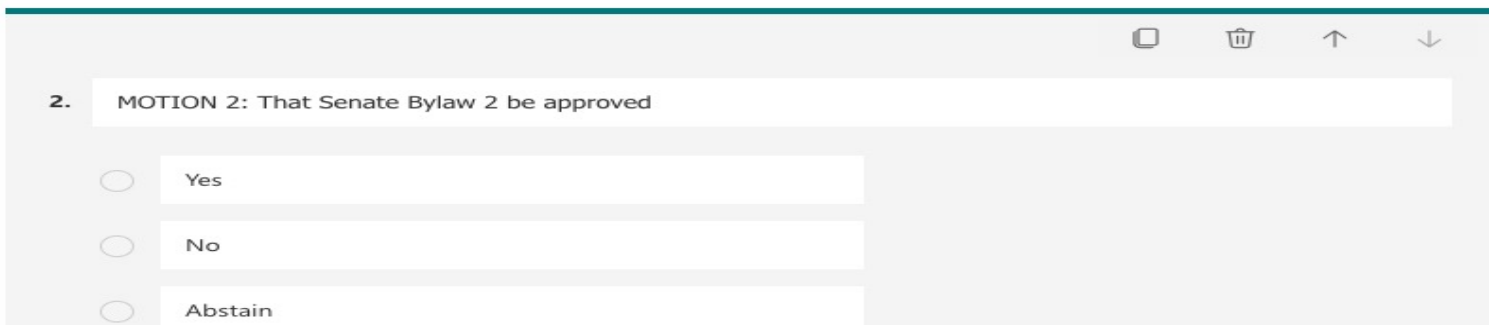
## 1) Select 'new quiz'

- 1) Insert the title of meeting by selecting 'untitled quiz'
- 2) Select the type of question (likely multiple choice)
- 3) Insert the 'title of the motion' for question 1 and Yes, No, Abstain
- 4) To insert another motion, select 'add new' and complete steps 2 and 3.

## University of Windsor Senate - September 1, 2021

### 1. MOTION 1: That Senate Bylaw 1 be approved

- Yes
- No
- Abstain



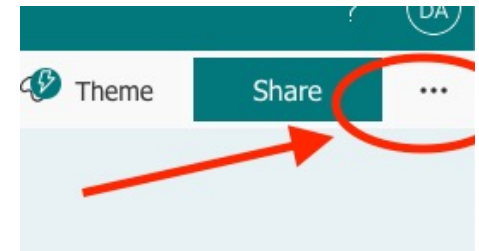
The screenshot shows a Microsoft Forms interface with a light blue header bar containing icons for copy, delete, up, and down. Below the header, a question box contains the text "2. MOTION 2: That Senate Bylaw 2 be approved". Underneath the question box are three radio button options: "Yes", "No", and "Abstain".



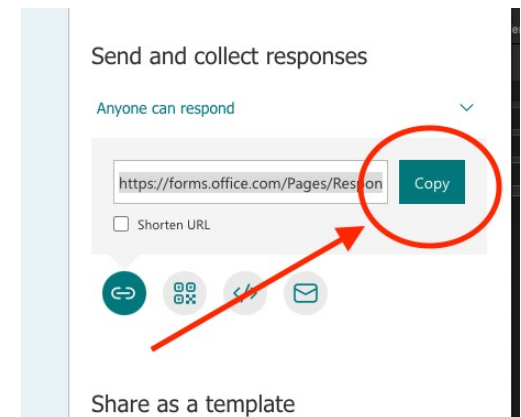
# Microsoft Forms – Motion Voting

## 1) Select 'new quiz'

- 1) To adjust the 'vote settings' select the three dots under your username initials in the top right corner



- 2) The setting will allow you to adjust who can respond to the form and the confidentiality of the form (ex. Record name and the number of responses / voter).
- 3) To share the link, select the share button seen in the picture above.
  - 1) Copy the URL using the 'green copy' button
  - 2) Include the URL in your MS Teams meeting chat or in an email to the 'voters'.





# Senate Election Website

## Voter Sample Email

### Voters:

As you know the voting portion of the election for the \_\_\_\_\_ (ex. Associate Dean of Science) will be conducted on-line. **Voting opens, September 1, 2021, at 10:00am** and will **close at 10:00am on September 7, 2021.**

Please click on the link below to connect to the voting page.

### Please follow these instructions when voting.

- The link will take you to a page that will ask you to type in your UWin ID and then your password.
- You will be taken to a page of instructions.
- You will then cast your vote and save your vote.

### *\*Please Note*

*Upon signing in to vote, if after you type in your UWin ID and password and the message "Invalid uwin id or password" appears, please contact Client Service Portal via <http://www.uwindsor.ca/itshelp> or at ext. 4440.*

[Link to Voting Page \(https://elections.uwindsor.ca/dashboard\)](https://elections.uwindsor.ca/dashboard)

**\*the text above can be amended to suit your needs or for a secret ballot vote\***



# QUESTIONS?

Email [angerd1@uwindsor.ca](mailto:angerd1@uwindsor.ca)

Or

MS Teams – Danny Anger

