Illustrative Guide for Students to Log Hours w/Agencies Not on DUImpact (GivePulse)

DUImpact	Explore List Mana	ge Activity M y EN G
Overview Groups Impacts Classes		Messages
		Profile
Groups		Account
- Search Groups		Add Impact
Q		Impact Summary
Role         Causes         SDGs         Last Impact         Impact Sharing		Switch to Classic act Support
		Feedback 2
Dominican I lair cowite		Support Groups
	Admin	Log Out
	ලි Manage	
Impact 5 20 \$571	(+) Add Impact	
Impacts Hours Given	More Options	

## **#1:** Log in, click on 'Dashboard' under the drop-down menu of the letter

#### #2: In the 'dashboard' page, click on the 'Groups' tab

DUImpact	Explore	List	34 Manage	Activity	M ~	EN	C
Overview / Groups My Dashboard Overview							
Groups Search Groups Q		≡ 00	۵	Cr	Browse Group reate New Gr	ps oup	
Role Causes SDGs Last Impact Sharing           Dominican University		Admin		Need He 20 Hours	له؟ 😡 Conta 5 Impacts	ct Supp 2 Grou	port L ups

<b>DU</b> Imp	act	Explore List Manage	Activity M V EN G
Overview Group	s Impacts Classes		
Search Groups			Create New Group
Role Causes	SDGs Last Impact Impact Sharing		Need Help? 😡 Contact Support
	Dominican University	Admin	20 5 2 Hours Impacts Groups
	13 upcoming events	ⓒ Manage	
<b>DU</b> Impact	5 20 \$571	+ Add Impact	
	Impacts Hours Given		
	DU Votes	Member	

#3: In the 'groups' page, click on 'Dominican University'

## #4: On the Dominican University page, click 'add impact'

DUImp	bact					Explore	List	34 Manage	Activity	M ~	EN	C
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Manage	Dominica	n Univer	sity			V			e, i	Joined	d x	9 9
DUImpact	People Impacts 4,988 1,326	Hours 4,144									_	
Home Events	Community Agencie	s Subgroups	Classes	People	Impacts	Wall				A	dd Impa	ct
About As a Sinsinawa Do	minican-sponsored in	stitution. Dominio	can Universi	tv prepares	students to	pursue tr	uth. to ai	/e	Admini	istrators		
compassionate ser	rvice and to participa	te in the creation	of a more ju	ist and hum	ane world.	Provensi in				Paul Simpso Primary Adm Message	on inistrator	e)
opportunities						≡						

# **#5:** In the 'add impact' page, fill out the information of the CBL hours

Track your co	mpact	
Dominic	an University	Add Timesheet Change Group
Did you attend a	listed event or volunteer opportunity?	
		← Leave blank, un it applies to your situation
Course Enga	agement	
Is this impact for	course(s)?*	
Is this impact for Yes No	course(s)?*	
Is this impact for Yes No	course(s)?*	
Is this impact for Yes No Date	course(s)?*	+ Time - Date
Is this impact for Yes No Date Start Date *	course(s)?*	+ Time - Date
Is this impact for Yes No Date Start Date *	course(s)?* End Date 09/22/2023	+ Time - Date Add the dates that the CBL
Is this impact for Yes No Date Start Date * 09/22/2023	course(s)?* End Date 09/22/2023 & Measurement	+ Time - Date Add the dates that the CBL hours were completed on and how many hours were done

## \*<u>IN THE PERSONAL NOTES TEXT BOX</u>, THE STUDENT WILL HAVE TO PUT THE INFORMATION OF THE AGENCY WHERE THE CBL HOURS WERE COMPLETED\* AND \*THE CONTACT PERSON THAT CAN VERIFY THEIR HOURS (THEIR NAME, PHONE NUMBER, AND EMAIL)\*

	About Your Experience
	Rate your experience
	0****
	Review, Reflection and Feedback
	Personal Notes
Example $\rightarrow$	My 3 CBL hours were completed with Office of Civic Learning. Please contact Paul
	Simpson for verification of hours: 123-456-7890 + pvsimpson@dom.edu
	Personal notes are private and only viewable by you
	Attachments

## \*ENSURE THAT YOU SHARE YOUR IMPACT WITH THE COURSE THAT IS ATTACHED TO THE CBL; THE COURSE SHOULD AUTOMATICALLY SHOW UP WHEN TYPED OR IN THE DROP-DOWN MENU\*

	Let others know about your engagement
	Select: All   Only Required
	Please select the groups you want to share with
	DU Votes
Example $\rightarrow$	MULTICULTURAL PSYCHOLOGY (PSYC 245 01) - Section 01
	Yes
	○ <sub>No</sub>
	Private Impacts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

#6: Click 'add impact' to submit the information, <u>OCL members will verify the CBL hours</u> <u>logged on DUImpact (under Dominican University) once the contact person verifies through</u> <u>phone or email</u>

Let others I	know about your engagement
Select: All	Only Required
Please se	elect the groups you want to share with
DU Votes	3
MULTICU	JLTURAL PSYCHOLOGY (PSYC 245 01) - Section 01
Make you	' impact private?*
Yes	
No	
Private Impa	icts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

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