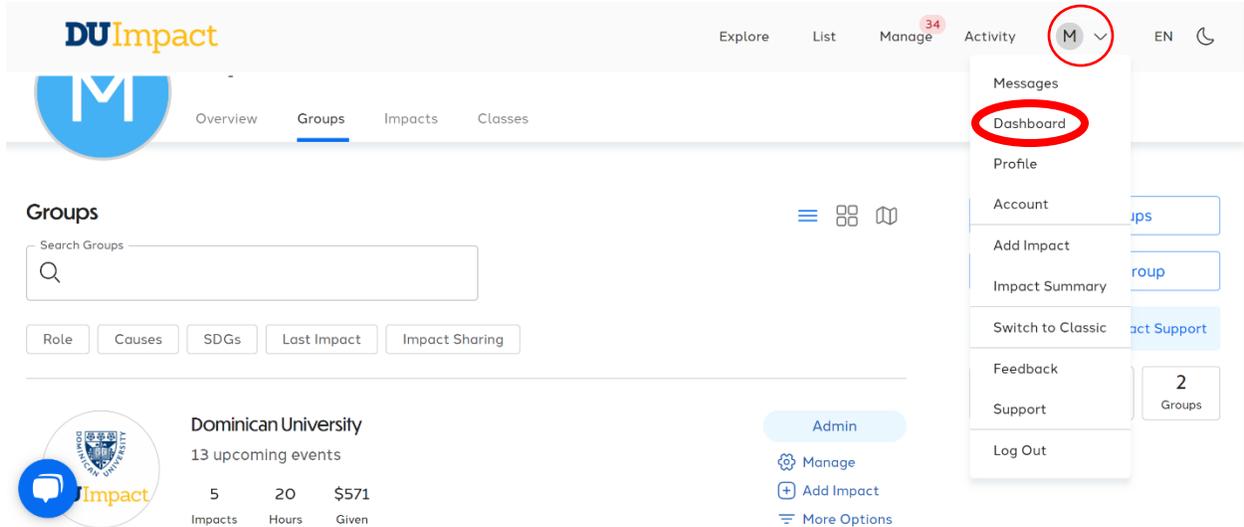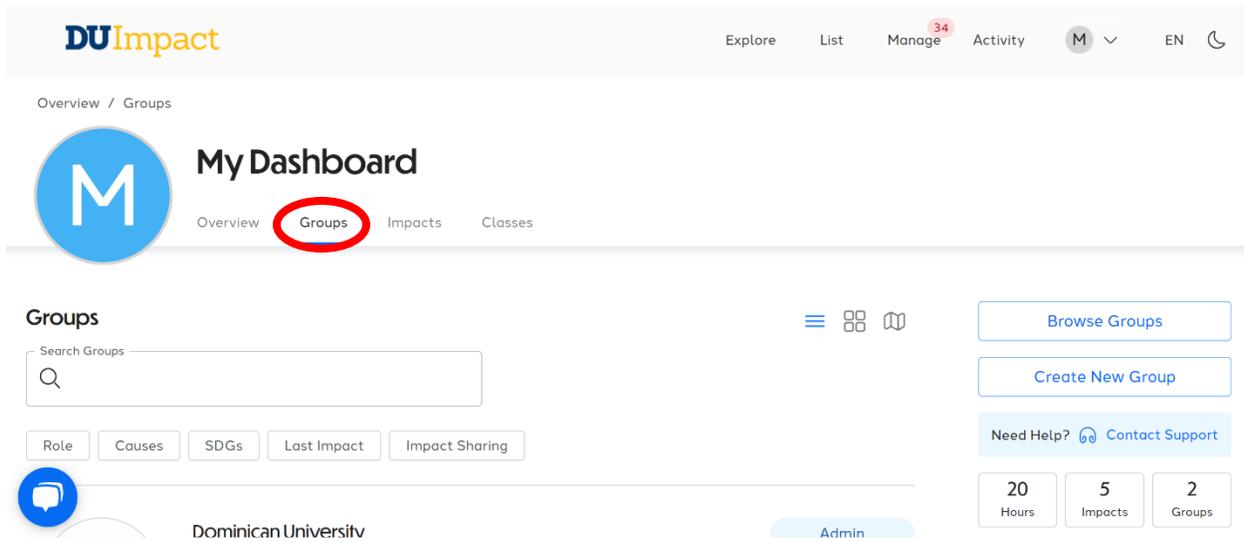# Illustrative Guide for Students to Log Hours w/Agencies Not on DUImpact (GivePulse)

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

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

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

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

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

Add Impact

Track your community engagement

DU Impact **Dominican University**   [Add Timesheet] [Change Group]

Did you attend a listed event or volunteer opportunity?

[▾]   ← Leave blank, unless it applies to your situation

Course Engagement

Is this impact for course(s)?*

○ Yes

○ No

Date   [+ Time] [– Date]

Start Date *   End Date

[09/22/2023]   [09/22/2023]   Add the dates that the CBL hours were completed on and how many hours were done

Impact Type & Measurement

[Time   ▾] [   ] Hours *

IN THE PERSONAL NOTES TEXT BOX, 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

Review, Reflection and Feedback

Personal Notes

Example →

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

Sharing and Privacy Settings

Let others know about your engagement

Select: All | Only Required

Please select the groups you want to share with

DU Votes

Example →

MULTICULTURAL PSYCHOLOGY (PSYC 245 01) - Section 01

Make your impact private?

○ Yes

○ No

Private Impacts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

Add Impact

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

Sharing and Privacy Settings

Let others know about your engagement

Select: All | Only Required

Please select the groups you want to share with

DU Votes

MULTICULTURAL PSYCHOLOGY (PSYC 245 01) - Section 01

Make your impact private?*

○ Yes
○ No

Private Impacts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

Add Impact