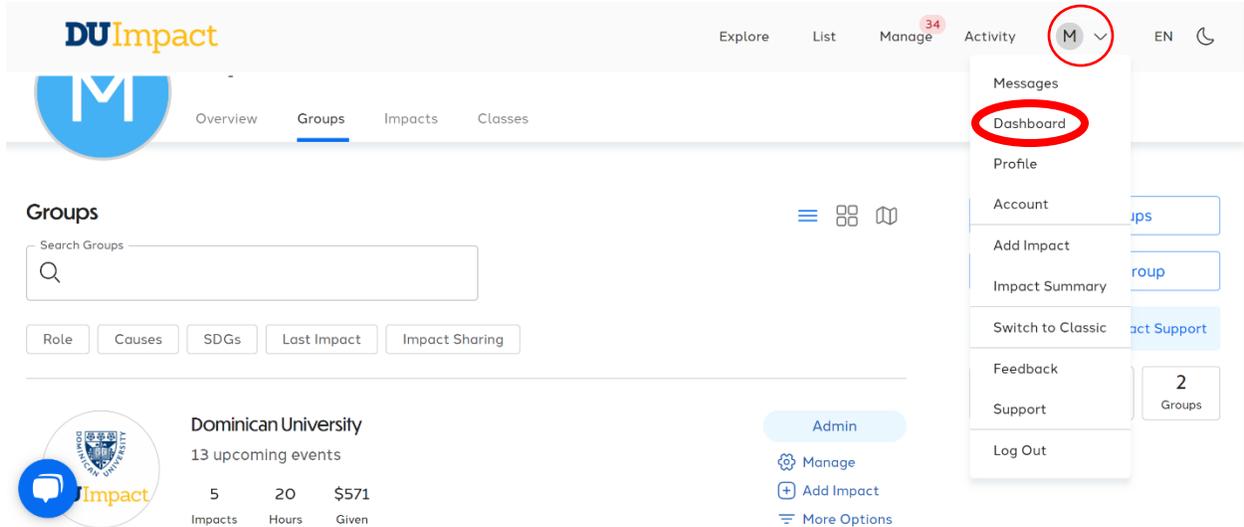
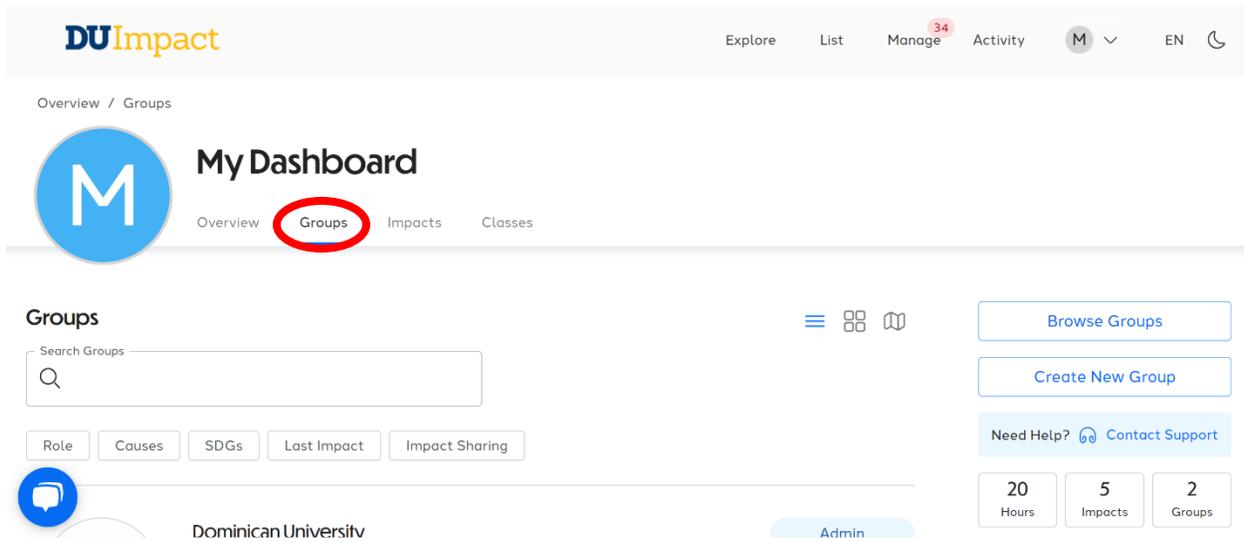


Illustrative Guide for Students to Log Hours w/Agencies Not on DUImpact (GivePulse)

#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'

The screenshot shows the 'Groups' page on the DU Impact website. The 'Dominican University' group is highlighted with a red box. The group's profile includes a logo, the name 'Dominican University', and statistics: 13 upcoming events, 5 Impacts, 20 Hours, and \$571 Given. A 'Member' button is visible at the bottom right of the group card.

Impacts	Hours	Given
5	20	\$571

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

The screenshot shows the profile page for the Dominican University group. The 'Add Impact' button is highlighted with a red circle. The page displays the group's name, a 'Joined' button, and statistics: 4,988 People, 1,326 Impacts, and 4,144 Hours. The 'About' section describes the university's mission, and the 'Administrators' section lists Paul Simpson as the Primary Administrator.

People	Impacts	Hours
4,988	1,326	4,144

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

Add Impact

Track your community engagement

 **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

Add the dates that the CBL hours were completed on and how many hours were done

Impact Type & Measurement

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

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

Example →

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

DUJ 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

Example →



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

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