



## **DU Impact (GivePulse): A guide for Dominican University's Community Partners**

Thank you for continuing to provide Dominican University students with rich opportunities to engage in civic learning. **GivePulse** is a platform for matching, tracking, and assessing students' community engagement that we have adopted and branded as **DUImpact** for our University community.

We are eager to begin having our students engaging with your agencies through DUImpact / GivePulse this Spring semester. To make that possible, we ask that you take the following steps with us.

- 1) **Identify a staff member to serve as the administrator on the account** with your organization.  
*Please note: Some of you have already done this after a request we shared with you in the late summer. If that staff member has not changed, we ask only that you note that this person remains the point of contact.*
- 2) **Claim and set up your account from GivePulse.** Though an email came from Nicole Bavon at GivePulse ([Nicole@givepulse.com](mailto:Nicole@givepulse.com)) for some of you this summer, we can request that it be sent or resent to you this spring. From there, you can set up a unique password for your user account and access your organizational group to edit, list opportunities, and add users. The support team with GivePulse ([support@givepulse.com](mailto:support@givepulse.com)) can also help you with any challenges you have.
- 3) **Tell us if you would like to have a DU Civic Learning student staff member be enlisted as a designated assistant.** A student assistant can **aid you in listing scheduled opportunities** and verifying that our students completed "impacts" (hours with your organization).
- 4) **Begin getting comfortable with the processes for Logging In, Dashboard Navigation, Managing Your Group & Managing Users.** *Screenshots 1 through 4* below may help you better understand how to do that, but you may also want to view a fuller Google slideshow training on this [link](#).
- 5) **Begin creating events / opportunities for our students to engage with you so that our students may select them and document them as their "impacts."** A Civic Learning team member can work with you on listing events and opportunities. See *screenshot 5* below.
- 6) **Begin verifying students' "impacts" with your organization.** Again, student workers with the Office for Civic Learning can help you verify students' engagement. See *screenshot 6* below.



# Illustrative Screenshots for Community Partners Using DU Impact (GivePulse)

## Shot #1: Logging in at Dom.Givepulse.com or GivePulse.com

Click "Log in" in the top right corner to access your account and log in via Google, Facebook, or a unique email / password just for GivePulse

Log in with Facebook

Log in with Google

Single Sign On (SSO)

or

Email

Password

Forgot Password

Log In

Don't have an account? [Sign Up](#)

## Shot #2: Dashboard & Navigation

Your dashboard is a one-stop shop for all of your personal activity within GivePulse. Use the Manage, My Activity, and Hi Name tabs to navigate around the site.

English - Get Involved List Events Manage My Activity Hi Name

GivePulse understands that COVID-19 is impacting our communities. [See our latest resources to stay safe and organize events.](#)

**Iris West-Allen**  
My Dashboard

IMPACTS 20 | HOURS 114 | GROUPS 7

ENGAGEMENT PER MONTH

Registrations

Upcoming Events Past Events

**Serve a Pup**  
Fido's Food Parley  
Thu, Jan 7, 2021 10:30am - 11:00am

QUICK ACCESS TO MANAGE FEATURES

VIEW DETAILS ABOUT YOUR ACTIVITY

LINK TO YOUR DASHBOARD, PROFILE AND ACCOUNT INFO

givepulse

## Illustrative Screenshots for Community Partners Using DU Impact (continued)

### Shot #3: Using the dashboard to manage your group.

You can edit group info, create events, verify hours, and manage users.

The screenshot shows the 'Patrick's Pet Supply / Manage' dashboard. On the left, a navigation menu is highlighted with a yellow box and labeled 'ADMIN NAVIGATION TOOLS'. The main content area includes an 'Alerts' section with a yellow highlight 'ALERTS THAT NEED YOUR ATTENTION' and a 'GivePulse Alerts' section with a yellow highlight 'RESOURCES FROM GIVEPULSE'. A 'Share' section is on the right, and a 'Quick Stats' section at the bottom right shows 21 users and 8 impacts. A yellow box on the far right is labeled 'USE THESE LINKS IF YOU GET STUCK'.

**givepulse**

### Shot #4: Managing Users.

You can add users to your group, change user roles, and create new administrators.

The screenshot shows the 'Patrick's Pet Supply / Users' management page. A table lists users with columns for User, Primary Email, Opt Out, User Roles, Date Joined, GivePulse Hours, and GivePulse Impact. Annotations include: 'CREATE REPORTS BY FILTERING FOR SPECIFIC DATES' pointing to the 'Use Dates Between' filter; 'CLICK USERS > MANAGE USERS TO ACCESS THIS PAGE' pointing to the 'Manage Users' button in the left sidebar; 'EXPORT INFO FROM THIS PAGE' pointing to the 'Actions' dropdown; 'ADD OR REMOVE COLUMNS FROM THE LAYOUT' pointing to the 'Configure Layout' button; and 'CHANGE ROLES FOR A USER' pointing to the role dropdown in the 'Actions' column. A yellow box at the bottom is labeled 'SORT, FILTER, AND SEARCH YOUR USERS' INFO'.

**givepulse**

## Illustrative Screenshots for Community Partners Using DU Impact (continued)

### Shot #5: Creating events.

You can create and post volunteer events to share with your community.

**CLICK USERS > MANAGE USERS TO ACCESS THIS PAGE**

**1. CHOOSE FROM SEVERAL KINDS OF EVENTS**

**2. CHOOSE THE OCCURRENCE OF THE EVENT**

**3. ADD SHIFTS TO YOUR EVENT**

**CHOOSE ANY MEMBER OF YOUR GROUP AS EVENT ADMIN**

givepulse

The screenshot shows the 'Add Event' form in Givepulse. The left sidebar has 'Users' > 'Manage Users' highlighted. The main form has 'Name', 'Virtual/Remote Opportunity' (with options 1, 2, 3), 'Type' (Volunteer Opportunity, Single Day, No Shifts/Timeslots), 'When' (Start Date, Start Time, End Time), 'Timezone', 'Participants Needed', 'Administrator' (Patrick Bateman), and 'Privacy Level'. A 'Bulk Actions' dropdown is visible in the bottom right of the form area.

### Shot #6: Verifying Impacts

You can verify "impacts" (which will almost always be hours or shifts on DUImpact).

**CREATE REPORTS BY FILTERING FOR SPECIFIC DATES**

**VIEW ONLY PENDING IMPACTS**

**VERIFY IMPACTS IN BULK**

**VERIFY OR DISPUTE A SINGLE IMPACT**

**CLICK USERS > MANAGE IMPACTS FOR ACCESS**

**SORT, FILTER, AND SEARCH**

givepulse

The screenshot shows the 'Manage Impacts' page in Givepulse. The left sidebar has 'Impacts' > 'Manage Impacts' highlighted. The main area shows a table of impacts with columns: Name, Date, Primary Group, Event, Organizer, Hours Served, Verified, and Actions. A filter box at the top allows filtering by date and subgroup membership. A 'Bulk Actions' dropdown is at the top right. A navigation bar at the bottom shows '9' and navigation arrows.