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.

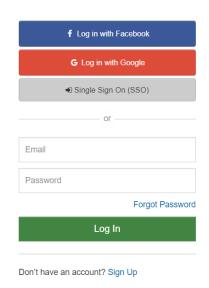1) **Identify a staff member to serve as the administrator on the account** with your organization. *Please note: Some of you have already done this after a request we shared with you in the late summer. If that staff member has not changed, we ask only that you note that this person remains the point of contact.*

2) **Claim and set up your account from GivePulse.** Though an email came from Nicole Bavon at GivePulse (Nicole@givepulse.com) 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) 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.

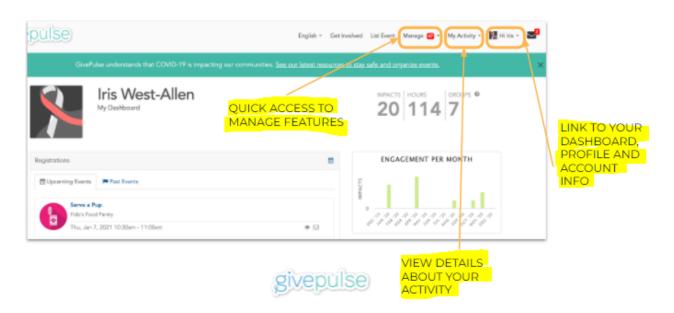# Illustrative Screenshots for Community Partners Using DU Impact (GivePulse)

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
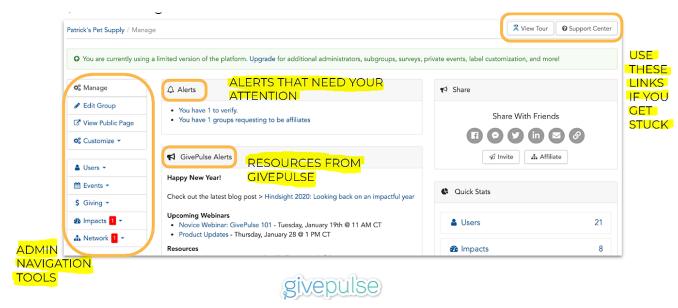

Shot #2: Dashboard & Navigation

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.

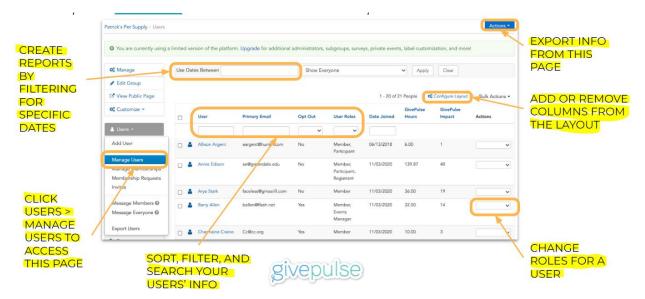# Illustrative Screenshots for Community Partners Using DU Impact (continued)

Shot #3: **Using the dashboard to manage your group.**
You can edit group info, create events, verify hours, and manage users.

USE THESE LINKS IF YOU GET STUCK

ALERTS THAT NEED YOUR ATTENTION

RESOURCES FROM GIVEPULSE

ADMIN NAVIGATION TOOLS

Shot #4: **Managing Users.**
You can add users to your group, change user roles, and create new administrators.

CREATE REPORTS BY FILTERING FOR SPECIFIC DATES

EXPORT INFO FROM THIS PAGE

ADD OR REMOVE COLUMNS FROM THE LAYOUT

CLICK USERS > MANAGE USERS TO ACCESS THIS PAGE

SORT, FILTER, AND SEARCH YOUR USERS' INFO

CHANGE ROLES FOR A USER

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.

1. CHOOSE FROM SEVERAL KINDS OF EVENTS
2. CHOOSE THE OCCURRENCE OF THE EVENT
3. ADD SHIFTS TO YOUR EVENT

CLICK USERS > MANAGE USERS TO ACCESS THIS PAGE

CHOOSE ANY MEMBER OF YOUR GROUP AS EVENT ADMIN

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

CLICK USERS > MANAGE IMPACTS FOR ACCESS

VERIFY OR DISPUTE A SINGLE IMPACT

SORT, FILTER, AND SEARCH