



## DU Impact (GivePulse): A guide for faculty teaching CBL courses

Thank you for continuing to provide Dominican University students with the opportunity to connect their course-learning with hands-on engagement in our communities. This guide is intended to introduce you to DU Impact, an electronic platform that connects our students with community partners. Through DU Impact (provided through our partner, GivePulse) your students will be able to:

- Learn about our agency partners providing service to our communities,
- Register to join those organizations as volunteers,
- Sign-up for engagement opportunities (called “Impacts”) with those organizations, and
- Share with you a verified record of their hours working with those organizations at the end of the semester.

### The faculty basics for DU Impact

We provide all students with a detailed step-by-step of how to use DU Impact and we encourage you to review that guide as well. DU Impact is a powerful tool and in later pages this guide will suggest and illustrate some more advanced ways to incorporate DU Impact into your Community-Based Learning Course. In these first few pages, however, you will only see the essential information you need for using DU Impact for your CBL Course. That essential information is:

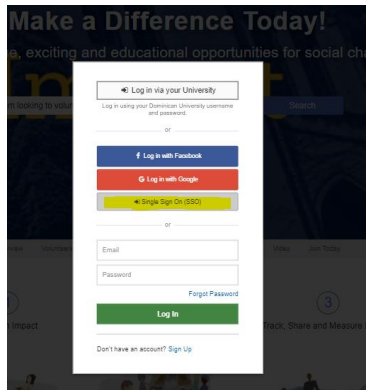
1. Logging into DU Impact.
2. Using DU Impact to monitor your students’ registration and verified hours with organizations at any point in the semester,
3. Verifying that students have completed the experiential requirement of their CBL course by reviewing their total hours at the end of the semester.

### Logging into DU Impact

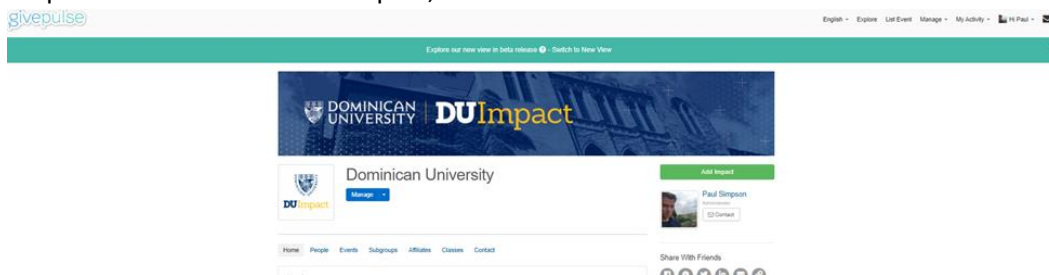
1. Type **dom.GivePulse.com** into your search engine and press “Enter.” Once you are there, you will encounter a screen that looks like this:



2. Press “Log In” and you will encounter this screen:



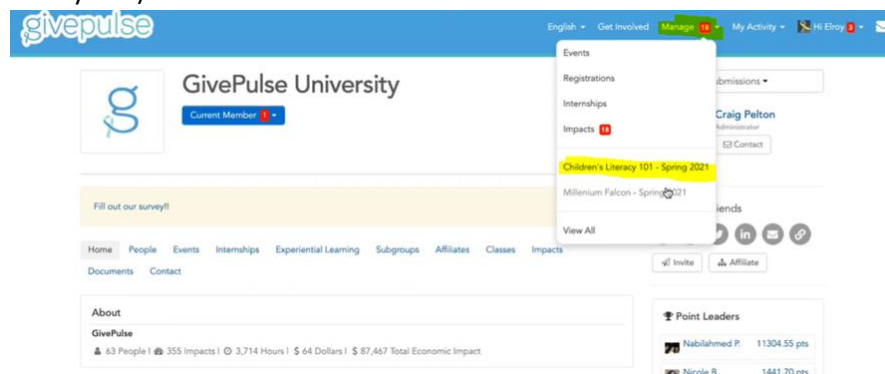
3. Click Single Sign On and log in using your University username and password.
4. You will arrive at a home page that may have the generic “GivePulse” labelling or may be labelled “DU Impact.” If it is labelled DU Impact, it will look like this:



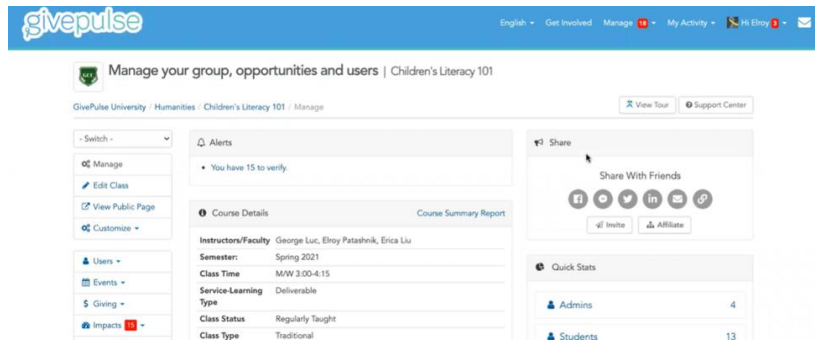
**Using DU Impact to monitor your students’ registration and verified hours with organizations at any point in the semester.**

DU Impact provides faculty with an easy way to monitor students progress carrying out engagement hours with agencies during the semester. Whether students in your CBL course are responsible to complete 15, 20, 30 or 60 hours as part of their CBL experience, DU Impact can allow you to check on their progress. *Please note that the following screenshots are drawn from GivePulse and do not have “DU Impact” labelling. The labelling is different, but the process is the same.*

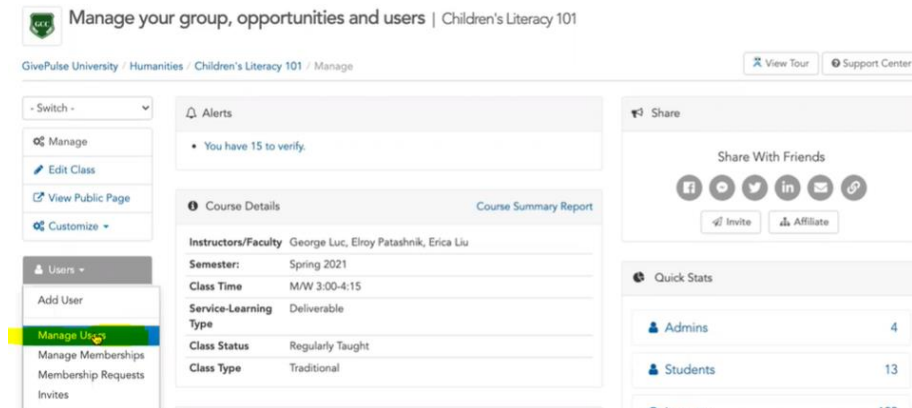
1. To get to your class, go to the “Manage” dropdown menu and choose your class (in this example, Children’s Literacy 101)



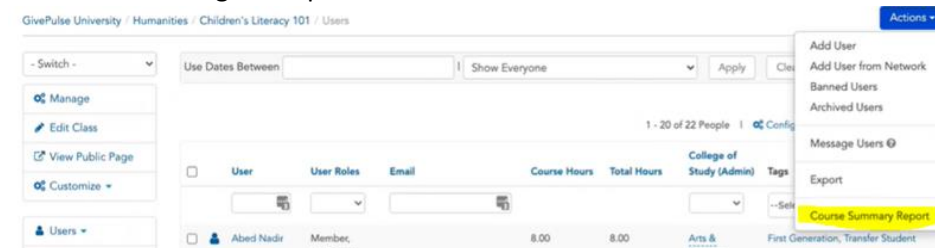
2. You will then encounter a dashboard that looks like this:



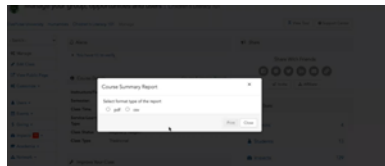
3. To look at all your students, you can go to “Manage Users” under the left-hand menu column:



4. In the Manage Users page for your class, you can create a **course summary report** by clicking on the “Actions” button and choosing that option:



a. You can select the format for the report on this pop-up:



b. The course summary report will allow you to see each student, their placement site, the # of hours for which they have registered and had verified, and the last time they have engaged.

Class Report

1 / 5 100%

Course Title: Children's Literacy 101  
 CRN:  
 Course Section:  
 Semester: Spring 2021  
 Instructors: Craig Pelton, George Luc, Elroy Patashnik, Erica Liu


First Name	Last Name	Email	Placement Site	Total Hours Registered	Hours Verified	Total Impacts	Last Impact	% of sessions attended
Abed	Nadir	givepulse-5be23b01901e5@givepulse.com	Research Hours: Children's Literacy 101 Test Check In Attendee: Children's Literacy 101 Mentor/Mentee: Children's Literacy 101 Thursday Dog Walkers: Nate's Greyhound Rescue 2. Recurring Event Friday (2 Available): Children's Literacy 101 Timeslot Volunteer Opp: Nate's Greyhound Rescue	20	8.00	2	2019-12-22	40%
Annie	Edison	ae@greendale.edu	Public Library Programming: Children's Literacy 101	9	24.83	11	2020-03-13	n/a
Annie	Kim	givepulse-5be23ca84bc29@givepulse.com		0	0.00	0		-
Ben	Chang	givepulse-5be23b6782ae8@givepulse.com		0	0.00	0		-
Britta	Perry	givepulse-5be23aa054e3f@givepulse.com	Public Library Programming: Children's Literacy 101	9	4.00	1	2018-11-21	44%

This will help you to see how much a student has engaged with the platform, track if they are fulfilling their expected hours in a timely way, and spot situations in which students are not on track. The Office for Civic Learning team can help them connect with an organization.


**Verifying that students have completed the experiential requirement of their CBL course by reviewing their total hours at the end of the semester.**

While the method above allows you to monitor your students' progress in their CBL hours, the Office for Civic Learning asks you to assign your students with the homework of submitting the final account of their impacts through a PDF the site can generate for them. Please have them submit to both you and Paul Simpson, the latter through email ([pvsimpson@dom.edu](mailto:pvsimpson@dom.edu)). The due date for that will be Thursday, December 1 in the Fall 2022 semester. The instructions we provide to students are below:

Go to "My Activity>Impacts"



Choose "Print Summary"



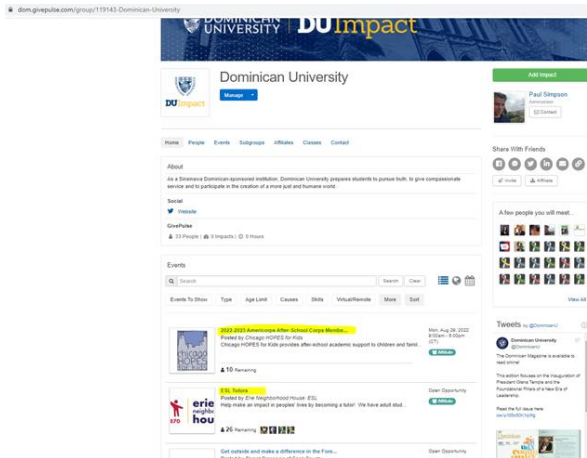
**Advanced options for incorporating DU Impact into your course**

There are many more functions we encourage you to consider for using DU Impact in your CBL courses. The options you will see below – **promoting specific engagement opportunities in a course, messaging students through DU Impact, and integrating GivePulse with Canvas** - are not an exhaustive compendium of what you can do. We encourage you to contact the support team at GivePulse ([support@givepulse.com](mailto:support@givepulse.com)) if you would like to explore other ways to work with the platform. They respond promptly and with specific guidance and resources.

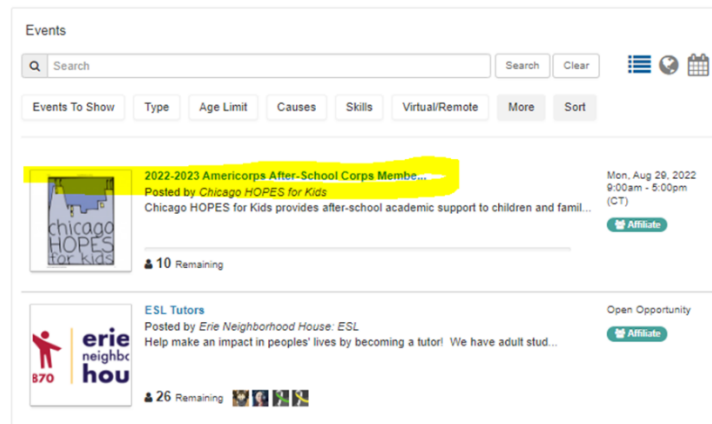
## Promoting specific engagement opportunities in a course through DU Impact

The DU Impact page is a great place to learn about our organizational partners, some whose work may overlap well with the civic learning goals and other teaching objectives in your course. You can explore and promote those opportunities by

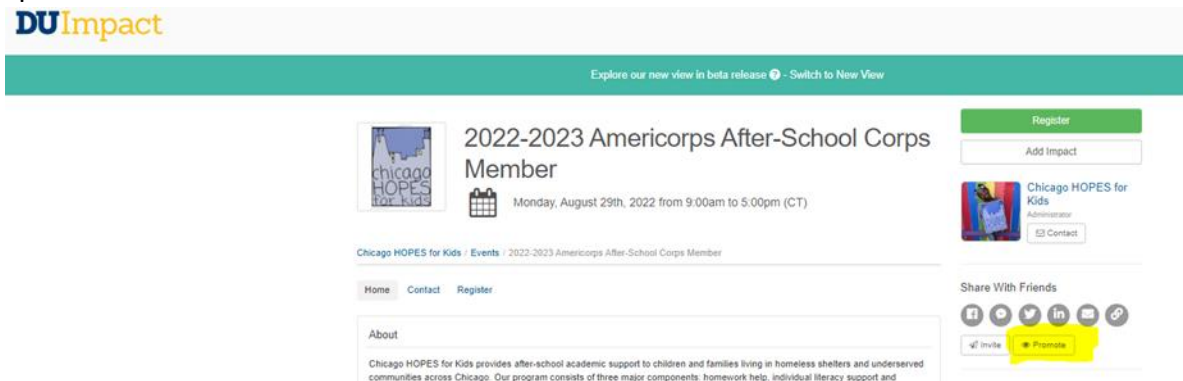
- 1) Logging into DU Impact (see earlier instructions).
- 2) Exploring organizations and opportunities from the main DU Impact page.



- 3) Then clicking on an opportunity that looks interesting to you.

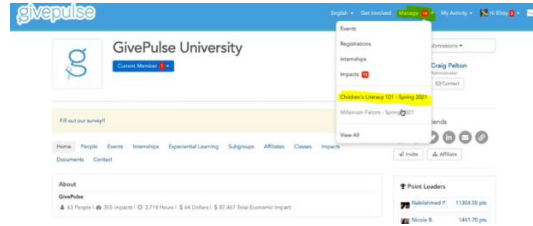


- 4) Then, if you believe the activity warrants your classes special consideration, press "promote"

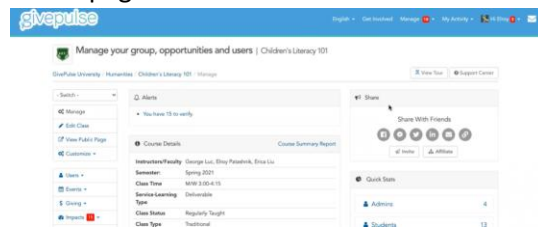


**Messaging students in a course through DU Impact.** While the default tool to message students in your course should remain the Canvas LMS, there may be times when messaging them from the DU Impact site will be helpful. This takes only a few steps.

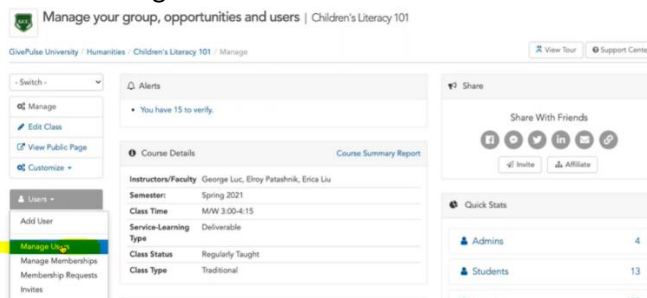
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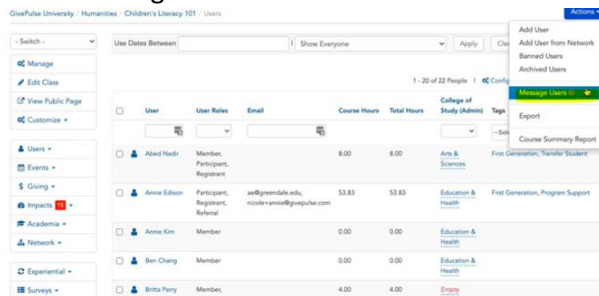
2. Arrive at your class page:



3. Go to “Manage Users” in the left handed menu column:

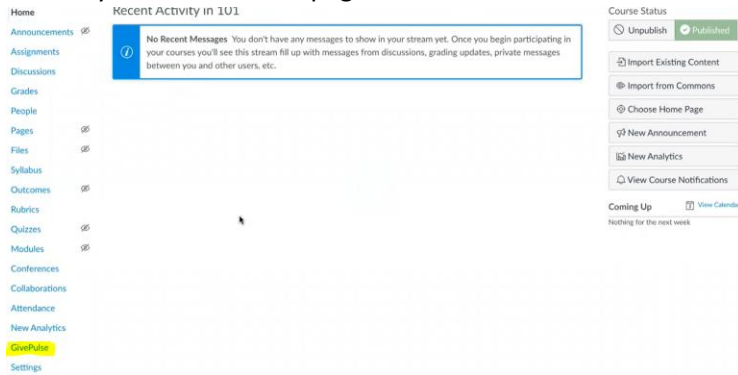


4. Choose “Message Users” under “Actions”

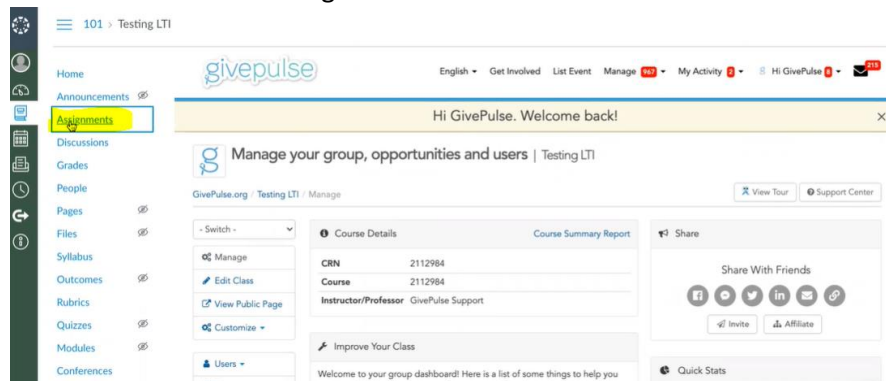


## Integrating DU Impact with Canvas.

1. Logging into Canvas, GivePulse (which we will relabel as DU Impact) can appear as a left side menu item in your Canvas class page. Please note that this can be hidden if you do not wish to use it.



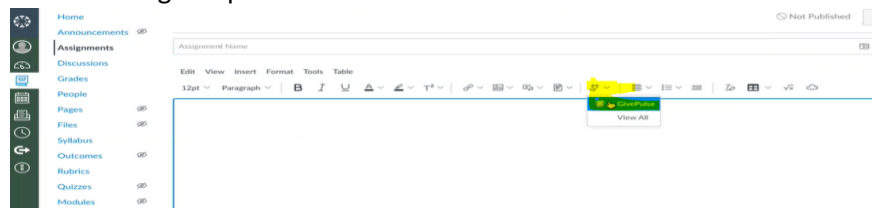
2. Students who click into the GivePulse (DU Impact) menu item will find the **DU Impact course public page within their Canvas shell page.**
3. Faculty who wish to create assignments within Canvas that pertain to GivePulse, will need to
  - a. Click into the Canvas “Assignments” tab:



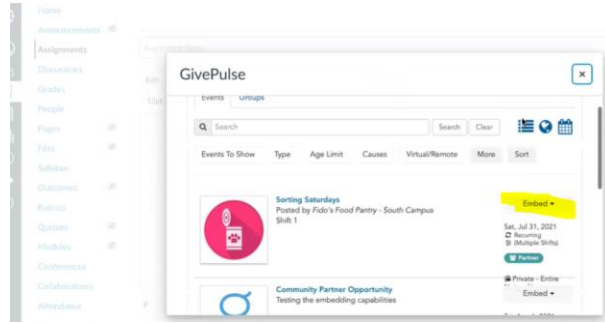
- b. Create an Assignment:



- c. Use the “Plug In Option” to choose “GivePulse:”



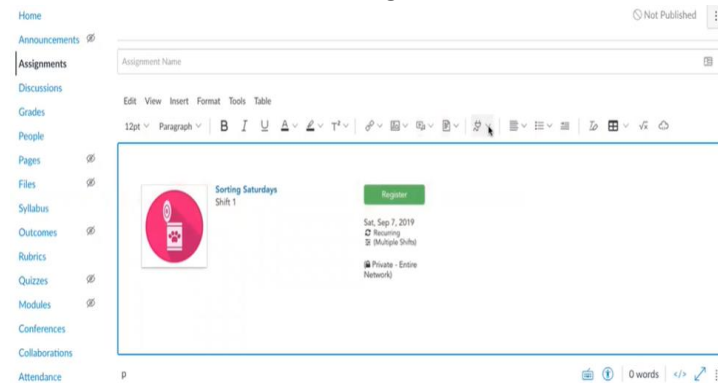
- d. Choose to “Embed” events if they have a special significance to your class.



Faculty can then choose to assign “registration” or “add impact” for students.



That will create an editable assignment that will look like this:



This option is helpful if you wish to be more directive about experiences you wish for students to pursue.

### Additional Resources for faculty who want to do more

The GivePulse organization has a great number of additional resources for faculty who want to do more with the DU Impact platform. We encourage you to click on this link if you are looking at this document electronically or use the web to go to <https://support.givepulse.com/hc/en-us/sections/203581298-Faculty-Resources-More-about-Service-Learning> if you are reading a document document.