



STUDENT TRAINING GUIDE:
HOW TO GIVEPULSE



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Complete Student Training Guide

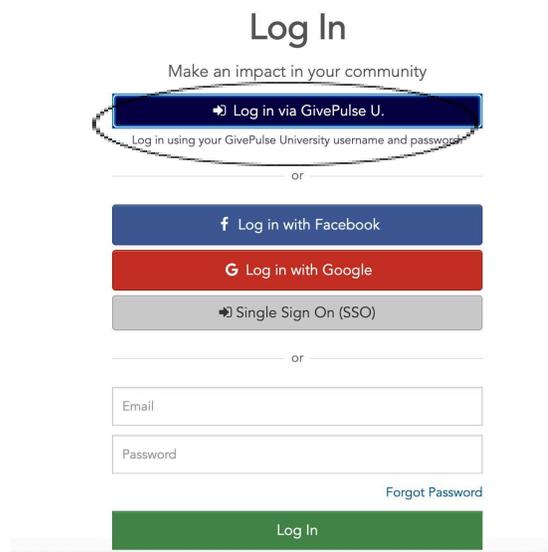
When onboarding with GivePulse, we want to ensure a smooth, successful, and easy transition process for you. Therefore, we have curated a comprehensive training guide with everything you need to know for your time using GivePulse. Below will guide you through a step by step process detailing every aspect of GivePulse you, the student, would need to be successful!

Accessing Student Account & Dashboard

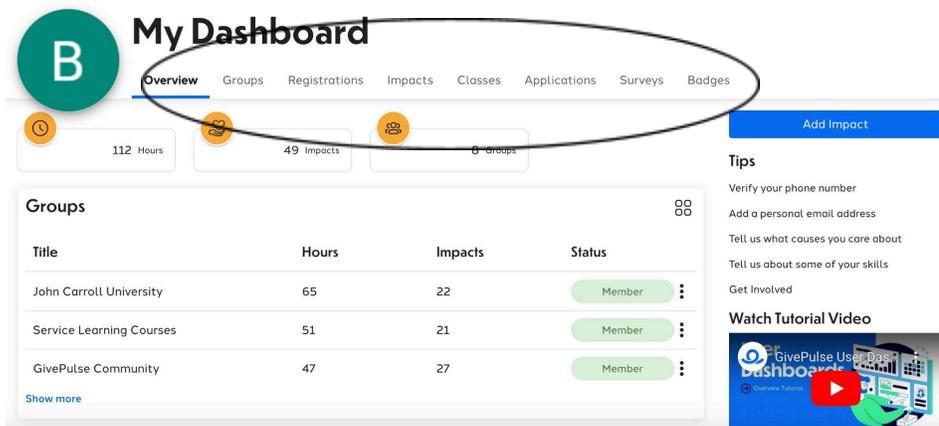
When beginning your GivePulse journey, it's important to ensure your backend work is all set up and managed before taking the necessary steps to sign up for service. By accessing your student account and viewing your dashboard you will be able to view every necessary detail for your GivePulse experience to be the best. It's helpful to know the various ways in which you can update your account, while these are not mandatory below we outline the best practices for you.

- **Accessing your Student Account -**

1. First, you will need to login to your institution's instance of [GivePulse](#). For example, you can access GivePulse University at [gpu.givepulse.com](#). If you don't know your institutions GivePulse link, you can google "[Institution Name] GivePulse"
2. Once you have accessed your proper subdomain, you can log in with your institution through single-sign on as shown below. Use your school email address and password to sign in to the single-sign on link.
3. From this point you will be logged in and ready to access and view your student dashboard.



- **Student Dashboard** - Upon logging into your GivePulse account through your university's subdomain you will either be directed to your [dashboard](#) or the institution's homepage. If you are directed to your institution's homepage you can access your dashboard via your user icon dropdown. On your student dashboard, you will see total Impacts, hours, and events you are either registered for or have completed. The dashboard is a single stop for everything you may need as a volunteer.
- **Why a Dashboard** - The dashboard provides a central location for you to find everything you may need! As circled below the dashboard offers a variety of tools for you to use while on GivePulse. The dashboard works as your own personal workbook that handles all your service needs. For a more in depth tour of the user dashboard click [here!](#)



My Dashboard

Overview Groups Registrations Impacts Classes Applications Surveys Badges

112 Hours 49 Impacts 0 Groups

Groups

Title	Hours	Impacts	Status
John Carroll University	65	22	Member
Service Learning Courses	51	21	Member
GivePulse Community	47	27	Member

Show more

Add Impact

Tips

- Verify your phone number
- Add a personal email address
- Tell us what causes you care about
- Tell us about some of your skills
- Get Involved

Watch Tutorial Video

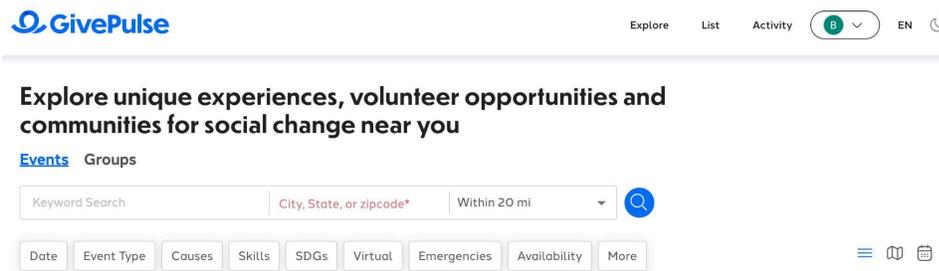
GivePulse User Dashboard



Searching & Signing Up for Service Activities

After setting up your student account and getting to know the various capabilities of GivePulse you can begin your search for service activities, as well as signing up. Below is all the information you will need to successfully search and sign up for service.

- **Searching for Service Activities & Finding Events** - When looking for service opportunities, whether it be in your school or community you can easily access them in the opportunity search bar or by using the specific search link for your school.
 - By selecting **“Explore”** (in the top navigation menu) you will be able to view and explore various events and groups to attend/join.
 - These events will be shown based on location (mileage), whether or not it's remote/virtual, and if there is an age limit or gender restriction.

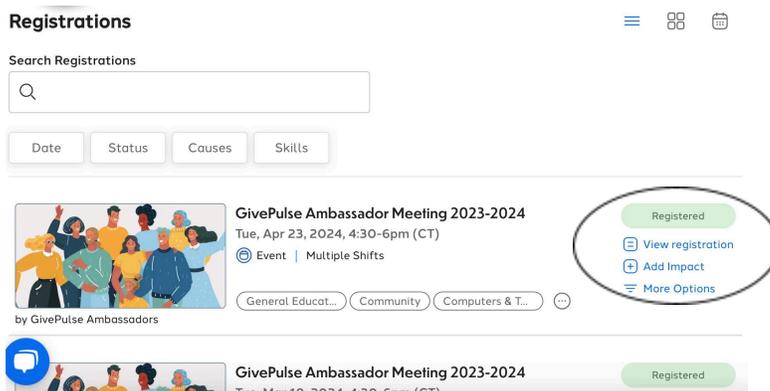


- **Signing Up for Service** - Once you have found a sufficient event/service site, you can navigate to the green **Register** button and fill out the necessary information.

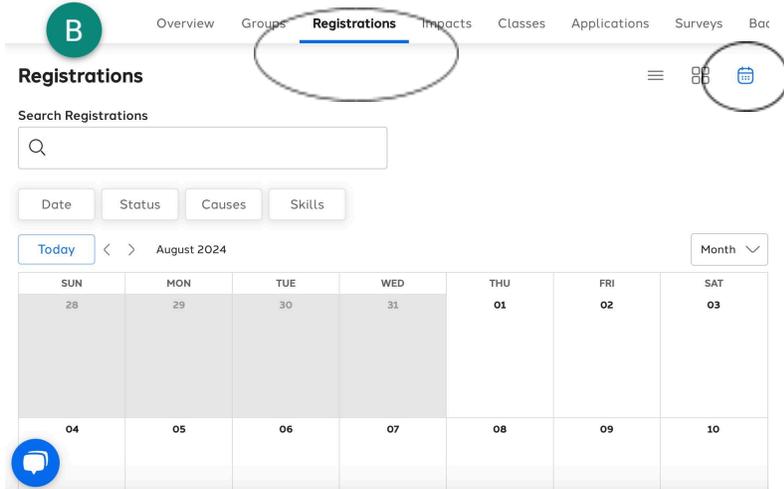
Managing Registrations & Tracking Hours

By managing your registrations and tracking your hours, it will allow for you to be more organized and efficient as a user on the platform. In learning how to manage and track hours and registrations, you will be able to utilize GivePulse to the best of your ability.

- **Registrations:** All of your registrations can be found when selecting the Registrations Tab on the top toolbar of your dashboard.
 - When looking at the dashboard all events past and future ones you are registered for will be displayed under the Registrations Tab (as shown below). By tabbing between **“Past Events & “Upcoming Events”** you will be able to view them all. By scrolling through you will be able to see all of your registrations.

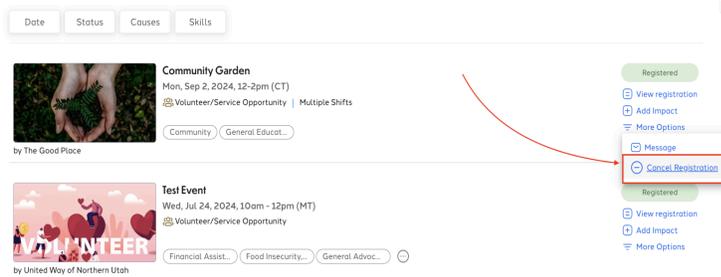


- **Managing Registrations:**
 - If you are looking to manage your registrations you can navigate to their student dashboard.
 - From the dashboard you can select **“Registrations”** from the top menu
 - Once here, you can select and view every registration you have made through GivePulse.
 - There is also an option to view through our calendar view as shown below!
 - In the calendar view you can see your service sites on the exact dates you have them planned!
 - To get to our calendar view, you will need to select the tiny calendar emoji in the top right corner!



- **Canceling Service Hours**

- To cancel a registration, you should navigate to the event you are looking to cancel a registration from.
- From here, you can go to the options bar and select **“Cancel”** for the specific date and time you would like to leave. (As shown below).



- **Memberships:** In a module below registrations on your dashboard, you will find a membership module. In the module you'll have two tabs for your groups and classes, the following actions can be taken for both tabs.
 - In this tab there is a **gray action** button that can allow a student to message the class organizer/professor, add an impact, and register.

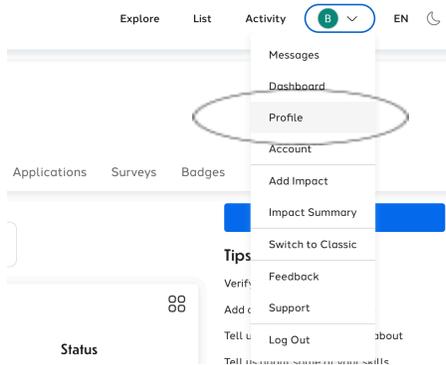
	GivePulse Community 10 upcoming events	Member
27 Impacts	47 Hours	\$1,347 Given
Add Impact Message More Options		

	GivePulse Ambassadors 2 upcoming events	Member
26 Impacts	46 Hours	\$1,319 Given
Add Impact Message More Options		

	The Pulse 2 upcoming events	Member
24 Impacts	43 Hours	\$1,233 Given
Add Impact Message More Options		

Student Account & Profile Tab Navigation

After successfully onboarding and accessing your student dashboard and account you will need to become familiar with account navigation through your profile. While navigating through your profile you will become familiar with various useful tools that can help you throughout your GivePulse experience!

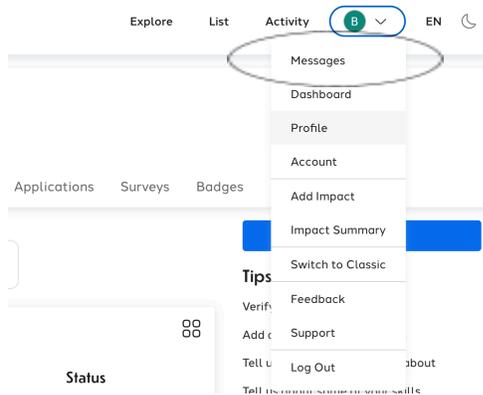


- **Student Profile Tab** - Everything that the student has either completed or is registered to complete can be found and viewed here. This tab is similar to a community service portfolio that will show:
 - Various badges you have received
 - Each group you are in
 - What classes you have
- This profile tab can be linked to your LinkedIn profile and resume



- **Student Account Navigation** - Under the account tab, you manage your profile by selecting “**Edit Profile**” from the user dropdown menu where you can [update](#) various details to your profile.

- **Messages:** Users can utilize the dropdown menu to find various messages sent from group organizers, service sites, or their university service center. These messages go directly to your profile depending on what site you are registered at and what class you are in. You can only receive messages from sites you are signed up/registered for, and classes you are currently enrolled in. The main form of communication will go through your email, but users who want to see messages on GivePulse can.



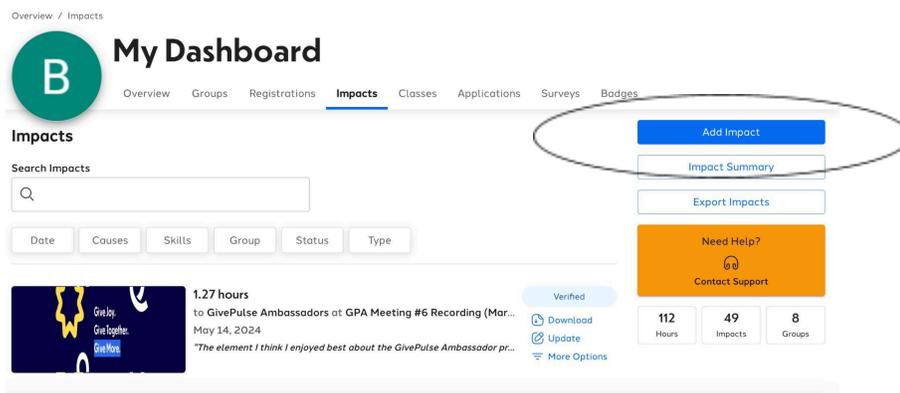
Receiving Notifications

You will want to ensure you set up your GivePulse account to receive notifications. By ensuring you receive important updates and emails you will be able to stay up to date on everything involving your GivePulse account and service site.

- **Ensuring You Receive Notifications:**
 - GP automatically sends out emails for various reminders, event updates, etc.
 - To ensure you receive these notifications ensure that you have/haven't done any of the following:
 - **Do not mark GP as Spam.** (Check Spam Folder)
 - There is an option to opt out of emails in the account information settings, ensure your student **does not do that.**
 - Check email service and settings.

Creating & Managing Impacts

Knowing how to create and manage your Impacts allows for your institution to keep track of your community engagement. Through Impacts, your institution can get a sense of how your service is going and view an overview of your community engagement during your involvement. It is very important that you complete Impacts for your engagement throughout your time at your institution. This ensures that you have records for future applications and can be recognized by the institution.



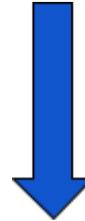
- You will receive email notifications to complete your Impacts in the form of a “Did you Attend?” email as shown below.
 - The email will ask you if you attended your event and upon your selection of yes or no, it will then direct you to begin filling out an Impact.

Did you attend [Learn About Your Instrument?](#) Let us know what you thought by leaving a reflection:



- **Adding an [Impact](#)** - To add an impact, please note the following steps. If you find yourself lost, please redirect by clicking on the link attached to find a support [article](#).
 1. By selecting the “**Yes I attended**” button on the email you will be automatically directed to begin filling out your impact.
 2. When filling out your impact it is important to note that you must answer every question.
 3. Some events or groups may have custom impact questions, please fill those out as well.

- Once completed your Impact will directly upload to the group/event for your advisor to see. When finished you may select the green **Add Impact** button at the bottom of the page.



- **To an event** - You may also fill out an impact from the event. From the user's personal dashboard you can select the Activity > Registration button. Once you have found the event you attended you can select it and begin completing the Impact form and questions. It is suggested that **the best practice is to fill out an impact directly from the "Did you attend?" email.**

Overview / Registrations

My Dashboard

Overview Groups **Registrations** Impacts Classes Applications Surveys Badges

Registrations

Search Registrations

Date Status Causes Skills

GivePulse Ambassador Meeting 2023-2024
Tue, Apr 23, 2024, 4:30-6pm (CT)
Event | Multiple Shifts

General Educat... Community Computers & T...

Registered

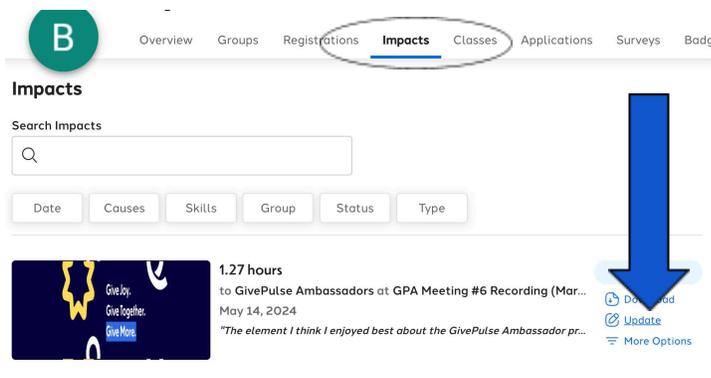
View registration

Add Impact

More Options

- **Managing your Impacts:**

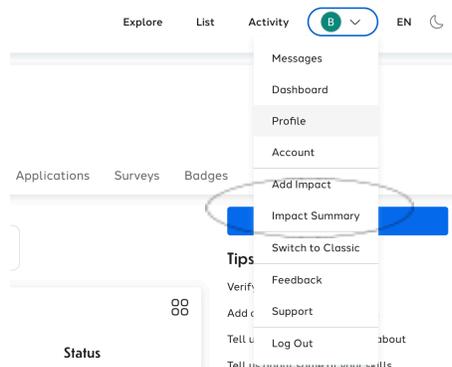
- Users can track, update, and edit their Impacts after you have completed them
 - By going to the **“Impacts”** tab at the top of their dashboard.
 - The student can view all previous Impacts given and make edits if necessary by clicking on the **“Update”** button for the specific Impact they would like to edit.
 - Upon clicking the update button you will be able to delete or fix any impact that may need work
- **Deleting/Updating an Impact:**
 - For a student to delete an Impact you must locate the update button on the Impact and select it.
 - Upon selection, the student should navigate to the bottom of the page and click delete.
 - You can also decide to update an Impact. In this instance, you would travel to the update button on the Impact you would like to edit and go from there.



Transcript Hours

By utilizing a transcript on GivePulse, you will be able to gain a more detailed view of your involvement and activities. They serve as a way to document the effort you put into service. These transcripts can be useful for tracking progress, providing a reference, or showing proof of service hours if you happen to need to.

- **How to access your GivePulse Transcript:** When going to access your transcript, you will want to go to your dropdown menu and select “**Impact Summary**”. From there you will be directed to a downloadable PDF that has the following information attached to it...
 - Volunteer Hours
 - Events Participated In
 - Roles/Responsibilities
 - Achievements
 - Service History



Badges

Badge	Name	Description
	GivePulse Ambassador	The GivePulse Ambassador program was developed to increase awareness and engagement with the GivePulse platform on campus and within the community. GivePulse Campus Ambassadors combine...
	Virtual Summer Training 2023	The Virtual Summer Training 2023 was developed to provide a live (virtual) version of the GivePulse Training Course for Higher Ed Users and included networking...

Breakdown by Organization

Name	Impacts	Hours
GivePulse Ambassadors	9	11.21

Useful Mobile Apps Tricks

The [GivePulse mobile app](#) is a great tool for users looking to complete Impacts at the tip of their fingers upon completing their service. The app provides a quick and easy way to keep track of your community engagement, and help you to connect to other opportunities on the platform. By clicking on the link above you will be directed to download the app easily!

- The most useful tool attached with the mobile app is adding impacts. By using the mobile app to complete Impacts, it allows for the student to have a quicker process.
 - To complete this, you should go to the group you are recording the Impact for. Once you have completed this, you can then record the Impact directly on the app by following the step-by-step process it prompts them to.

