Recording Community Engagement

Student Training Module
The Center for Community Engaged Learning (CCEL) is here to help faculty and students like yourself. Our role on campus is to assist faculty teaching CEL designated classes, support students who are enrolled CEL classes, support general student volunteers seeking to serve in the community, and support community members seeking to offer WSU students and faculty community engagement opportunities.

Visit us in Shepherd Union Room 324 on the Ogden campus
801.626.7737 | ccel@weber.edu | www.weber.edu/ccel
Introduction

• Please Review the following pages and record your training in the Add Impact section to complete CCEL’s Student Training Module: Recording Community Engagement
  • This training should take 20-30 minutes to complete.

What Can I Expect To Learn?

• Learning Objectives
  • Participants will learn how to log and record service hours via WeberConnect powered by GivePulse
Recording Community Engagement

GivePulse

- Community Engagement for both class and non-class opportunities will be recorded through the GivePulse student involvement tracking system. Weber State uses this software to track student involvement across campus and will be using this same system to track your community engagement and service.
Access Option One for GivePulse

• Visit weber.givepulse.com

• Select Login

• Select Login Via Weber State
Recording Community Engagement

Access Option Two for WeberConnect

• Visit your eWeber Portal

• Select Campus Life Tab
Recording Community Engagement

Access Option Two for WeberConnect

- Select GivePulse Application

- Select Login

- Select Login
Recording Community Engagement

Recording Service Hours

• Once you complete your service we ask that you record your involvement. This will be completed through the Add Impact* feature on GivePulse. This feature will be used for both class and non-class based participation.
  • *Important Note- GivePulse refers to participation in events, service opportunities, or class based activities as an Impact
Recording Community Engagement

Recording Service Hours Options

• Option One Instructions
  1. Select the Add Impact button from the relevant page or class page.
  2. Select the appropriate event or class to add impact for.
Recording Community Engagement

Recording Service Hours Options

3. Select if your impact is for a course

4. If YES, select appropriate course name; If NO, skip step 4
Recording Community Engagement

Recording Service Hours Options

Steps 5-8 shown in image on next slide

5. Enter impact verification name and email address (phone optional)

6. Enter date of impact (time is not required)
   a. Dates can be a range of time.

7. Enter impact type and measurement
   • Types can include
     • Time, Money, Goods, Training, Voting, Research or Other

8. Select whether impact completed is campus or community engagement or both
Recording Community Engagement

Recording Service Hours Options

Verification
Verifier’s Name
Verifier’s Email
Verifier’s Phone

In order to verify this, please provide the name, email and phone number of the event organizer or of the person that can confirm you were there.

Date
Start Date: 07/14/2021
End Date: 07/14/2021

Impact Type & Measurement
Time
Hours

Requested Information
Please Select Your Involvement Type
- Community Engagement
- Campus Involvement
- Both
9. Complete *About Your Experience* section

- We appreciate any details you add about your impact, however this section is not required for submission.
Recording Community Engagement

Recording Service Hours Options

10. If needed, update privacy and share settings.

Sharing and Privacy Settings

Let others know about your engagement

Select: All | None

Weber State University

Go to My Groups to update settings

Make your impact private?*

- Yes
- No

*Private impacts are visible to you and groups you share with. Your user is marked as private. You cannot create public impacts
Recording Community Engagement

Recording Service Hours Options

11. Submit Impact by Clicking Add Impact
Recording Community Engagement

Recording Service Hours Options

Option Two Instructions

1. Select *Add Impact* from the dropdown box found by clicking on your name in the upper right hand corner.
2. Search for an Event or Class

• Note: You may manually enter the impact event or location by clicking the “Can’t find it?” button; however, this doesn’t guarantee your participation will be counted for the Wildcat Advantage program.
Recording Community Engagement

Recording Service Hours Options

3. Select if your impact is for a course

4. If YES, select appropriate course name; If NO, skip step 4
Recording Community Engagement

Recording Service Hours Options

Steps 5-8 shown in image on next slide

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Other Resources

- How to log outside of class-based Impacts.

- How to log class-based Impacts.
  - [https://support.givepulse.com/hc/en-us/articles/360052788053-Course-Engagement-Section-for-Add-Impacts](https://support.givepulse.com/hc/en-us/articles/360052788053-Course-Engagement-Section-for-Add-Impacts)

- For more information regarding logging of impacts on WeberConnect powered by GivePulse please visit.
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Next Steps

• After submitting an impact report, please be sure to let your selected verification person know you listed their name and to check their email.

• Check your email for any questions that may arise

• You can check the status of your submission via the impacts tab found in the dropdown menu below the My Activity section on the top left of your GivePulse page.

• Browse GivePulse for more involvement opportunities

• Let others know about GivePulse
Congratulations on Completing your Training!

How to Receive Credit for this Training

1. Review this document, related links, and videos
2. Click *Add Impact* via the home page for this resource
3. Answer all questions
   - Share with class or group, if needed
4. *Submit Impact*

Questions: Contact CCEL via email or phone