

# Recording Community Engagement

Student Training Module



**WEBER STATE UNIVERSITY**  
Center for Community Engaged Learning

# Center for Community Engaged Learning

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](mailto:ccel@weber.edu) | [www.weber.edu/ccel](http://www.weber.edu/ccel)



## Recording Community Engagement

# 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

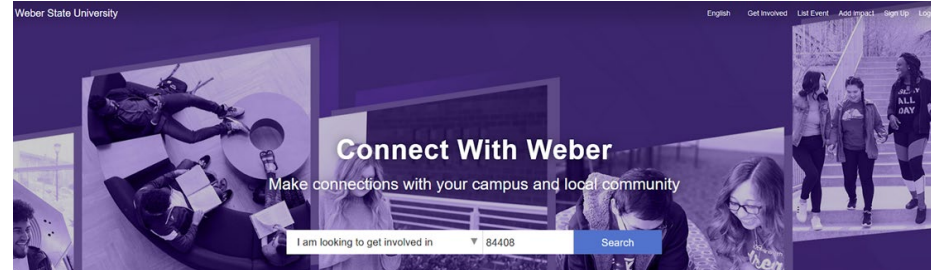
- Community Engagement for both class and non-class opportunities will be recorded through the GivePulse student involvement tracking system. Weber State uses this software to track student involvement across campus and will be using this same system to track your community engagement and service.



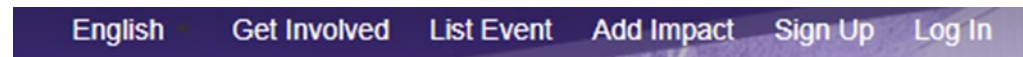
## Recording Community Engagement

# Access Option One for GivePulse

- Visit [weber.givepulse.com](https://weber.givepulse.com)



- Select Login



- Select Login Via Weber State



Log in using your Weber State University username and password.



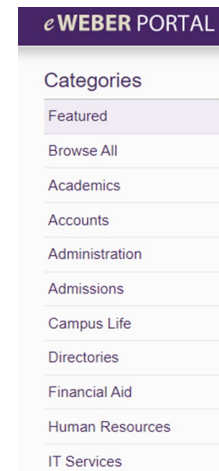
Recording Community Engagement

# Access Option Two for WeberConnect

- Visit your eWeber Portal

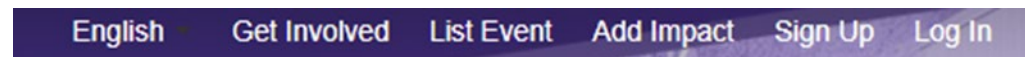
- Select Campus Life Tab

WSU Home | eWeber | Campus Directory | WSU Online | Info for ▼



# Access Option Two for WeberConnect

- Select GivePulse Application
- Select Login
- Select Login



Log in using your Weber State University username and password.



# Recording Service Hours

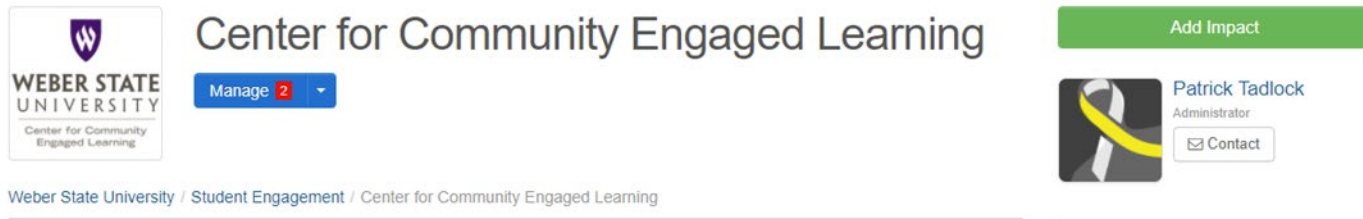
- Once you complete your service we ask that you record your involvement. This will be completed through the Add Impact\* feature on GivePulse. This feature will be used for both class and non-class based participation.
  - \*Important Note- GivePulse refers to participation in events, service opportunities,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





# Recording 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.

A screenshot of a web form for adding impact. The form has a header with the Weber State University logo and the text 'Center for Community Engaged Learning'. To the right of the header are two buttons: 'Add Timesheet' and 'Change'. Below the header is a question: 'Did you attend a listed event or volunteer opportunity?'. Underneath the question is a dropdown menu with a downward arrow.

# Recording Service Hours Options

## 3. Select if your impact is for a course

Course Engagement

---

Is this impact for course(s)?\*

Yes

No

## 4. If YES, select appropriate course name; If NO, skip step 4

Course Engagement

---

Is this impact for course(s)?\*

Yes

No

For which course(s)? (select all that applies)\*

Select: [All](#) | [None](#)

Please select the courses you want to share with



# 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 + Time   - Date

---

Start Date \*      End Date

Impact Type & Measurement

---

Time  Hours \*

Requested Information

---

Please Select Your Involvement Type \*

*Community Engagement examples include: service, community research, civic engagement, CCEL events, CEL classes, etc.  
Campus Involvement examples include: student organization meetings, speaker events, lunches, etc.*

Community Engagement  
 Campus Involvement  
 Both



# Recording Service Hours Options

## 9. Complete *About Your Experience* section

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

About Your Experience

---

Rate your experience

☹️☆☆☆☆☆

Review, Reflection and Feedback

Personal Notes

Personal notes are private and only viewable by you

Attachments

(File types: jpg, jpeg, png, gif, ppt, odt, xls,xlsx, csv, rtf, pdf, txt, doc, docx, zip)

[+ Add Attachment](#)



# 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 can not create public impacts*

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Recording Community Engagement

# Recording Service Hours Options

11. Submit Impact by Clicking Add Impact



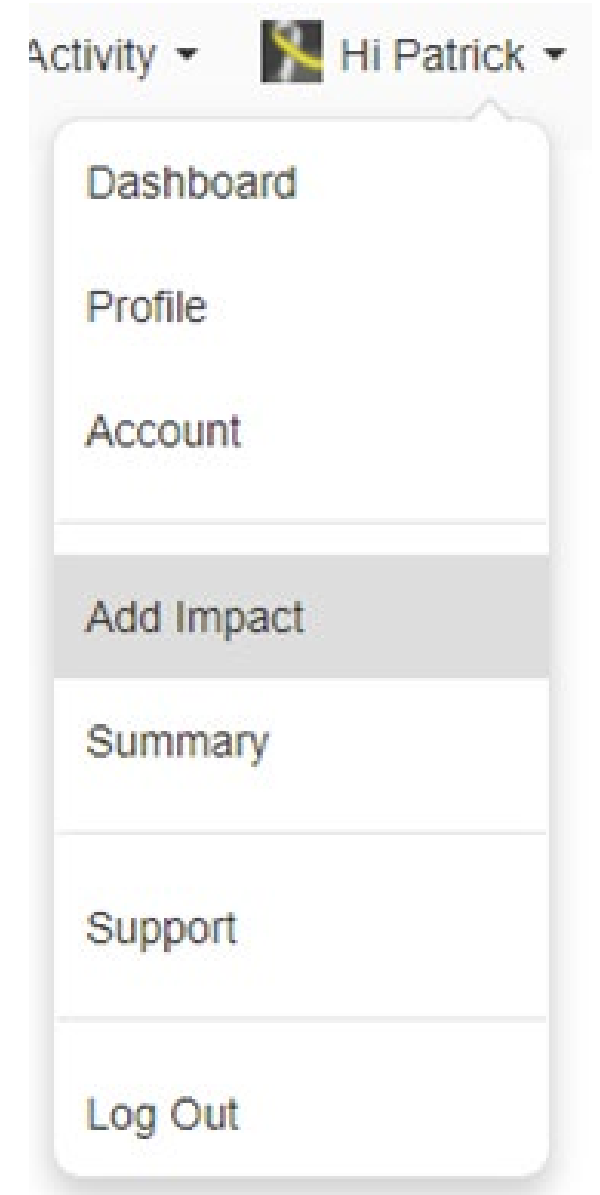
Add Impact



# 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.





# Recording Service Hours Options

## 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.*

### Add Impact

Track your community engagement

📍 Where did you create the following Impact? [Can't find it?](#)

Keyword Search  within 20 miles of 84414

[My Groups](#) [Type](#) [Causes](#)



# Recording Service Hours Options

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Course Engagement

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For which course(s)? (select all that applies)\*

Select: [All](#) | [None](#)

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Date + Time   - Date

Start Date \*      End Date

Impact Type & Measurement

Time  Hours \*

Requested Information

Please Select Your Involvement Type \*

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Community Engagement  
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Rate your experience

☹️★★★★★

Review, Reflection and Feedback

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Attachments

(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

[+ Add Attachment](#)



# Recording Service Hours Options

10. If needed, update privacy and share settings.

### Sharing and Privacy Settings

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*Let others know about your engagement*

Select: [All](#) | [None](#)

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---



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# Recording Service Hours Options

11. Submit Impact by Clicking Add Impact



Add Impact



## Other Resources

- **How to log outside of class-based Impacts.**
  - <https://support.givepulse.com/hc/en-us/articles/360025445034-Add-Impact>
- **How to log class-based 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.**
  - <https://support.givepulse.com/hc/en-us/sections/360004705253-Impacts>





# 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

