THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

VOLUNTEER MANAGEMENT & MATCHING PORTAL

DATABASE TO TRACK ALL COMMUNITY ENGAGEMENT ACTIVITY

ASSESSMENT TOOLS TO REPORT IMPACT

GWSERVES.GIVEPULSE.COM
LOGGING IN: [https://gwserves.givepulse.com](https://gwserves.givepulse.com)

GW SINGLE SIGN-ON

USE THE SAME LOGIN AND PASSWORD AS GW EMAIL

NOTE: MAKE SURE TO USE THE GW SPECIFIC DOMAIN ABOVE, AND NOT GIVEPULSE.COM
PERSONAL DASHBOARD AND NAVIGATION

QUICK ACCESS TO MANAGE FUNCTIONS

LINK TO DASHBOARD AND ACCOUNT INFO

KEEP TRACK OF YOUR ACTIVITY ON THE SITE

SELECT "CLASSES" TO SEE THE LIST OF YOUR COURSES

George Washington University

George Washington University

Manage 1269

Explore our new view in beta release 🕵️ - Switch to New View

Explore

Hi GWServes

Manage 1078

My Activity

Groups

Classes

Impacts

Registrations

Donations

Purchases

Surveys

Applications

Insights

GWServes Support

Contact

English
SELECTED “CLASSES”

NOTE THE TABS ACROSS THE TOP INDICATING THE SEMESTER AND YEAR

CHOOSE THE COURSE YOU WANT TO REVIEW

All the classes you are enrolled or registered with are shown here. If there are any inaccuracies, ask your professor or administrator.
COURSE PAGE

ACCESS TO MANAGEMENT TOOLS IS THROUGH THE BLUE MANAGE BUTTON

GTCH 2003 Step 1 and 2 Hybrid SuJin Choi

This class has been closed and is no longer open.

Spring 2022
TO UPDATE COURSE DESCRIPTION

WE PROVIDE BASIC INFORMATION IN THE COURSE DESCRIPTION, BUT YOU ARE WELCOME TO MAKE CHANGES

- CLICK THE "EDIT CLASS" BUTTON
- NAVIGATE THE RESULTING TABS TO MAKE UPDATES TO YOUR COURSE, PARTICULARLY THE DESCRIPTION
MANAGE USERS

The “Users” page lists your students, a summary of their reported service so far, and can message them individually in groups.

- Use the “Users” menu to select “Manage Users”

- Use “Configure Layout” option in upper right to select the fields you want to see. Be sure to scroll down to the green “Apply” button. Our recommendations are:
  - User
  - User Roles
  - Total Hours
  - Last Impact
  - Date Joined
  - Email
  - First Impact
  - Total Impacts

- Scroll to the right to see the Actions column, which can be used to:
  - Assign roles to specific users (administrator, check-in attendant, etc.)
  - Send messages to individuals or groups
    - People who have joined your group (members)
    - People who have reported impacts (participants)
MANAGE USERS

- Switch Group
- Manage
- Edit Group
- View Public Page
- Customize

- Manage Users
- Manage memberships
- Membership Requests
- Invites
- Message Members
- Message Everyone
- Export Users
- Payments

Update user numbers by filtering impacts between [ ] and [ ].
Filter
Clear

[User] [Quick Note] [User Research Areas] [Impacts] [Gender] [T-Shirt Size] [Total Hours] [Actions]

- Configure Layout

[Click to add Notes]

NOTE: DEPENDING ON THE SEARCH AND FILTERS APPLIED, THE EXPORT WILL RELATE TO WHAT YOU SEE
MANAGE IMPACTS

The “Impacts” page lists all of impact reports your students have submitted. You can sort and filter these to see where students are serving, how much, and how often they have reported, and whether the organization has verified their report.

• From the “Impacts” menu, select “Manage Impacts”
• Our recommendations for “Configure Layout” (Remember to scroll to the bottom to save the Configure Layout)
  o Name
  o Start Date
  o Verifier
  o Hours Served
  o Verified
  o Date Created
  o Verified Date
• Review reported service (sort by hours or by date of last impact)
• Review details of reported impacts (Action menu)
• Review student comments and reflections
• Verify Impact Reports
  • In some courses, the instructor has chosen to verify the impact reports rather than having the community partner do it. If that applies to you, verify student impacts from this screen.
**VIEW/VERIFY IMPACTS**

- **Switch**:
  - Manage
  - Edit Group
  - View Public Page
  - Customize

**Users**
- Events
- Impacts 10
- Add Impact
- Manage Impacts 10
  - Manage Reflections
  - Heatmap
  - Cause Distribution
  - Export Impacts
  - Export Reflections

**Bulk Actions**
- View Impacts That Need Verification
- Filter Impacts You Want to View
- Use Bulk Actions Menu to Verify Many Impacts at Once
- Use Actions Menu to Verify a Single Impact

**View/Verify Impacts**

- You have 10 impacts that need to be verified. To view, click here or sort by verified = pending below.

**Sort, Filter, Search Within Each Column of Data**

<table>
<thead>
<tr>
<th>Name</th>
<th>Impact Date</th>
<th>Primary Group</th>
<th>Event</th>
<th>Hours Served</th>
<th>Verified</th>
<th>Dollar Amount</th>
<th>Donated Goods</th>
<th>Date Created</th>
<th>Review, Reflection and Feedback</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Korey</td>
<td>04/18/2019 4:05pm</td>
<td>Fido's Food Pantry - South Campus</td>
<td>Sorting Saturdays</td>
<td>0.00</td>
<td>Empty</td>
<td></td>
<td></td>
<td>04/18/2019 4:05pm</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td>Eve Polastri</td>
<td>04/18/2019 1:17pm</td>
<td>Fido's Food Pantry</td>
<td></td>
<td>0.00</td>
<td>Empty</td>
<td></td>
<td></td>
<td>04/18/2019 1:17pm</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td>Alex Korey</td>
<td>04/18/2019</td>
<td>Fido's Sorting</td>
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<td>Empty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Click Here for a Video**
EXPORTING AND REPORTING

EXPORT FROM THE ADMIN NAVIGATION TABS TO SEE ALL DATA

EXPORT USING ACTIONS IN THE TOP-RIGHT TO GET AN EXCEL DOCUMENT OF WHAT YOU SEE ON-SCREEN (WITH YOUR FILTERS APPLIED)

CLICK HERE FOR A VIDEO
PROMOTING EVENTS

Go to Community Partner Page you are serving with and click their events. Select the one that applies to GW Courses. You may have to scroll to the bottom to flip through their events to find yours.
ONCE CLICKED ON SPECIFIC EVENT YOU CAN CLICK ON THE PROMOTE BUTTON FOR IT TO BE VISIBLE ON YOUR COURSE PAGE
EXPORTING PROMOTED EVENTS

CAN SEE ALL PROMOTED EVENTS, THESE WILL ALL SHOW UP ON DISPLAY ON YOUR PAGE

EXPORT FROM THE ACTIONS TAB TO SEE ALL DATA
MANAGE AFFILIATIONS

As a course you are able to affiliate with community partners. This is when one group displays all or some of its events on another's group's page. Note: You may always remove or deselect specific events and opportunities even when they are approved to display all their events on your group page.

Click on "Network" then choose "Manage Affiliations".

You are able to choose whether you want your events to be shown on their page or not (and vice versa).

Click the down tab on the action button to choose to hide their events on your page or your events on their page.
QUESTIONS?

Email the Nashman Center

gwserves@gwu.edu

Visit the Givepulse support site

support.givepulse.com