



Guide to Givepulse

What is Givepulse?

Givepulse is the Nashman Center's online platform for community engagement. You can log in using your GW NetID and password. Be sure to log in at gwserves.givepulse.com. Givepulse is used by colleges and universities across the country, so you need to log in at our GW specific link.

Find opportunities to engage with the community.

Many local nonprofit and community organizations, university departments, and student organizations use Givepulse to post events and opportunities to serve.

Report your community engagement projects.

Givepulse is also the central location for reporting your service work, whether it is for a course, student organization, or on your own initiative. This guide will show you how to report service so that your course instructor and community organization staff can see and verify your activities.

This guide focuses on using Givepulse to report service for a Community Engaged Scholarship course. For resources on other uses for Givepulse, including creating a student organization page or a personal profile, refer to the Nashman Center's [tutorial videos](#).

Getting Started

1. Log in using your GW NetID and password: GWServes.givepulse.com. The login link can be hard to find at first. Check the upper right corner of the screen.
2. Navigate to your Community Engaged Scholarship Course page by clicking the "Classes" link in the middle of the page. Next, select the tab for the current semester, and scroll down (or use the search bar) to select your course.
3. Once you have found your course page, we strongly advise you to **set a bookmark to this page on your browser**. Do not plan to "google your way" to your course page in future, as Givepulse is a national network, and you will be looking for a GW-specific course.
4. If you will be serving on-site in the community, you will need to complete the Waiver and Release Form. The front page of your course page will provide a link to this form. [It is also available here.](#)

Finding Community Partners/Service Opportunities

If your instructor has identified community partners/projects for the course

Sometimes, the course instructor will pre-identify community organizations for you to work with, knowing that these prepared projects will meet the learning goals they have for you. In these cases, your course page will have a link to the community organization's Givepulse page. Find this link under the "Affiliates" section. Click each affiliate to learn more about your options.

If your instructor wants you to find your own community partner/project

For some courses, working with a community member to co-create a useful project is one aspect of the learning aims of the assignment. In these cases, the instructor may want you to take the initiative to find a community organization to work with. Givepulse can help, as it is a platform for community organizations to post service opportunities.

Select "Get Involved" on the top right of the screen to search for local community organizations or already posted service opportunities. The following options can broaden or narrow your search:

- Change the geographic range and/or zipcode
- Change the "Events" or "Groups" tab on the upper right
- Click on each box underneath the keyword search to narrow your interests, for example, you can search for opportunities that address certain **causes**, use particular **skills**, fit the **availability** in your schedule, and others.

Reporting Your Community Engagement and Service Activities

Reporting your community engagement activities in Givepulse will ensure your course instructor and community partner can verify your efforts with each other. Your reports also help your instructor monitor your progress. If you have an encouraging experience, or have a concern, the Givepulse report is a helpful place to share for both your community partner organization and your instructor.

How often you report these activities is determined by your instructor, some of whom prefer that you report every time you serve. This helps them know that your project is on track to meet the community and course goals. If your community partner has been asked to verify your work, reporting regularly makes it easier for them to keep track of your efforts. It also ensures that you don't forget about the times you have served and lose track.

You may also use Givepulse to report service that isn't course-based. The Nashman Center [has annual service awards and graduation cords](#) to recognize particularly engaged students. We encourage you to report ALL of your community engagement activities: service with a student organization, course-based projects, and even participation in activities like voter canvassing, activism, and attending marches.

When reporting engagement that is not related to coursework, simply remove your course(s) from the "Share" list in your Impact form. If at any point you would like to see a record of all the community engagement activities you have submitted, click the drop-down menu at the top right under "Hi your name" and choose "summary" to see all of your recorded service.

To Report Service Activities

1. Use your browser bookmark to navigate to your course page. Alternatively, you can select “Classes” from the “My Activity” drop-down menu at the top right of the screen.
2. From the course page, scroll down to the “Affiliates” section to navigate to your community partner’s page by clicking their tile.
3. Click the green “Report Impact” button.
4. Complete the Add Impact form.
 - a. Timesheets: Students in courses are not required to submit a timesheet, so ignore this item.
 - b. Verification: Unless instructed otherwise by your faculty or Nashman course guide, leave the verifier listed as your verifier.
 - c. Impact Type: Most course-based service will be the “Time” impact type. However, any time spent in training or orientation with the community organization prior to beginning your project should be reported here as “Training.”
 - d. Type of Service: The Nashman Center categorizes service by pathway to social change. Confirm with your instructor the category to use in your report.
 - e. Did you work with a community organization: Obviously you’ve submitted this report through the community partner’s page, **so leave this question blank**. Enter a random character here (a period or the space bar) because this question has been set as “required.”
 - f. Review, Reflection, and Feedback: Be brief here, but do **report what you did with your time**. This is helpful to your instructor, your community partner, and to YOU as you reflect on the details of your experiences later on. Consider what information will help your community partner – particularly if you served more or less time than was expected that day, or if there was noteworthy progress or a setback. Examples of helpful reports include:
 - “Tutored two students, 3rd grade”
 - “Wrote the project plan with team members to submit to our partner for approval”
 - “Worked on the presentation slides for the training we are designing for our partner”
 - Stayed longer than the normal shift to help with ideas for reading with kids next week.
 - Juan made such great progress today and has asked if we can set up more tutoring before his spelling test.
 - g. Sharing: Verify that your course is listed here.
 - h. Make your Impact Private: You must mark this item “no” or your course instructor will not see your report.
5. Click the green “Add Impact” button at the bottom. Review the resulting confirmation screen to be sure it is accurate and that it is being sent to all the relevant stakeholders (community partner and instructor). Use the edit button to fix any errors – this is easier to do now than later.

Frequently Asked Questions

1. I'm on the website but I can't see any of my courses to log hours, what should I do?
 - First check to make sure that you are logged in. You should see "Hi and your name" at the top right of your screen. If you aren't logged in you cannot access courses or post your hours.
 - Check to make sure that you are logged in at gwserves.givepulse.com NOT givepulse.com Givepulse is a nationwide platform and if you are on the nationwide version of the platform you can log your hours but you won't see your courses and as a result only your community partner will see your hours not your professor.
2. I am trying to make my impact public and it won't let me. It keeps saying it is private, how can I change this?
 - You need to change your settings. Go to the top right and click the "Hi Your Name" drop-down menu and then click "account." From the account page, click "settings" on the left side. Make sure the "private" box is NOT clicked. Scroll to the bottom and click "save changes." There is a video tutorial on Nashman's youtube page [here](https://www.youtube.com/watch?v=IDad7sFkNNM). <https://www.youtube.com/watch?v=IDad7sFkNNM>
3. My faculty member needs to see my service activities and wants me to submit them myself. In other words, my instructor will not be accessing Givepulse himself/herself.
 - We're unaware of GW faculty who won't be using Givepulse, but if this happens, you can always send your Givepulse summary page, which shows all of your Impact Reports and lists them by course. To do this, click "Hi your name" and from this drop-down menu, click "summary." This results in a PDF summary of your service that you can download and email your faculty member. You can see a video tutorial on this process from the Nashman Youtube channel [here](https://www.youtube.com/watch?v=I733RYKRVOY) <https://www.youtube.com/watch?v=I733RYKRVOY>
4. I made mistakes in my Impact Report submission, how can I fix that?
 - At the top right of the screen, select the "my activity" tab and from that drop-down menu, click "impacts." Select the arrow on the right-hand side of your verified, pending or disputed impact and you'll see a pencil icon and the word "update." Click there and you can change anything you'd like about your submission and resubmit it.
5. My service was disputed what can I do to change that?
 - You may have just entered something wrong day/time/community partner. If so, see instructions in #4 above and edit your impact.
 - It's possible you submitted the impact to the wrong verifier. Check your impact (see #4 above) and make sure the verifier is correct. If your verifier isn't listed, just write their name and email in at the "don't see them" prompt just below verifier's name.
6. I need my Impact Report to be approved right away. What can I do?
 - It is a good idea to submit your reports well before the deadline for course assignments. Community partners are busy, so we recommend giving them a week to verify your report. You can reach out to them or to your course guide for help if it has been over a week.

If you have additional questions, please contact Wendy Wagner, the Nashman Center's Director of Community Engaged Scholarship: wagnerw@gwu.edu.