

Service-Learning Student Instructions for GivePulse Fall 2023

Questions? Contact ExperientialEducation@normandale.edu or (952) 358-8119

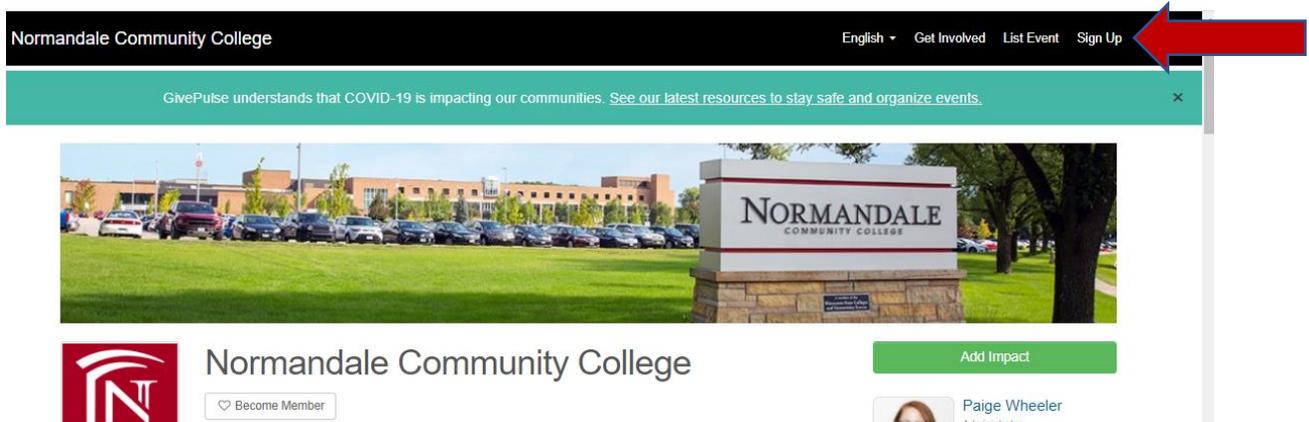
Key Deadlines:

- Register for Service-Learning: **By Wed. Sept. 20th, 2023**
- Add hours (“impacts”) in GivePulse: **By Wed. Nov. 29th, 2023**

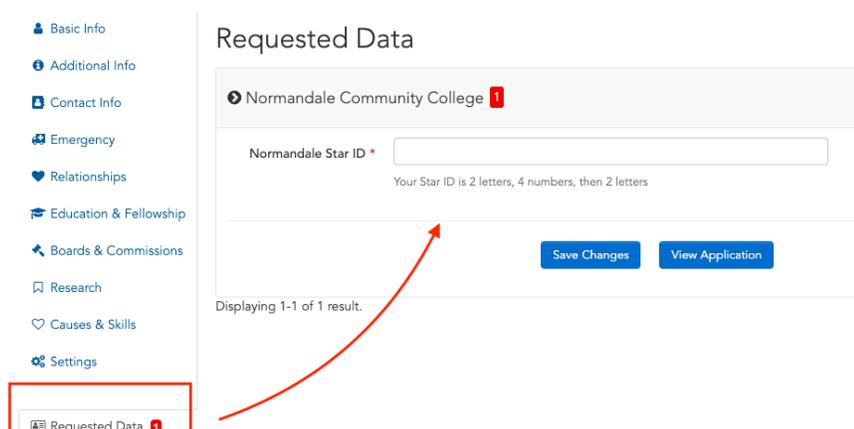
Service-Learning Registration in GivePulse Instructions: Do by Wed. Sept. 20th

1. Create an Account with GivePulse

- Go to the **Normandale GivePulse webpage**: <https://normandale.givepulse.com/>
- Select **Sign Up** in the upper right hand corner and follow the instructions.
 - Provide your: name, zip code, and Normandale or MN State email

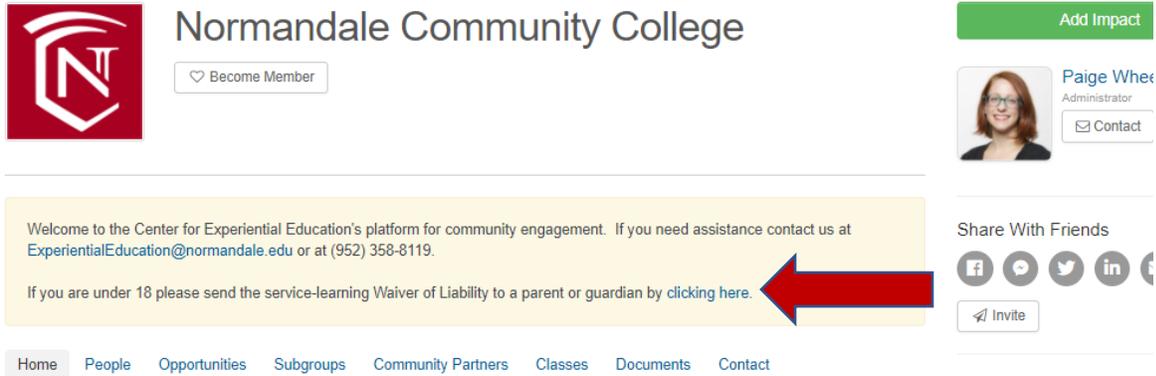


- GivePulse will send you an email where you will confirm your email address. You may need to check your email to finalize your account.
- Add your Star ID number. When you first log in you will see a red notification asking you to add your Star ID number (this is two letters, four numbers, then two letters that you use to log into your MN state stuff).



e. Waiver of Liability:

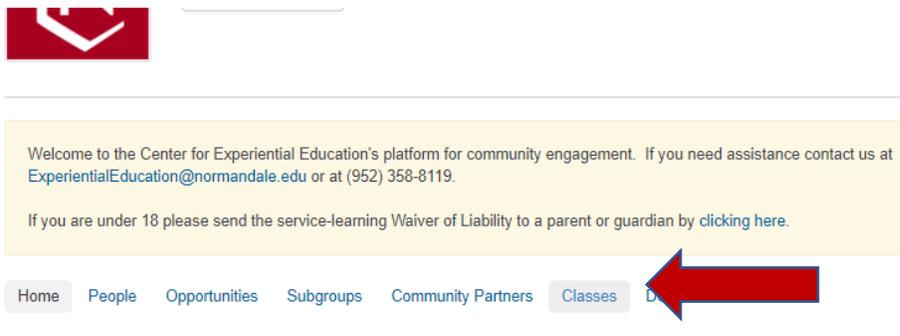
- i. When you create an account you agree to Normandale's Terms of Service, which is a service-learning Waiver of Liability.
- ii. NOTE IF UNDER 18: For the Waiver of Liability: also go to the Normandale Give Pulse webpage (<https://normandale.givepulse.com/>) and in the cream-colored box at the top of the page click on the link to send the waiver to a parent or guardian



The screenshot shows the Normandale Community College GivePulse profile page. At the top left is the college logo and a "Become Member" button. A yellow banner contains contact information and a link "clicking here" with a red arrow pointing to it. Below the banner is a navigation menu with "Home", "People", "Opportunities", "Subgroups", "Community Partners", "Classes", "Documents", and "Contact". On the right, there is an "Add Impact" button, a profile for Paige Wheeler (Administrator) with a "Contact" button, and social media sharing options.

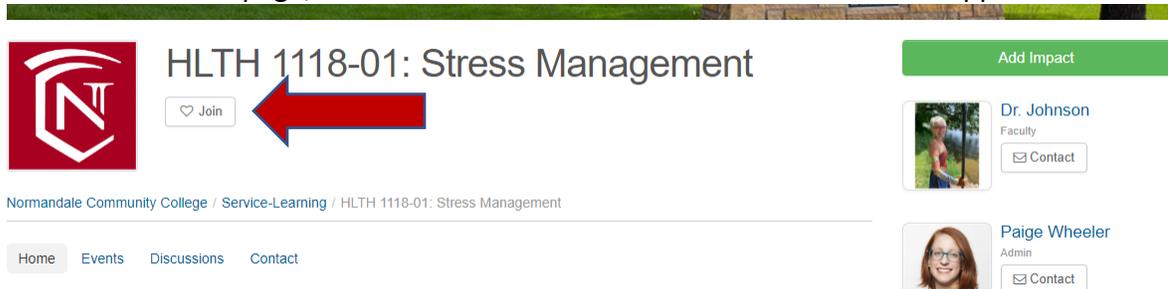
2. Become a Member of Your Class

- a. Go to <https://normandale.givepulse.com/> and log in.
- b. Select the **Classes** tab.



This screenshot shows a close-up of the navigation menu from the previous screenshot. The "Classes" tab is highlighted with a red arrow pointing to it.

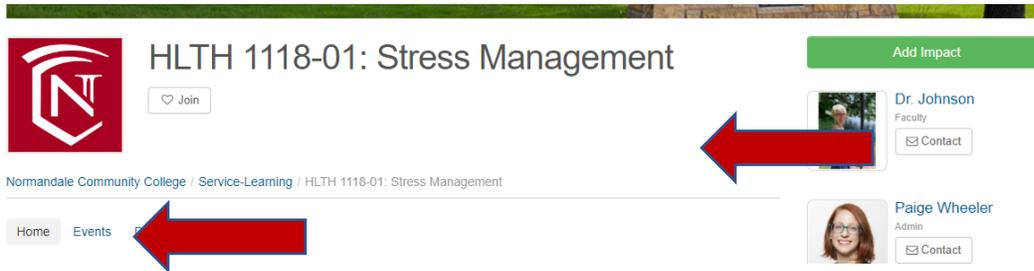
- c. Select your class. If there are multiple course sections make sure to pick the correct section.
- d. On the class page, select the **Join button** with the heart icon in the upper left.



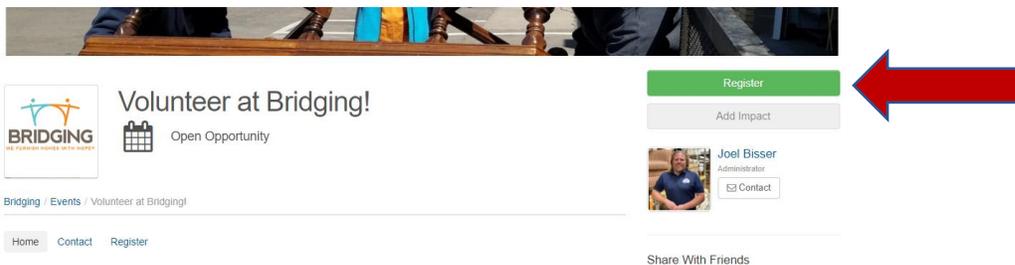
The screenshot shows the class page for "HLTH 1118-01: Stress Management". It features the college logo, a "Join" button with a heart icon (indicated by a red arrow), and the name of the class. Below the class name is the breadcrumb "Normandale Community College / Service-Learning / HLTH 1118-01: Stress Management". At the bottom left is a navigation menu with "Home", "Events", "Discussions", and "Contact". On the right, there is an "Add Impact" button, a profile for Dr. Johnson (Faculty) with a "Contact" button, and a profile for Paige Wheeler (Admin) with a "Contact" button.

3. Register for a Service-Learning Event Option

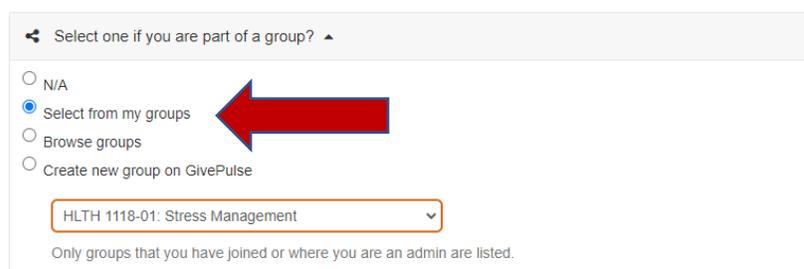
- a. Look at the **Events** tab. These are community partners your professor has pre-approved where you can do your service-learning.



- i. If you have questions about an option you can contact the volunteer coordinator from the event page by clicking "Contact" on the right-hand side by the event administrator.
- b. Once you have selected your service-learning option:
 - i. Go to that organization's Event page.
 - ii. Select the green **Register** button in upper right



- iii. Select one if you are part of a group?
 - a. Select from my groups: select your class
 - b. If your class doesn't show up pick "Browse Groups" and type in your class number (i.e. HLTH 1118-11)

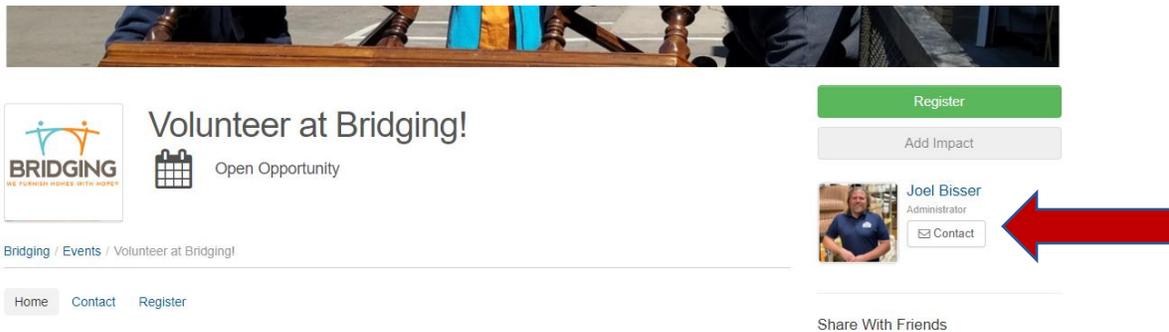


- c. **If you want to do a service-learning option that is not one of the Events options for your class:**

- i. Still create an account and become a member of your class
- ii. Email your professor and ExperientialEducation@normandale.edu where you want to do service-learning. Generally, you need your professor's approval to pick a service-learning option not listed in their GivePulse page.

4. Finish Registering with the Nonprofit

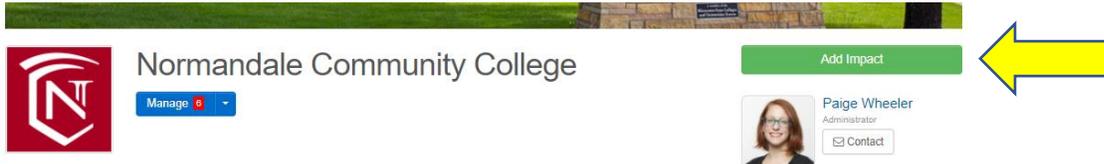
- a. The nonprofit will get an email notification once you register for their event in GivePulse.
- b. **In most cases you will need to do additional steps to be fully registered or setup with that partner.** They may list additional things to do in the event description or they may send you a follow up.
- c. If you have questions about your next steps contact the volunteer coordinator from the event page by clicking "Contact" on the right-hand side by the event administrator.



The screenshot shows the 'Volunteer at Bridging!' event page. On the right side, there is a profile for 'Joel Bisser, Administrator' with a 'Contact' button. A large red arrow points to this button. Above the profile are 'Register' and 'Add Impact' buttons. The page includes a breadcrumb trail 'Bridging / Events / Volunteer at Bridging!', a navigation menu with 'Home', 'Contact', and 'Register', and a 'Share With Friends' link at the bottom.

Reporting Hours (“Adding Impacts”): Do by Wed. Nov. 29th

1. **Log into Normandale’s GivePulse page:** <https://normandale.givepulse.com/> (Log In button is in the upper right corner)
2. **“Add Impact” green button** (right-hand side). GivePulse uses the term “impact” to describe all forms of community engagement. In most cases, the impact is the number of training/orientation and volunteer hours you do with an organization.



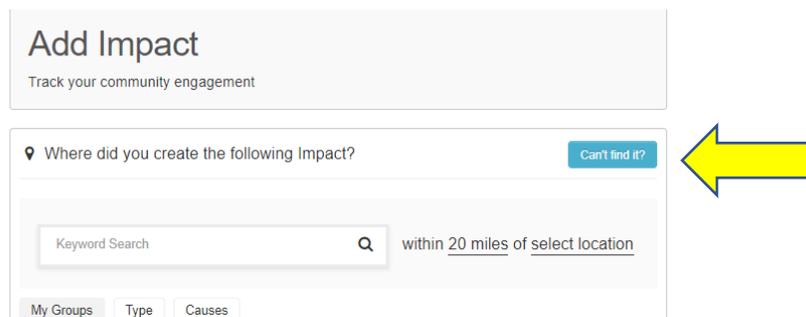
3. Under **“Did you attend a listed event or volunteer opportunity”** select your service site from the drop-down menu.

If your service option is not on the drop-down:

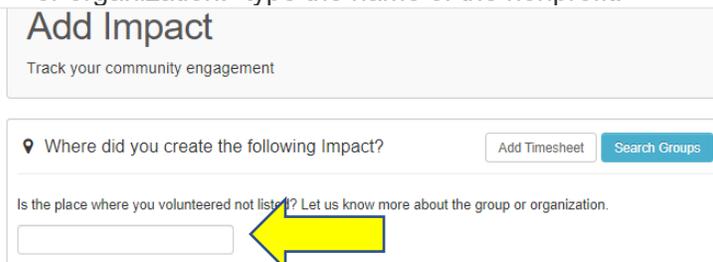
Select the “Change” button on the right-hand side.



Search for your volunteer site. If it does not show up select the blue “Can’t find it?” button.



In the box **“Is the place where you volunteered not listed? Let us know more about the group or organization.”** type the name of the nonprofit.



4. Under **“Course Engagement”**
 - a. Is this impact for course(s)? Select: **Yes**
 - b. **Select your class from the drop-down**

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

5. Under **“Verification”** select the person at the nonprofit who will verify your hours from the drop-down menu.

Verification

Select Verifier*

Paige Wheeler ▼

Missing from the list? [Click here to add contact info.](#)

If you don't have a drop-down menu type in the name and contact info for the person at the nonprofit who will verify your hours.

Verification

Verifier's Name*	Verifier's Email *	Verifier's Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

6. If you got a signed timesheet from the organization add this as an attachment under **“Attachments.”**

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)

Sharing and Privacy Settings



7. Under **“Make your impact private?”** select **No**.

Make your impact private?*

Yes

No

Private Impacts are visible to you and groups you share with

8. Select the green **“Add Impact”** button at the bottom of the page.

9. What happens next?

An email is automatically sent to the nonprofit contact to confirm your hour(s). Once the contact confirms your hours these will automatically show up as verified hours in GivePulse for your professor and yourself. If you need assistance contact ExperientialEducation@normandale.edu or (952) 358-8119.