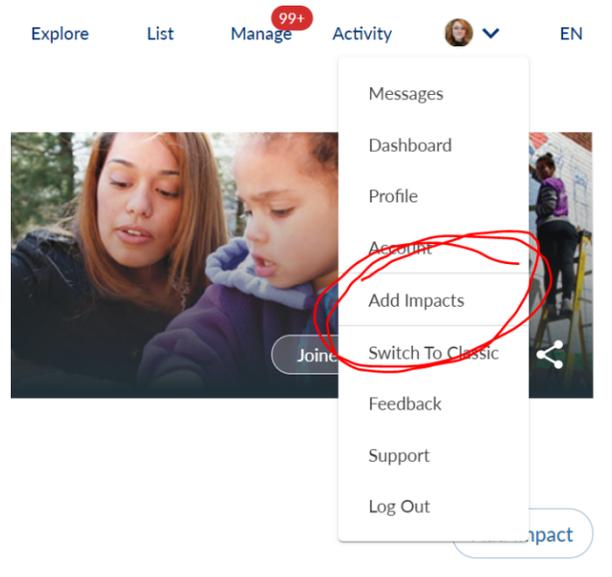


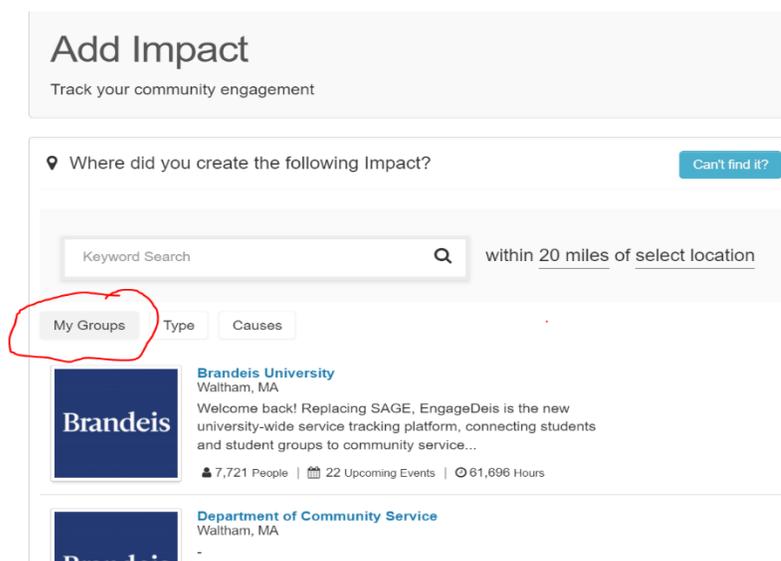
# A Guide to Adding Impacts on EngageDeis

If you have already activated your EngageDeis account and signed in using your Brandeis credentials, follow these steps to track your service hours, or “add impacts.”

1. Log in to EngageDeis. Hovering your mouse over the profile icon, select “add impacts” from the drop-down menu.

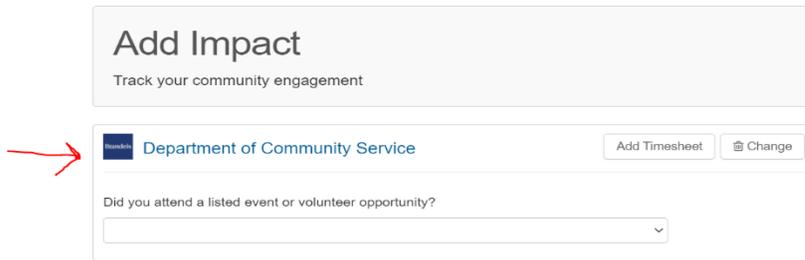


2. You can search for your group in the “keyword search” box or select from your list of groups below the search box. However, please note that the system automatically selects the “my groups” filter (see example). If you are not finding your group in the search bar, make sure the filter is off.



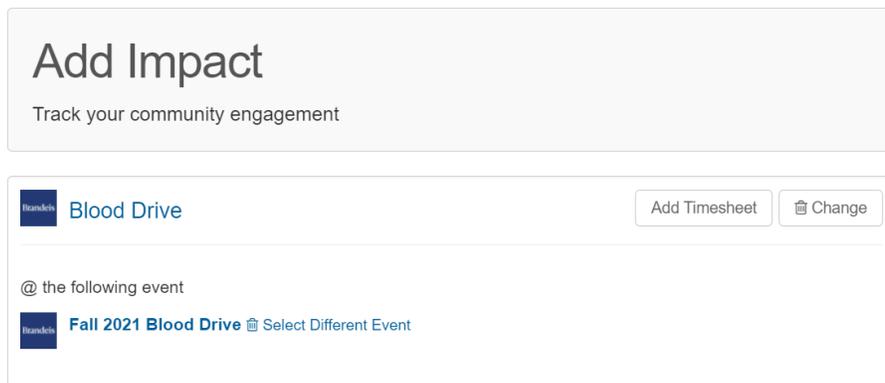
Note that you should **join groups** in order for them to populate under your “my groups” section. This makes it easier for you to find when adding impacts.

3. Once you have selected the group in which you created your impact (highlighted in fig. 1), the events from that group will populate under the drop-down menu. Select the appropriate event (highlighted in fig. 2).



The screenshot shows the 'Add Impact' form with the title 'Track your community engagement'. Below the title, there is a dropdown menu showing 'Department of Community Service' with a red arrow pointing to it. To the right of the dropdown are two buttons: 'Add Timesheet' and 'Change'. Below the dropdown is a question: 'Did you attend a listed event or volunteer opportunity?' followed by another dropdown menu.

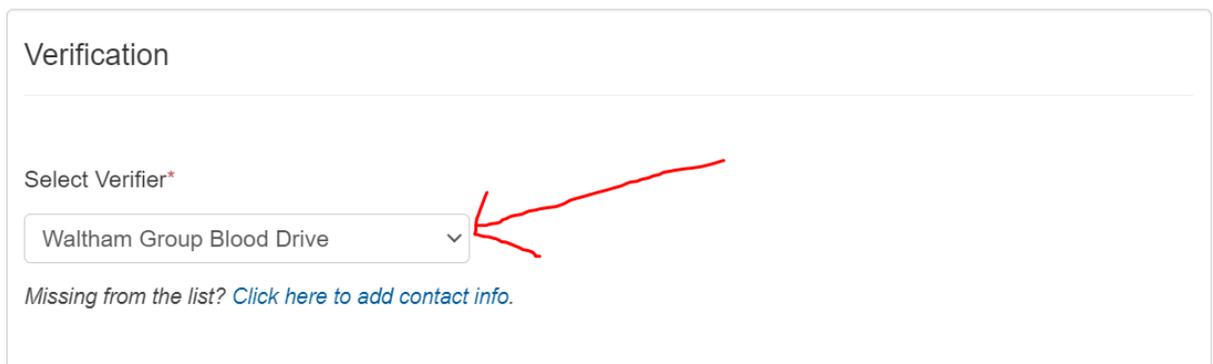
(Figure 1)



The screenshot shows the 'Add Impact' form with the title 'Track your community engagement'. Below the title, there is a dropdown menu showing 'Blood Drive' with a red arrow pointing to it. To the right of the dropdown are two buttons: 'Add Timesheet' and 'Change'. Below the dropdown is a question: '@ the following event' followed by a dropdown menu showing 'Fall 2021 Blood Drive' with a red arrow pointing to it. Below the dropdown is a link: 'Select Different Event'.

(Figure 2)

4. As you scroll down, **this is called the Impact Form**. Fill out the information on the impact form starting with the verifier. Verifiers are the persons who will approve your impacts and are usually the event organizers or service leaders. Always select the group name as the verifier.



The screenshot shows the 'Verification' section of the Impact Form. It has a title 'Verification' and a subtitle 'Select Verifier\*'. Below the subtitle is a dropdown menu showing 'Waltham Group Blood Drive' with a red arrow pointing to it. Below the dropdown is a link: 'Missing from the list? Click here to add contact info.'

If the group name does not appear, you can select any of the names from the drop-down menu.

- The date will pre-populate if you select a specific event. However, if you simply log hours under the main group, without choosing an event, you will have to enter in the date for your impact.

Often, the impact hours will pre-populate to the length of the event. Be sure to adjust the hours based on the TOTAL amount of time you attended/completed service.

Date + Time - Date

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Start Date \*      End Date

09/26/2021      10/26/2021

Impact Type & Measurement

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Time  Hours \*

- The requested information section has to be completed. First, check the box to certify that your hours are correct.

Requested Information

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**Additional Questions**

*Please complete the additional questions below to log your impact. The information gathered from these questions are used for data sharing purposes. For more information about how the Department of Community Service (DCS) shares impact data, please email the department at [communityservice@brandeis.edu](mailto:communityservice@brandeis.edu).*

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Certification of Accuracy \*

*By checking this box, I certify that the information in this impact is accurate. I understand that inaccuracies on impacts are considered a violation of the university's academic integrity policy.*

Primary Category of Service \*

*Please select the primary [category of service](#) for this impact.*

▼ 

Secondary Category of Service

*Please select the secondary [category of service](#), if applicable, for this impact.*

▼

Primary Category of Service \*

*Please select the primary [category of service](#) for this impact.*

▼

Then, select a category of service from the drop down menu. You will choose a category based on the kind of service you engage in. For example, if you worked at a food pantry, you might select “advocacy” under the category of service menu. If you’re unsure what category your service falls under, select the category of service hyper link to review category options. The secondary category is optional.

Primary Category of Service \*

Please select the primary [category of service](#) for this impact.

Secondary Category of Service

Please select the secondary [category of service](#), if applicable, for this impact.

7. Moving on, you will add the number of direct and indirect service hours. Remember that you have added your total amount of hours above. This information requires you to break up that total amount into these categories, **if they apply**. For example, if your total hours are 3, you could have completed 1.5 hours of indirect service and 1.5 of direct service. You will have to enter 0 for any box that does not apply.

Direct Service Hours \*

Enter the number of hours spent in DIRECT service. You may enter a number in 15 minute intervals using ".25". (Enter 0 if none)

Indirect Service Hours \*

Enter the number of hours spent in INDIRECT service. You may enter in 15 minute intervals using ".25". (Enter 0 if none)

8. Finally, you will be asked to enter the amount of hours for Community Engaged Learning & Research (service completed for coursework), Fundraising, Reflection (time spent formally reflecting on the work), and Transportation (if you had to drive or take public transit). If none of these apply, enter “0” in the boxes.

Community Engaged Learning & Research (Academic) \*

Enter the number of hours spent for COMMUNITY ENGAGED LEARNING & RESEARCH. You may enter a number in 15 minute intervals using ".25". (Enter 0 if none)

Fundraising \*

Enter the number of hours spent FUNDRAISING. You may enter a number in 20 minute intervals using ".25". (Enter 0 if none)

Reflection Hours \*

Enter the number of hours spent for REFLECTION. You may enter a number in 15 minute intervals using ".25". (Enter 0 if none)

Transportation Hours \*

Enter the number of hours spent for TRANSPORTATION. You may enter a number in 15 minute intervals, using ".25". (Enter 0 if none)

- The “About Your Experience” section in the form gives you the option to provide feedback to the service experience you engaged in. This is optional. However, be sure to fill it out if you are asked to provide feedback from your community partner or group.
- Privacy settings allow you to make your impact hours private or public. We recommend keeping them public so all of your groups and community members can see them. However, if you do choose to make them private, they will be visible to your groups.

### Sharing and Privacy Settings

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Let others know about your engagement

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

× Brandeis University

[Go to My Groups](#) to update settings

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Make your impact private?\*

Yes

No

*Private Impacts are visible to you and groups you share with*

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11. Once you have completed your impact form, hit the green “add impact” button at the bottom of the page! Now your impact is added to your service profile.



**Add Impact**