



Campus Connect (Galaxy) for Lindy Center for Civic Engagement

STUDENT USER GUIDE FOR GALAXY COMMUNITY ENGAGEMENT DATABASE

Last update: January 21, 2021

Overview: This training guide is for students who wish to use the Lindy Center's Volunteer database, Galaxy, to find nonprofit organizations, volunteer opportunities and events as well as track volunteer hours.

Supported Browsers:

Chrome, Firefox, Safari, Microsoft Edge

QUICK LINKS:

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- 1. Logging in:** DU students/alumni, staff and faculty can login using their Drexel Connect credentials since the site is configured for single-sign-on (SSO). From the main page (drexel.galaxy.com), click "Login" on the top right, then click the yellow "Login using Drexel Connect" button. If users encounter login issues, they can reach out to the Lindy Center at lindycenter@drexel.edu.
- 2. Managing your profile:** Your profile menu is located on the top right-hand corner of your Connect screen. To view it, click on your initials (or your profile picture, if you've already uploaded one, as shown here). You can edit your profile via the pull-down menu or the dashboard (see images below).
Note: Only image files (.jpg, .png, or .gif) are accepted. The image should be at least 540 x 540 pixels. If it is larger, Campus Connect will adjust the image to fit the space.



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The screenshot shows the 'My Profile' page in the Campus Connect (Galaxy) system. On the left is a dark sidebar menu with options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, MY USER GROUPS, INBOX, and LOGOUT. The main content area is titled 'My Profile' and includes tabs for VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, and MY FILES. Below these are links for OPPORTUNITY RESPONSES, MY TEAMS, MY USER GROUPS, and INBOX. The profile information for M. Cynthia Compere is displayed, including a profile picture (MC), a 'VOLUNTEER RESUME' button, and statistics: Joined Date: Aug 4, 2020 and Total Logged Hours: 2. There are sections for 'Causes' (Education, MANAGE CAUSES) and 'Interests' (Food Prep, Technology, MANAGE INTERESTS). An 'Activity Feed' shows a post from OCT 21: 'Became a fan of MANNA'.

a. Updating your Profile Picture

To upload your picture (or replace a current picture), go to the **Edit Profile** area and click **Upload Photo**.

The screenshot shows the 'Profile Picture' upload interface. It features a circular profile picture placeholder with the initials 'PM'. To the right, the text reads 'Upload your picture' and 'Image should be at least 540px by 540px'. Below this are two buttons: 'UPLOAD PHOTO' and 'Remove'.

After selecting the photo, choose one of two options:

1. Crop the photo (if needed) and click Save Profile Photo.
2. If the photo does not need to be cropped (i.e., if you want the photo displayed as is), click Skip Crop and Save.

b. Updating Your Password



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If you are logged into Campus Connect and want to update your password:

1. Go to your Edit Profile area.
2. Complete the fields under the Change Password heading, entering your current password once and your new password twice.
3. Click Update Password.

c. Updating Your Contact and Personal Information

To update your contact and personal information in Galaxy: Go to your Edit Profile area. Under the Basic Information heading, edit the applicable fields. Most fields are not required by default, though your site manager may opt to require fields as needed. Click Update Basic Information.

3. **Updating your causes, interests and fanned (“like”) organizations** – you can personalize your experience on Galaxy by adding causes that you are interested in, interests, and becoming a “fan” of organizations that you’d like to follow and get updates about. When you log in, it will show you tailored opportunities and you may also receive emailed updates when your “fanned” organizations post opportunities.

a. From your profile menu, select **View Profile**.

b. Click the applicable **Manage** button (**Manage Causes**, **Manage Interests**, or **Add Agencies**) on the **My Profile** page.

c. On the page that follows, click on an item to select it. Once you've made a selection, a border with a heart icon will appear around the selection. In this example, "Arts and Culture" has been selected.

d. Click the **Update** button at the bottom of the page to save your changes.

NOTE: you can also become a fan of an organization on the organization’s profile page by clicking the navy blue “Become a Fan” button in each organization’s profile.

4. **Find opportunities, events and organizations:** The main site navigation is the left-hand sidebar, where you can click on Opportunities, Events, Organizations, and other pages that we may have posted at any given time. In general, “Opportunities” refers to volunteer opportunities that you can sign up for through the site, “Events” refers to events hosted by nonprofits that you can attend or participate in (an example might be a blood drive you can sign up to give blood at or a 5k you can sign up to run), and “Organizations” are nonprofits—searching nonprofits is a great way to find



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organizations that you're interested in based on the social issues you're passionate about; while the organizations may not have volunteer opportunities or events posted to our Galaxy site, if you go to their own websites there may be opportunities and events listed there.

- a. To find and sign up for a volunteer Opportunity: from your dashboard click the Opportunity button in the sidebar menu, and you'll see a listing of Opportunities.

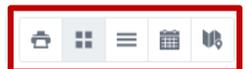
The screenshot shows the 'Opportunities' page in the Campus Connect system. The top navigation bar includes links for 'RETURN TO OUR WEBSITE', 'MANAGER', 'MY ORGANIZATION', 'CALENDAR', a notification bell with '13', and 'HELP'. The main header features a 'GET ENGAGED' banner and the Lindy Center logo. The sidebar menu on the left lists: DASHBOARD, OPPORTUNITIES (highlighted), EVENTS, ORGANIZATIONS, IN-PERSON VOLUNTEER OPPORTUNITIES, CORONAVIRUS INFORMATION, and COLLAPSE MENU. The main content area is titled 'Opportunities' and includes search and filter options. Three opportunity cards are displayed, each with a 'VIEW DETAILS' button.

- b. You will be able to view the volunteer opportunities by Grid, List, Calendar, or Map. Select your view by clicking one of these selections:

[Opportunities](#)

Opportunities

SEARCH BY



- c. **Sorting Opportunities**

By default, **opportunity** is listed with the more recently added or updated **opportunity** first. To change this order, use the Sort by dropdown to sort opportunities by newest first, oldest first, alphabetically, or soonest first.

The screenshot shows the 'SORT BY' dropdown menu. The dropdown is open, displaying the following options: '-- SELECT SORTING --', '-- SELECT SORTING --', 'Newest First', 'Oldest First', 'Alphabetically', and 'Soonest First (excludes ongoing)'. A mouse cursor is pointing at the second '-- SELECT SORTING --' option.

- d. **Filtering**



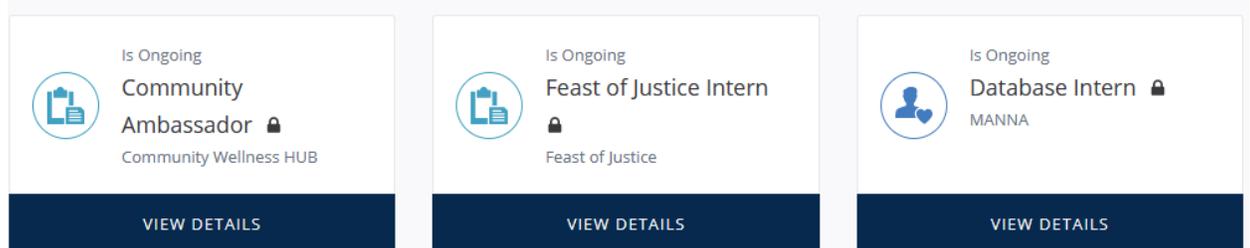
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From the *Filter By dropdown*, you can select to filter opportunities by the criteria shown below. Note that some filter categories will launch another filter, for instance when you choose the “virtual need” filter you will then see another field pop up and you will have to choose “Is Virtual Opportunity” or “Is Not Virtual Opportunity” from another drop-down menu. Always click the “Search” button to apply the filters you’ve chosen.



5. Sign-up for an Opportunity

a. To access the opportunity-information page, click the **View Details** button for the opportunity you are interested in (shown below):



b. Click the **Respond** button, located in the top right-hand corner of the opportunity-information page.



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Opportunities > Database Intern

Database Intern

ONGOING

Description
The scholar will work on cultivating volunteers as donors through use of our volunteer database system. The ideal candidate will have an interest in non-profit development. This work can be done on site and remotely.
Microsoft Excel proficiency, excellent communication and research skills.
M-F 9am-5pm onsite and remotely

Interests

Organization

MANNA
FANNED

RESPOND

c. On the response page that is displayed, you can type any additional notes for the agency manager. If other questions have been added for this opportunity, you may be required to answer them.

Opportunities > Database Intern > Opportunity Response

Opportunity Response

Thank you for your interest in this opportunity. Please fill out the information below and then click to submit your response. We'll reach out to you if necessary. Otherwise, you'll be ready to volunteer.

Opportunity Information

Opportunity Name:	Database Intern
Need Date:	ongoing
Organization Name:	MANNA
Your Name:	M. Cynthia Compere

Additional Volunteer Information

Notes

Notes

Additional Volunteer Information

Notes

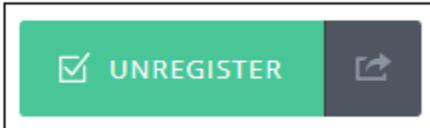
Notes

SUBMIT OPPORTUNITY RESPONSE **CANCEL**

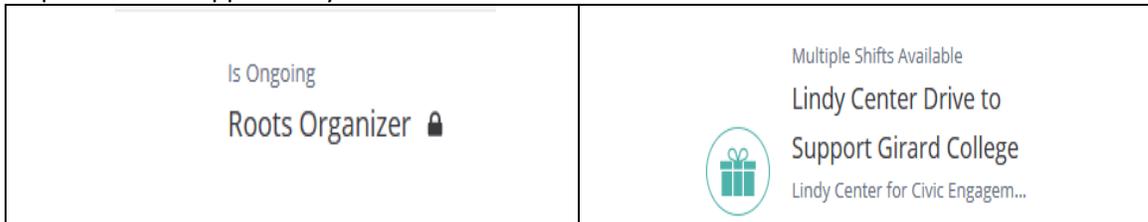
e. You are returned to the opportunity-information page, and the **Respond** button is replaced by an **Unregister** button.



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- f. **Waitlist:** Some opportunities with limits on how many people can volunteer will also have a waiting list and you can learn more about adding yourself to a waiting list here:
<https://galaxydigital.freshdesk.com/support/solutions/articles/36000059944-adding-yourself-to-a-waitlist>
- g. **Responding to an opportunity as a Team:** Some opportunities will allow both individual sign-ups and team sign-ups, which is a great option if you have a group of friends or a student organization or other organized group that wants to volunteer together. To learn more about responding to opportunities as a team, click here:
<https://galaxydigital.freshdesk.com/support/solutions/articles/36000041100-responding-to-a-need-as-a-team>.
- h. Some opportunities may appear with a lock icon next to it, this indicates the opportunity is private, which means that only specific users can respond to the opportunity. If you are able to respond to a private opportunity, it means you are in a user group that is allowed to view and respond to that opportunity.



- 6. **Managing your User Groups:** Galaxy also allows user groups, which is great if you are part of a Greek organization, student organization, or other group that is interested in volunteering together and tracking the group's volunteer hours. You will need to contact the Lindy Center if you want to create a User Group as only a Site Manager can do that. If you are a User Group leader or part of a User Group at all, you will be able to manage that from your profile drop-down (the top right of the page where you either see your initials or your profile picture). In that drop-down you will see a "My User Groups" option that will allow you to see the User Groups you are part of. Sometimes, there will be specific volunteer opportunities assigned to specific User Groups (for instance, maybe a specific fraternity or sorority is partnering with a local org on an event and they create an opportunity that only people in that fraternity or sorority can sign up for). On your User Groups page, you will see a "View Opportunities" link for each User Group you are part of and that is where you can access any specific volunteer opportunities for your User Group. See image below and [this link](#) for more information about User Groups.



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RETURN TO OUR WEBSITE MANAGER MY ORGANIZATIONS CALENDAR (37) HELP

DASHBOARD OPPORTUNITIES EVENTS ORGANIZATIONS CORONAVIRUS INFORMATION COLLAPSE MENU

My User Groups

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES

MY TEAMS MY USER GROUPS SLM HOURS OVERVIEW SLM LEADER PORTAL INBOX

Click the "View opportunities" button to see the opportunities that are assigned to your User Group. Click "View Resume" to view your User Group's volunteer report. To leave a User Group, click the "X" in the Options column. See this article to learn more about User Groups.

USER GROUP	TYPE	DATE CREATED	ASSIGNED OPPORTUNITIES	REPORTING	OPTIONS
Civic 101 - 001	SLM	Sep 22, 2020	VIEW OPPORTUNITIES	VIEW RESUME	X
Community Dimensions of Medicine - Fall 2020	SLM	Oct 8, 2020	VIEW OPPORTUNITIES		X
Drexel Community Scholars	Standard	Sep 1, 2020	VIEW OPPORTUNITIES	VIEW RESUME	X
Faculty	Standard	Aug 24, 2020	VIEW OPPORTUNITIES	VIEW RESUME	X
Lindy Center	Standard	Oct 7, 2020	VIEW OPPORTUNITIES	VIEW RESUME	X
Phi Sig	Standard	Oct 14, 2020	VIEW OPPORTUNITIES	VIEW RESUME	X

SHOWING 1 TO 6 OF 6 ENTRIES PREVIOUS NEXT

7. **Logging Hours** – for opportunities that you’ve already signed up for, you should see pending hours in your profile once that opportunity has passed. Organizations can approve your hours proactively so they show up as “approved” in your profile and dashboard. If hours that you’ve already volunteered are shown as pending, you may want to reach out to the Lindy Center or the organization that you volunteered with to get those approved.

To log hours for a posted opportunity if they do not already show up in your profile:

- Log into the Campus Connect site.
- Click on your profile dropdown (located where the blue circle is in the image above) and select **Track Hours**, and then click **Add Hours**, located under the **Volunteer Hours** heading.

My Profile > My Hours

Track Hours

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES

OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS INBOX

Volunteer Hours

ACTIONS EXPORT HOURS **ADD HOURS** Start 11/12/2019 End 11/12/2020 GO

Table Filter

<input checked="" type="checkbox"/>	DATE	DETAILS	USER GROUP	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/>	Nov 12, 2020	test_math tutoring test_inn Dwelling	Lindy Center	GC	2.00	0	

- Click **Yes** under the **Hour Type** heading. (By clicking **Yes**, you indicate that the hours you're posting are related to an opportunity you responded to previously on your site.)



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Hour Type

Are these hours in reference to a need you responded to on this site?

Yes

No

Need *

- d. Select an opportunity from the **Opportunity** dropdown. Enter the hour details, including the date and number of hours.

Hour Type

Are these hours in reference to an Opportunity you responded to on this site?

Yes

No

Opportunity *

Hour Details

Date Worked *

Hours Worked *

Miles Traveled

User Groups *

- e. Enter the hour details, including the date and number of hours.
- f. Complete all other Hour Details fields that apply. If a User Group field is listed, select a user group as applicable. A user group field may or may not be required, depending on your site's settings.

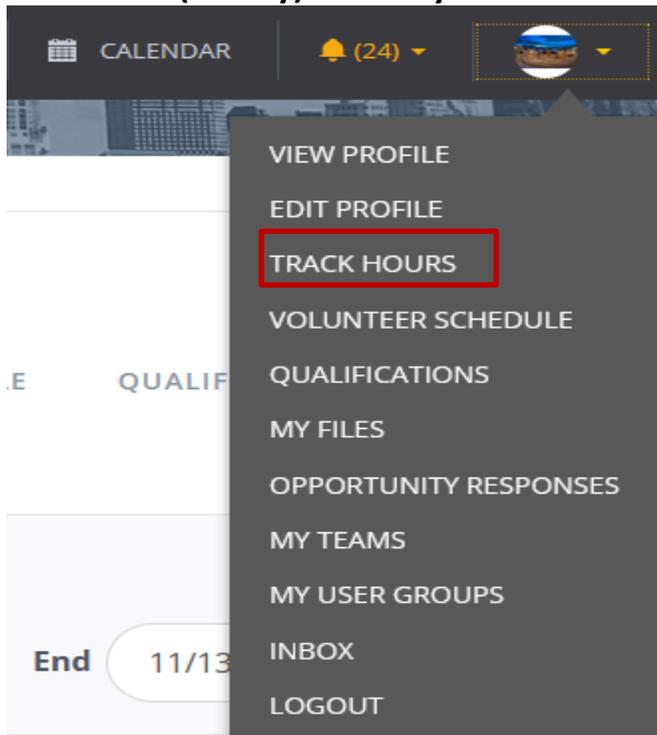
8. To Edit Hours

Hours can be edited as long as they have not been approved.

- a. Log into and click on your profile dropdown in the top right-hand corner of your site.
- b. Select Track Hours to open the Track Hours page.



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c. The Track Hours page displays your previously submitted hours.

[Home](#) > [My Profile](#) > [My Hours](#)

Track Hours

VIEW PROFILE EDIT PROFILE **TRACK HOURS** VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES

OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS INBOX

Volunteer Hours

ACTIONS EXPORT HOURS ADD HOURS

Start 11/13/2019 End 11/13/2020 GO

Table Filter

<input type="checkbox"/>	DATE	DETAILS	USER GROUP	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/>	Nov 13, 2020	test_reading tutoring test Inn Dwelling	Lindy Center	GC	1.00	0	<input type="checkbox"/> <input checked="" type="checkbox"/>

d. Click the pencil icon to edit hours. Note that the approved hours do not have a pencil icon and cannot be edited.

e. Make your changes.

f. Click **Update Hour** Entry.



DREXEL UNIVERSITY

Academic Information & Systems

<http://www.drexel.edu/ais>

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Hour Type

Are these hours in reference to an Opportunity you responded to on this site?

Yes
 No

Opportunity*

Organization Name: test_Inn Dwelling
Response Date: Nov 12, 2020

Hour Details

Date Worked*

Hours Worked*

Miles Traveled

User Groups*

Description ?

Brief Description

g. **Logging “independent hours”**: As you see in part C, you can also select to log hours that are NOT associated with a volunteer opportunity listed in our database by selecting “No” in the “Hour Type” section when logging hours. This may be useful if you are required to do hours for a student group that is using Galaxy to manage volunteer hours, or if you simply want to track hours that you are independently volunteering for your own records/volunteer resume on the site. You will have an opportunity to enter additional information about the volunteer hours and to log them as part of a User Group (as described above). Once they are entered, they show up as “pending” and a Site Manager or other site admin must approve them.

For any questions related to Galaxy, including how you can take advantage of this site for your student organization or other group that wants to volunteer together, please reach out to us at lindycenter@drexel.edu. Galaxy also has robust how-to guides on their website, which you can access here: <https://galaxydigital.freshdesk.com/support/solutions/36000096780>.