Campulse User Guide

For students, class reps, graduates and lecturers

mycampulse.app

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1. Getting started

EVERYONE

1. Visit mycampulse.app on your phone or computer. You can read the campus feed, stories and events without an account.
2. Tap Sign in, then Create account. Choose Student or Lecturer. You can sign up with email or Google.
3. Students: add your faculty, department and level. These decide which class timetable and lecturer notices reach you.
4. Graduates and alumni: choose Graduate as your level. You get the graduate portal, graduate opportunities and alumni circles instead of class timetables.
5. Lecturers: add your title, faculty, home department, office location and office hours. Lecturers do not pick a student level.
6. Confirm your email from the link sent to your inbox, then sign in.

2. Install the app

EVERYONE

1. Open mycampulse.app/install, or tap Get the app in the menu or footer.
2. Android or computer: open in Chrome and tap Install. If no button shows, use the browser menu and choose Install app or Add to Home screen.
3. iPhone: open the link in Safari, tap Share, then Add to Home Screen. If you opened the link inside WhatsApp or Instagram, first switch to Safari.
4. The installed app opens full screen with a bottom bar: Feed, Timetable, Messages, Portal and More.
5. Updates arrive automatically. There is nothing to re-download.

3. Campus feed, stories and events

EVERYONE

1. The home feed shows the latest campus stories, polls, events and opportunities.
2. Use the search icon at the top to find stories, people and topics.
3. Students can send a story for review with Submit a story. Editors check it before it goes live.
4. Vote in polls and react to posts once you are signed in.
5. The Opportunities pages list scholarships, internships, jobs and graduate openings.

4. Timetable and class reminders

STUDENTS AND CLASS REPS

1. Open Timetable to see your class timetable, set by your class rep or lecturers for your department and level.
2. Add personal entries such as reading time or tutorials. Only you see these.
3. Class reps can add and edit class entries for everyone in their department and level.
4. A reminder bell rings shortly before each class while the app is open.
5. Tap Enable alerts to get lock-screen reminders even when the app is closed. On iPhone this needs the app added to the Home Screen first.

5. Lecturer notices on your dashboard

STUDENTS

1. Open your Portal. The section From your lecturers shows official notices: test dates, venue changes and cancellations.
2. You receive a notice when it targets your department and level, or when its course code is on your timetable, even from another department.
3. Notices appear instantly. They do not go through the student editors.
4. With alerts enabled, new notices also arrive on your lock screen.

6. Lecturer teaching desk

LECTURERS

1. Open Lecturer portal after signing in with a verified lecturer account.
2. Official notices: write the course code, message and audience, then publish. Your home department is pre-selected; add other departments that offer the course.
3. Teaching schedule and venues: add lecture times and rooms. They show on the timetables of the students you target.
4. Teaching reminders: above your schedule, turn on 'Enable class alerts' for phone notifications and 'Class bell reminders' for a bell in the open app. You are reminded 1 hour and 30 minutes before each lecture you posted, just like students.
5. Office hours: keep your office location and consultation hours up to date so students know where to find you.
6. Course materials: share a PDF (up to 20 MB), a video link (YouTube, Vimeo, Google Drive) or a web link. Students watch videos inside Campulse.

7. Course materials

STUDENTS

1. Materials for courses on your timetable appear in your Portal and on the lecturer's course.
2. Tap a PDF to open it securely. Only students with that course can open it.
3. Tap a video to watch it on the Campulse watch page without leaving the app.

8. Graduate and alumni portal

GRADUATES AND ALUMNI

1. Become a graduate: when you finish school, open your Portal, edit your profile and set your level to Graduate. New alumni can choose Graduate on the welcome screen after signing up.
2. Your Portal changes to the graduate dashboard. Class bells and undergraduate timetables are replaced by career tools, alumni news and graduate openings.
3. Graduate opportunities: open Graduate Opportunities from the menu or your Portal for master's and PhD scholarships, fellowships, graduate trainee programmes and jobs. Undergraduate posts are kept on a separate page so your list stays relevant.
4. Check each post's deadline, eligibility and verification note before applying. Editors flag details that the employer or funder has not confirmed.
5. Apply via Campulse: for vacancies that accept email applications, fill in your name, email and phone, add a short note and upload your CV as a PDF without leaving the app.
6. For external portals, use the application checklist to prepare your documents, then tap Continue to the official portal. Campulse stays open so you can come back.
7. Share to WhatsApp or copy the link to pass an opening to friends from your graduating set.
8. Alumni circles: open Lecture Room to join your department's alumni circle. Share job leads, keep in touch with coursemates and mentor current students.
9. Messages: connect one-to-one with other alumni. Your privacy settings and blocks still apply.
10. Stay connected: keep reading campus stories, events and polls so you know what is happening at your school.

9. Rooms and messages

EVERYONE

1. Lecture Room and course rooms are group spaces for classmates. Some are public, others are for members only.
2. Messages lets you chat one-to-one with other members. Your privacy settings decide who can message you.
3. You can block anyone. Blocked people cannot message you or find you in the member directory.

10. Your account and privacy

EVERYONE

1. Edit your profile, department, level and privacy settings from your Portal.
2. Graduates get the graduate portal with alumni circles and graduate opportunities.
3. Sign out from the header icon or the More menu in the app.
4. Read the community guidelines and privacy policy linked in the footer.

11. Troubleshooting

EVERYONE

1. App stuck on Installing: check your internet, clear Chrome's cache (not data), and install again from Chrome, not from WhatsApp.
2. No alerts: make sure notifications are allowed for Campulse in your phone settings, then tap Enable alerts again.
3. Missing lecturer notices: check that your department, level and timetable courses are filled in.
4. Offline: the app shows the last feed and updates you saw. New content loads when you are back online.
5. Still stuck? Use the Contact page.