



Logging Community Service Hours

College and Career Readiness Lesson



FEDERAL WAY
PUBLIC SCHOOLS



five

**PERSISTENCE TO
GRADUATION**
High School
Graduation
Through
Successful
Transitions



FEDERAL WAY
PUBLIC SCHOOLS

Community Service Graduation Requirement

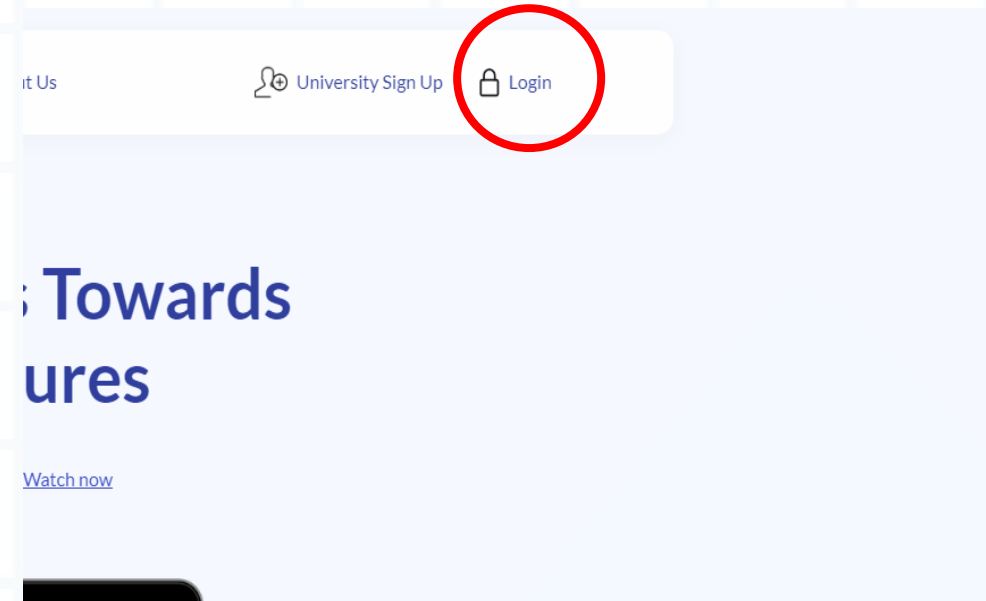
- **All students** are required to complete 24 hours of Community Service to Graduate. (6 hours each year)
- To log your hours, you need to sign in to your MaiaLearning account and enter them in the Portfolio Section under the “EXPERIENCE” tab

Logging into MaiaLearning

All Federal Way Public School 6th-12th grade scholars' already have MaiaLearning accounts under their P12 email address.

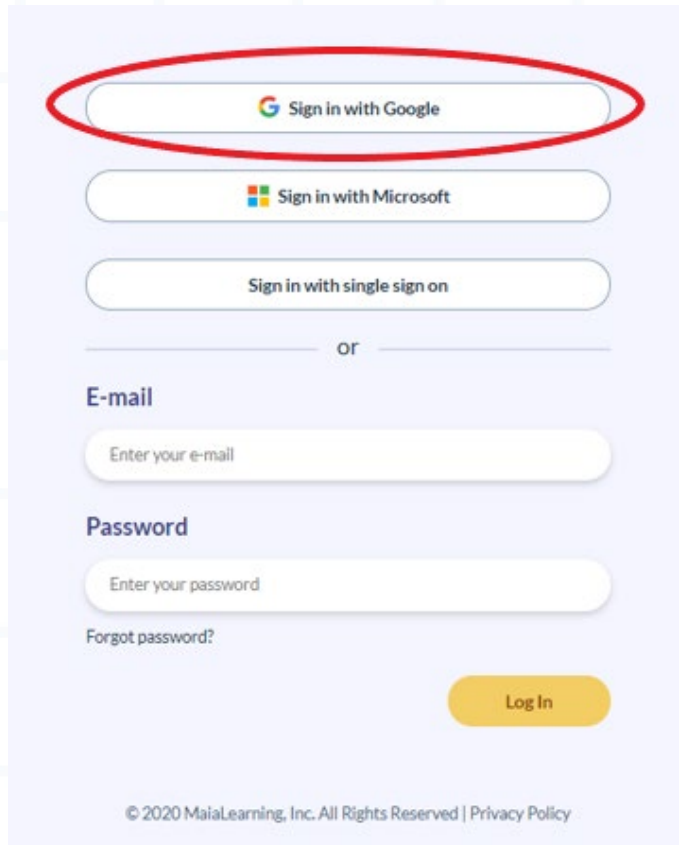
How to Log-In to MaiaLearning:

- You can access MaiaLearning through your Launchpad or visit www.maialearning.com and select the Log In button at the top right corner of the webpage

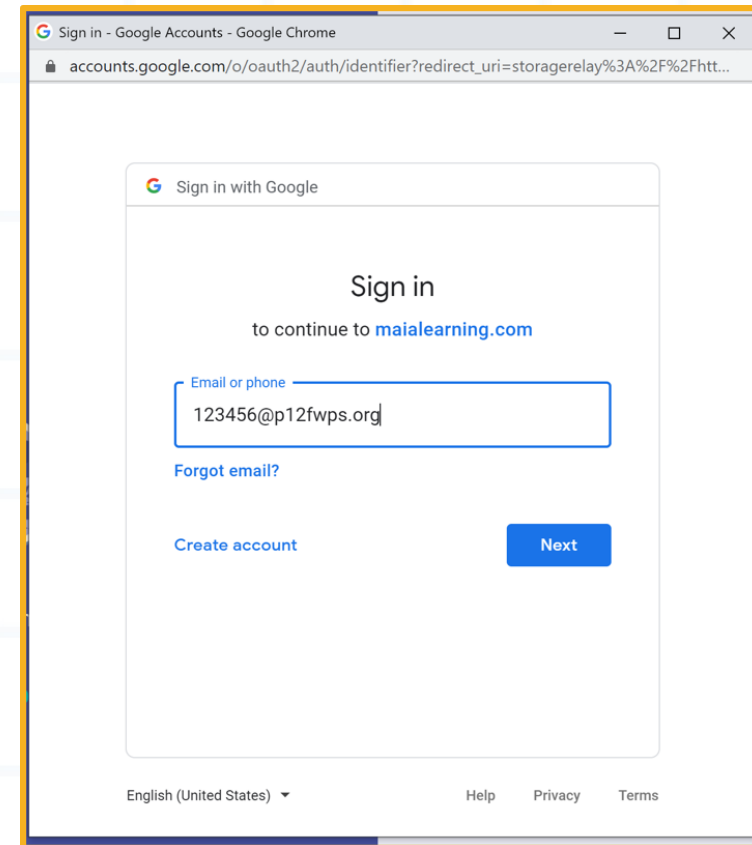


Logging into MaiaLearning

- Click “Sign in with Google”
- Sign in with your school Gmail (P12) email account and password (#####@p12fwps.org)



The screenshot shows the login interface for MaiaLearning. At the top, there are three buttons: "Sign in with Google" (circled in red), "Sign in with Microsoft", and "Sign in with single sign on". Below these is an "or" separator. The "E-mail" section has a text input field with the placeholder "Enter your e-mail". The "Password" section has a text input field with the placeholder "Enter your password" and a "Forgot password?" link. A yellow "Log In" button is at the bottom right. The footer contains the copyright notice: "© 2020 MaiaLearning, Inc. All Rights Reserved | Privacy Policy".



The screenshot shows the Google sign-in page in a Chrome browser window. The address bar shows the URL: accounts.google.com/o/oauth2/auth/identifier?redirect_uri=storagerelay%3A%2F%2Fh... The page title is "Sign in - Google Accounts - Google Chrome". The main content area has a "Sign in with Google" button at the top. Below it, the text "Sign in to continue to maialearning.com" is displayed. There is a text input field for "Email or phone" containing the text "123456@p12fwps.org". Below the input field are links for "Forgot email?" and "Create account". A blue "Next" button is on the right. The footer shows "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".



You are now on
your Dashboard,
from here
Click on the
Portfolio Section

maialearning

Student Classof24
ID: 13 (GR: 12)

Dashboard

Upcoming Surveys 0 Overdue 0 Completed 0

MAIAZINE
Trying to figure out what to study and where? Find something that fits you in our new magazine.

All Upcoming This Week Next Week This Month Next Month

Sun, 31 Mar 2024

- Update your required hours for community service by logging experience(s) into the Portfolio
- Create or Update your Resume and store a copy in your MaiaDrive
- Complete the Interest Profiler
- Complete the FAFSA or the WASFA
- Update your Career List
- Apply to at least 1 Postsecondary Choice, such as college, training and/or employment
- Apply to at least 1 Scholarship and update your scholarship status under Financial Aid Awards
- Request at least 1 letter of recommendation
- Complete the Career Plan Essay and upload a copy to your MaiaDrive

Terms of Use • Privacy Policy

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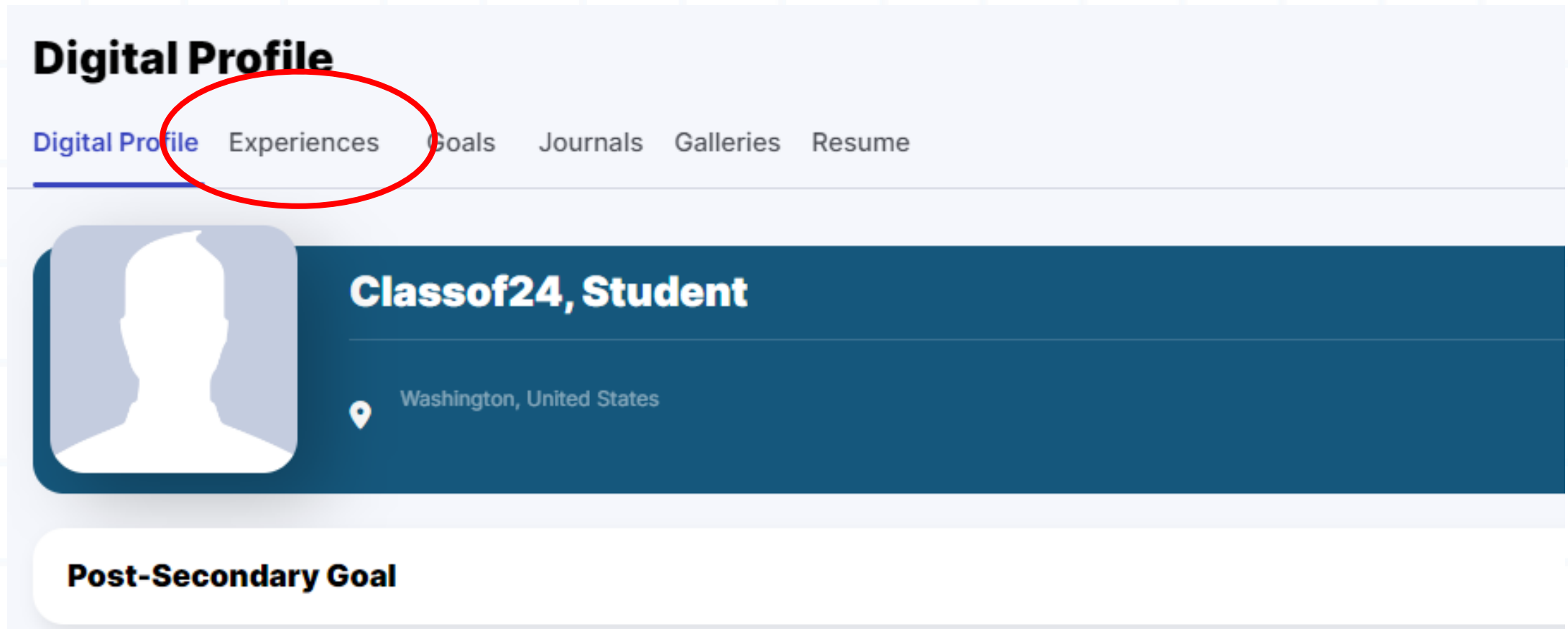


GOAL 5: PERSISTENCE TO GRADUATION
High School Graduation Through Successful Transitions




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Click on “Experiences” to enter you Community Service



Digital Profile

[Digital Profile](#) [Experiences](#) [Goals](#) [Journals](#) [Galleries](#) [Resume](#)

 **Classof24, Student**

Washington, United States

Post-Secondary Goal



GOAL 5: PERSISTENCE TO GRADUATION
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Digital Profile

Digital Profile [Experiences](#) Goals Journals Galleries Resume

1

+ Add Experience

2

Experience Type

Community Service



Started

Start Date

Completed

End Date

3

Organization Name and Location

For example: Apple, CA

Your Title

For example: Intern

4

Describe what you did

B *I* U

Add Certificates / Commendations Received

5

Grade Level of Experience

12



6

Add Hours

7

Supervisor Info

First Name

Last Name

Email

1. Click on "Add Experience" in the upper right corner
2. Select "Community Service" in the drop down box
3. Enter date hours were completed
4. Enter the organization you completed your hours through and what your role was (i.e. daycare support, litter collection, etc.)
5. Enter the grade level you completed the hours during
6. Add hours that you completed with this organization
7. Enter your supervisor's name and email for this work to be approved. **Don't Forget to click save at the bottom of this page.**

Community Service

Volunteer at MSC- Food Bank

Approved Hours: 0



Organized pantry when new deliveries arrived.
Helped community members shop for items during food bank open hours.

Alicia Luke
Supervisor

Created on Nov 08, 2023 @ 07:16 AM

Add Hours

Date	Grade	Hrs/Wk	Wks/Yr	Hrs	Participated	Supervisor	School
🕒 Nov 01, 2023 — Nov 30, 2023	12	4	4	16	—	⊕ 16h	🕒 16h
🕒 Dec 11, 2023 — Current	12	—	—	4	—	⊕ 4h	🕒 4h

Send For Verification

Finally, after you save the experience, click “Send for Verification” to submit to your supervisor



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Confirmed Hours

Once you send for verification, an email will be sent to your supervisor's email for confirmation and verification.

All hours need to be in MaiaLearning as this is where the graduation requirement is verified.



HSBP Resources

- Full checklists available at www.fwps.org/hsbp
- Personalized support or questions, reach out to your counselor (Middle School) or College and Career Specialist (High School)
- Email ccr@fwps.org