

How to Input Service Learning Hours in Student Portal

								2 Student Info Attendance Gra
1.	Log into Student Porta	ıl						Pronie Demographies
	-							Supplemental
2.	Place cursor on Stude	n t Info tab						Supplemental
_		-						Classes
3.	Click on Service Learn	ing						Classes
								Individualized Academic Plan
								Activitios and Awards
								Authorizations
								College Requests
								Email List
								Fees and Fines
								Secondary Stu Data
								2 Service Learning
								Service Learning Organizations
								Siblings
								Work Permit
	Svc Lrng Coordinator		Grade	Grade 10	Grade 11	Grade 12	Total	
	(0)	Re	equired 0.00	19.00	10.00	10.00	39.00	
		Com	pleted 0.00	19.00	0.00	0.00	19.00	
	Go	Service Learning R	ecipient Service I	earning Log				
	Organization	Balandar Baradan Marada						Service Learning Recipient
	3 Days Catholic Retreat Lead	Organization					Addres	S
4	Allendale Public Library	Supervisor			P	none		Email Address
	Test Organization							
	Unauthorized Organization	School	Fundamental Fe	condary Sch				
		Start Date	Fundamental Se	Enc	Date		Appro	ved Hours
							30.91	67
		Service Reflectio	n				_	
							4b	Add New Service Learning Recipient

- 4. Check list of Organizations in table on left side of screen.
 - a. If organization <u>IS</u> listed, continue to step 5
 - b. If organization <u>IS NOT</u> listed, click on 'Add New Service Learning Recipient'
 - 1. Check to see if organization is listed in the Pre-Approved Organizations screen
 - If organization <u>IS</u> listed under the Pre-Approved Organizations
 - a.Select organization from list
 - b.Click on 'Use Selected'
 - c. Organization information will appear
 - d.Click on 'insert' and this organization will be added to your list on the left side of screen

	Search	
Name	City Sta	tus Supervis
3 Days Catholic Retreat Leader	Pasadena	Nathaniel Ha
Albert Fontel/ Jessica Dalwerty from HMRL	Pasadena	Albert Fonte
Allendale Public Library	Pasadena	James Jone
Altadena Children's Center	Altadena	Mary Smith
Altadena Children's Center Volunteer/ Greet	erAltadena	Janet Klein
Humane Society	Pasadena	Robert Ruff
Salvation Army	Pasadena	Sandra Jaco
4		,



o Ifor	ganization <u>IS NOT</u> listed under the Pre-Approved Organizations	a Organization Not Listed
a. b.	You will receive a pop advising "Organization Must Be Approved Before Hours Can Be Earned"	Organization Must Be Approved Before Hours Can Be Earned.
C.	 O Click OK Enter name of organization O Click OK 	ОК
d.	Enter Organization information (Address, City, State, Zip, Supervisor, Phone, etc.) O Click Insert	C Please Enter the Name of the Organization: Huntington Hospital OK Cancel Add

ervice Learning Recipient Service Learning Log					
	Serv	ice Learning Recipient			
Organization Name	Address	City	State	Zip	Website
Huntington Hospital				~	
Supervisor	Phone	Email Address	Sta	art Date	End Date
					G
		Service Reflection			
	e	Insert Cancel			

You will receive a message stating "Selected Organization is Pending Approval". Once organization is approved, continue to step 5 to input Service Learning Hours.

Add Service Learning Hours

- 5. Select desired organization from your list of organizations on left side of screen
- 6. Click on Service Learning Log
- 7. Add New Log Entry



Service Learning Recipient	vice Learning Log						
			Service Learning	Log			
	Date Start Time	End Time Tir	me Service Description	Supervisor	Phone	Uploaded Files	Status
Add New Log Entry							
Save Record	8			Sandra Jacobson			
Cancel Changes							

- 8. Enter Service Hours information
 - a. Date of Service
 - b. Start Time
 - c. End Time
 - d. Service Description Brief description of the service activity
 - e. Click Save Record
 - f. You can now upload a copy of the proof of service.



Upload proof of Service Learning Hours

- 1. Click on Upload
- 2. Upload Control pop-up
 - a. Click Browse
 - b. Navigate to file to be uploaded
 - c. Enter Caption for file
 - Date _ organization Name
 - d. Click Upload
 - e. Click red X to close pop-up window

Your Entry has now been sent for approval

Total Service Learning Hours

- 1. Log into Student Portal
- 2. Place cursor on Student Info tab
- 3. Click on Supplemental
- 4. Total APPROVED Hours will be listed under Srv Lrng Cum Hrs

Browse	Add	endum to School TB	Policy (1)
Caption:	04-16	-17 Altadena Childre	ns Center c
	d	Upload	_