

How to Input Service Learning Hours in Student Portal

1. Log into Student Portal
2. Place cursor on **Student Info** tab
3. Click on **Service Learning**



Svc Lrng Coordinator
(0)

Go

4

Organization
 3 Days Catholic Retreat Lead
 Allendale Public Library
 boys club
 Test Organization
 Unauthorized Organization

	Grade 9	Grade 10	Grade 11	Grade 12	Total
Required	0.00	19.00	10.00	10.00	39.00
Completed	0.00	19.00	0.00	0.00	19.00

Service Learning Recipient Service Learning Log

Organization	Address	Service Learning Recipient
Supervisor	Phone	Email Address
School		
TEST - Marshall Fundamental Secondary Sch		
Start Date	End Date	Approved Hours
		30.9167
Service Reflection		

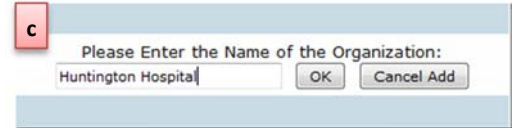
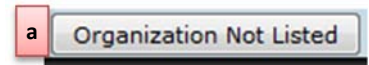
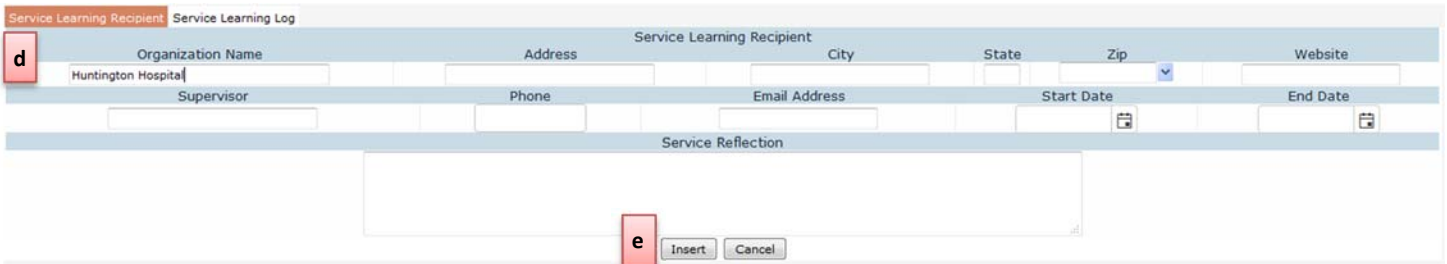
4b Add New Service Learning Recipient

4. Check list of Organizations in table on left side of screen.
 - a. If organization **IS** listed, continue to step 5
 - b. If organization **IS NOT** listed, click on 'Add New Service Learning Recipient'
 1. Check to see if organization is listed in the Pre-Approved Organizations screen
 - o If organization **IS** 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

Pre-Approved Organizations			
Name	City	Status	Supervisor
3 Days Catholic Retreat Leader	Pasadena		Nathaniel Ha
Albert Fontel/ Jessica Dalwerty from HMRL	Pasadena		Albert Fontel
Allendale Public Library	Pasadena		James Jones
Altadena Children's Center	Altadena		Mary Smith
Altadena Children's Center Volunteer/ Greeter	Altadena		Janet Klein
Humane Society	Pasadena		Robert Ruffu
Salvation Army	Pasadena		Sandra Jacol

Use Selected Organization Not Listed Cancel Add

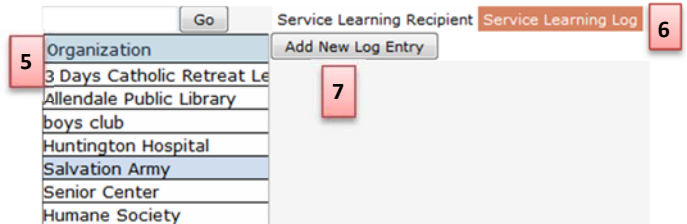
- o If organization ***IS NOT*** listed under the Pre-Approved Organizations
 - a. Click on 'Organization Not Listed'
 - b. You will receive a pop advising "Organization Must Be Approved Before Hours Can Be Earned"
 - o Click OK
 - c. Enter name of organization
 - o Click OK
 - d. Enter Organization information (Address, City, State, Zip, Supervisor, Phone, etc.)
 - o Click Insert

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

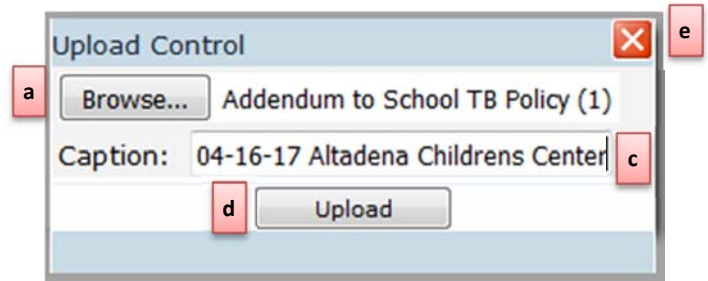



Date	Start Time	End Time	Time	Service Description	Supervisor	Phone	Uploaded Files	Status
					Sandra Jacobson			

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**