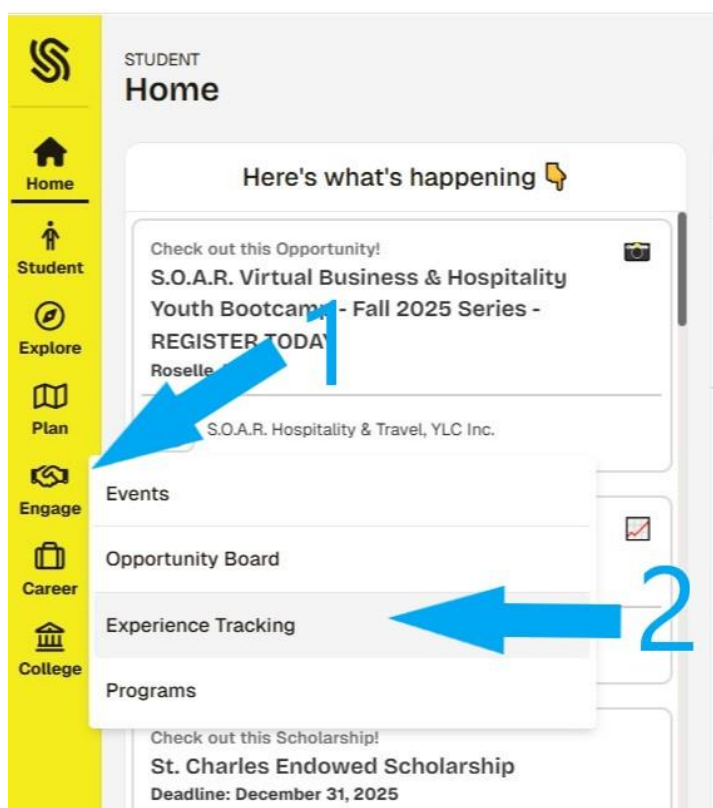


Directions for Entering Experiences into Schoolinks

*Log into Schoolinks from your Classlink dashboard.



*Next, on the left side of the screen, click on “Engage” then on “Experience Tracking”



*From here you will see many different Experience Types. This is where you need to determine what kind of experience you want to enter. All experiences are entered similarly, so it's important that you enter it into the correct Experience Type. If you are entering hours to count towards your Internship Credit (120 hours of service required to graduate) you will enter it into one of three types.

1. Community Service (volunteering your time to others)
2. College/Career Exploration (job shadowing, college visits, and other educational experiences)
3. Employment / Internship (the job you worked and got paid to do) **up to 90 hours total**

The screenshot displays the ENGAGE Experience Tracking interface. On the left is a yellow sidebar with navigation icons for Home, Student, Explore, Plan, Engage, Career, and College. The main header area includes 'ENGAGE Experience Tracking', 'Activity feed', and 'All activity'. The 'Experience Types' section on the right lists four categories, each with a red circle around its name and a blue plus button to add an entry:

- Community Service**: 45 hours required, 0:00 out of 45 recorded hours.
- OhioMeansJobs**: 3 mentors need to verify 14 skills demonstrated in 2 locations. Completed skills: 0 out of 14.
- College and Career Exploration**: 0 / 2 REQUIRED LOCATIONS, 0 / 3 REQUIRED MENTORS.
- External WBL Experiences**: 250 hours required by 05/15, 0:00 out of 250 recorded hours.
- Employment / Internship**: 120 hours required, 0:00 out of 120 recorded hours.

*Click on the “blue plus” button to add a new entry.

The screenshot shows a web interface titled "Experience Types". At the top, there is a search bar labeled "Search by experience type" and a blue button with a white plus sign and the text "+ Add Entry". Below this, there is a list of experience types, each with a blue plus button on the right. A large blue arrow points to the plus button for "Community Service".

- Community Service** (45 hours required, Recorded hours: 0:00 out of 45)
- OhioMeansJobs** (3 mentors need to verify 14 skills demonstrated in 2 locations, Completed skills: 0 out of 14)
- College and Career Exploration**
- External WBL Experiences** (250 hours required by 05/15, Recorded hours: 0:00 out of 250)
- Employment / Internship** (120 hours required, Recorded hours: 0:00 out of 120)

Below the "OhioMeansJobs" entry, there are two sections for required locations and mentors:

- 0 / 2 REQUIRED LOCATIONS**: Community, School, Work
- 0 / 3 REQUIRED MENTORS**: Mentor 1, Mentor 2, Mentor 3

At the bottom right, there are two circular icons: a blue one with a white person icon and a yellow one with a black person icon and a red notification bubble with the number 1.

*Complete the required information for the entry.

1. Organization Name (where did the experience take place?)
2. Supervisor Email (make sure this is correct or the entry will not get to your mentor to verify)
3. Date (was this a one-day experience or did it take place over multiple days?)
4. Time Spent (how long did this experience last? How many total hours are your requesting verified?)
5. What did you do? (a brief description of your experience, this can be done in a couple sentences)

6. Add supervisor's phone number. (if it happened at school, just use the school's number 614-365-6060. If this took place outside of school, add a number for your supervisor so I can contact them if needed).

The image shows a web form titled "Add entry" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Experience type:** A dropdown menu with "Community Service" selected and a close button (X).
- Organization name:** A text input field with placeholder text "Type the name of the organization where you completed". A blue arrow points to this field.
- Supervisor email:** A text input field with placeholder text "ex: 'supervisor@organization.com'". A blue arrow points to this field.
- Date:** A section with two radio buttons: "Single date" (selected) and "Range of dates". Next to "Single date" is a date input field with placeholder text "MM/DD/YYYY" and a calendar icon. A blue arrow points to this date field. Below the radio buttons is a "Start date" label.
- Time spent:** Two input fields labeled "Hours" and "Minutes". A blue arrow points to the "Minutes" field.
- What did you do during this experience? ***: A text input field with placeholder text "Type your answer here". A blue arrow points to this field.
- Add your supervisor's phone number in case they need to be contacted for verification purposes ***: A text input field with placeholder text "Type your answer here". A blue arrow points to this field.
- Evidence:** A section with a yellow warning banner that says "For security reasons, please refrain from sharing your QR code with anyone else." Below the banner is a large dashed-border box with a small icon in the center. To the right of this box is a QR code.
- Buttons:** A "Cancel" button on the bottom left and a "Save" button on the bottom right.

At the bottom of the page, there is a "Student Engagement Seal" logo and a help icon (question mark).

Final Step

Add Evidence

This can come from a file on your phone or computer. All you need to do is “browse” for it and upload it.

OR

You might have a paper document that you want to upload (paystub, certificate of completion, internship hours verification form, etc). You can use your phone and scan the QR code. This will give you a direct link to your entry and allow you to take a picture and upload it. **This QR code is for YOUR specific entry.**

Evidence

⚠ For security reasons, please refrain from sharing your QR code with anyone else.

Drag files here or [browse](#)

OR

Mobile upload

Upload up to 20 PDFs, JPGs, PNGs, JPEGs, DOCs, DOCXs, MP4s, or MOVs, each < 100MB

Cancel [Save](#)

*Once you completed all of the information and double checked for accuracy, you are done.

Click the blue “[Save](#)” button.

See Mr. Eagle if you get stuck or have any questions.