




ENTERING COMMUNITY SERVICE HOURS

Let's get those community service hours in! I'm going to start at the VERY beginning so we are all on the same page.

1. Click on HOME
2. Click on Student Management to the far right
3. Click on Student
4. Click on Student Profile – PR
5. To the far left you will see a small menu – at the top should be Special Prgms
 - a. If the little triangle  is pointing to the right then click on it so it points  down and then you will see Com Srv Hrs
 - i. Click on Com Srv HRS
6. Double click on the Student Name and type in the student you are working on
7. To the far right you will see the  button – Click on it
8. A box will pop up
 - a. You can choose the date ... the recommendation is that you use the date of service
 - i. IF you choose to use this to track previous hours (pre-Skyward) then use the date 9/1/15
 - b. Enter the number of hours
 - c. Comment ... the recommendation is that you use this to note the specific service i.e.,
Cleaned Baseball Field/Volunteer at Boys & Girls Club
9. Click Save